

CIAC 2015 TRAINING CALENDAR FOR HUMAN RESOURCES DEPARTMENT

(a mixture of trainings that address needs on supervisory/managerial trainings, technical skills and values)

TRAINING COURSES	DESCRIPTIONS/ OBJECTIVES	PARTICIPATING DEPARTMENTS	NUMBER OF PARTICIPANTS	TARGET DATE	FACILITATOR	SEMINAR FEE/STIPEND OF FACILITATOR	STATUS	
I. LEADERSHIP TRAININGS								
1.1	A.1. Management Policy / Corporate Governance Orientation Program	To provide CIAC leaders the necessary knowledge and understanding about Corporate Governance as well as how to go about implementing good governance in practice.	VICE PRESIDENTS AND SELECTED MANAGERS	4	June 18-19, 2015	Institute of Corporate Directors	Php 100,000.00	
1.2	A.2. Training on Leadership Skills	Aims to create link between the work of the team and the goals of the organization, also a process of developing great leaders.	KEY PERSONNEL	25	August		Php 25,000.00	
1.3	A.3. Handling People: Discipline Management	To introduce the process of communication with employees in order to improve unacceptable behavioral patterns or performance.	KEY PERSONNEL	25	September		Php 25,000.00	
1.4	A. 4. Administrative Investigation and Grievance Handling	Grievance handling procedure aims to aggrieved employees an opportunity to communicate their feelings and problems to their concerned people developing a committed workforce and productivity.	SELECTED MANAGERS/ DEPARTMENT HEADS	10	April		Php 50,000.00	
II. SPECIALIZED / TECHNICAL TRAININGS								
2.1	B. 1. Closed-Circuit Television (CCTV) Operator and Radio Course	To update on recent changes to legislation, technical aspects of CCTV and practical surveillance aspects with realistic concepts and experiences.	OPERATIONS / SECURITY / ENGINEERING	30	March		Php 250,000.00	
2.2	B.2. Financial and Operations Audit	To determine the extent to which the organization had implemented structures and processes in order to ensure the integrity of financial and non-financial information and statements.	IAD / ACCOUNTING / TREASURY	25	May		Php 25,000.00	
2.3	B.3. Strategic Planning for Internal Audits	Understand the relevant organization's objectives, develop the internal audit strategic plan to achieve the internal audit vision and mission.	KEY PERSONNEL	20	June		Php 30,000.00	
2.4	B.4. Records Maintenance and Archives Management	To ensure the proper creation and disposal of records, to achieve adequate and proper documentation of the organization's policies and transactions. Proper handling of records with high confidentiality	KEY PERSONNEL	3	August 07, 2015	National Archives of the Philippines	Php 70,000.00	
2.5	B.5. Risk Management Training	Aims to provide opportunity to assess risk through the identification and evaluation of threats, consequences, and vulnerabilities.	SECURITY	2	January 20-23, 2015 April 21-23, 2015	Department of Transportation and Communication (DOTC) - Office for Transportation Security (OTS)	Free of Charge	
2.6	B. 6. Financial Statement Analysis, Budgeting & Forecasting Series and Income Tax updates	Aims to understand basic practices and systems in financial management needed in a healthy business/organization.	ACCOUNTING / TREASURY / INTERNAL AUDIT	11	August		Php 55,000.00	

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2.7	B. 7. Server Technology, Desktop Operating System and Portals & Collaboration Training	To keep pace with employees' demands by refocusing on broad troubleshooting and networking.	KEY PERSONNEL	5	October		Php 25,000.00	
2.8	B.8. Anti-Counterfeit Seminar	To educate the public on the security features of Philippine Banknotes and coins, a combination of the familiar and the new. This activity will equip our personnel specifically the fund custodians, collectors and cashiers in terms of identifying counterfeit monies.	TREASURY / ACCOUNTING	25	June	Bangko Sentral ng Pilipinas (BSP)	Php 25,000.00	
2.9	B.9. Motorcycle Riding Training	To develop good riding skills and understand of risk awareness, risk taking and how to manage risk.	KEY PERSONNEL	40	October		Php 250,000.00	
2.10	B.10. Inspector and Supervisory Course	To determine the appropriate methodology necessary to conduct security inspections within the scope of a National Aviation Security Quality Control System.	KEY PERSONNEL	5	November		Php 20,000.00	
2.11	B.11. Emergency Medical Technician (EMT) Training	To provide prompt and efficient emergency care to the sick and injured. Safely handle and prepare the patient for transportation and efficient response to the scene of a medical emergency.	ESD	20	July		Php 250,000.00	
2.12	B.12 Environmental Laws, Rules & Regulations for Pollution Control Officers (PCOs)	Aims to apprise PCOs on environmental laws, standards and on DENR policies and programs. It intends to make the PCOs more responsive and appreciative on efficient and effective environmental management.	SEMO	1	Mar 16-19, 2015	Environmental Practitioners Association	Php 11,000.00	
2.13	B. 13 GSN 1: Safety Management Systems	The course will provide a comprehensive overview of Safety Management Systems and understanding on how to implement it correctly in airport environment.	SEMO	1	Mar 23-27, 2015	ACI Global Training	Php 12,393.07	
III. CUSTOMER SERVICE AND PASSENGER FACILITATION TRAININGS								
3.1	C. 1. Customer Service: Dealing with Challenging Customer Service Situation	To maintain a high quality customer service standards to our passengers/customers.	KEY PERSONNEL	20	May		Php 100,000.00	
3.2	C.2. Internal Communication Management	To educate employees about the management of private and confidential internal information in the workplace.	KEY PERSONNEL	15	March		Php 50,000.00	
3.3	C.3. Relation and Trust Building Management	To provide necessary communication and negotiations skills in building and maintaining client/locator relationships	KEY PERSONNEL	30	August		Php 60,000.00	
3.4	C.4. NAVAIDS and Airport Systems Maintenance Course	To provide necessary knowledge and skill in managing, handling and maintaining Air Navigation Systems of CIAC	OPERATIONS / SECURITY / ENGINEERING	10	July		Php 40,000.00	
IV. GENERAL COPORATE TRAINING								

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