

Small Business Corporation
TRAINING AND DEVELOPMENT PROGRAMS FOR CY 2022
(Attended by Various Officers and Employees)

	Title	Program Description/Objective	Number of Participants	Date	Number of Hours
<i>In-house Programs</i>					
1	Basic Driving Operation and Eco Driving with Five (5) Minutes Daily Inspection <i>(facilitated by Isuzu Makati)</i>	The program aims to share the theories, practical knowledge, and the latest technology in optimal and responsible driving of its Isuzu Eco-Drive.	84	May 13	2
2	Basic Training on Preventive Maintenance and Troubleshooting <i>(facilitated by Toyota Makati)</i>	The objective of the training is to cultivate a culture of safety in SB Corporation and the need to promote an effective driver safety training program.	70	June 6	2
3	Training on R.A. 9184 and its Revised IRR and Updates <i>(facilitated by GPPB Accredited Trainers)</i>	This in-house training aims to enable the participants especially those newly appointed BAC members to understand the R.A. 9184 and its IRR and updates to ensure the Corporation's compliance with the laws, rules and regulations on procurement.	26	September 12-16 & 19-21	40
4	Online Learning Interventions (Learning Materials and Exercises)	HRMDG sent out links, videos and exercises as learning interventions for the 4th Quarter of 2022. The interventions aim to target the competencies on Communication, Entrepreneurial Accounting/Cost Management and Strategic Business Insight.	-	October 28, November 4, 11, 18, 25 and December 2	-
<i>Individual/External Trainings</i>					
1	Use of QGIS Software to Plot Lot Technical Descriptions <i>(CG Engineering Services)</i>	After attending the program, the participants are expected to: <ul style="list-style-type: none"> • Gain advanced knowledge and skills in performing CI/Appraiser functions; • Properly equip them with the technological advances in the conduct of real estate appraisal; and • Minimize the cost of relocation survey as much as possible. 	5	February 16-18	24
2	Lean Six Sigma Yellow Belt Training Certification for Service Industry <i>(Six Sigma PH)</i>	The training program is needed to equip the participants with the working knowledge of the process improvement tools and how to apply them to remove non-value-added activities in the work processes.	2	February 25	8

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3	Internal Control System for Property and Supply Management (Appraisal and Disposal) <i>(Association of Government Internal Auditors, Inc.)</i>	Enable the participants to understand the control measures in the appraisal and disposal of government properties, learn the systems and procedures in the management of supplies and properties of the government and apply the laws, rules and regulations in the handling, recording and inspecting of supplies and properties in government.	1	March 29-31	24
4	Risk Management <i>(Association of Government Internal Auditors, Inc.)</i>	The seminars aim to: <ul style="list-style-type: none"> • Explain the basic concepts and steps of risk management; • Explain the importance of risk management to their respective agencies; • Identify agency risks; and • Apply learning on risk assessment/identification and risk treatment using a prescribed template and presentation of outputs. 	3	June 1-3	24
5	2nd Government Internal Auditors Summit: Revitalizing the Role of Internal Auditors in Today's Dynamic Setting <i>(Association of Government Internal Auditors, Inc.)</i>	The virtual summit aims to highlight the current government internal auditing landscape and will focus on key tools and skills that Internal Auditors can use to boost their adaptability in this active and changing environment.	2	June 8-10	12
6	Enterprise Risk Management: Navigating Through the Three Phases of Risk Management <i>(Asian Institute of Management)</i>	The program aims to enable the participants to use risk management tools to identify major uncertainties in the Organization, assess opportunities and potential losses, develop alternatives for risk handling and assess these alternatives in light of the Organization's goals.	3	June 8, 11, 15, 17, 20, 27	24
7	Cash Management and Internal Control System <i>(Association of Government Internal Auditors, Inc.)</i>	The seminars aim to: <ul style="list-style-type: none"> • To promote proper control measures in handling cash; • To be able to learn and apply laws, rules and regulations surrounding the collections and disbursements of cash and its pertinent documents; • To learn the systems and preparation of reports; and • To strengthen the knowledge on internal control system in cash management. 	1	June 22-24	24

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8	Business Human Rights: A Learning Session <i>(Commission on Human Rights)</i>	The session aims to contribute to a better understanding of the expectations in terms of economic, social, and cultural rights as well as on business interaction with human rights, and the norms on business responsibility toward the people and society.	1	July 13	5
9	Workforce Planning with Career Development and Succession Management <i>(Civil Service Commission)</i>	Enable the participants to integrate all HR functions from talent acquisition or the staffing plan to talent development or the L&D Plan and up to the engagement plan.	2	July 19, 21, 25, 27, 29, August 2, 4 & 9	32
10	Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF) Fundamentals <i>(Anti-Money Laundering Council)</i>	This webinar aims to educate the Compliance Officers, Associated Persons or Primary Designated Officers on the following topics: <ul style="list-style-type: none"> • Institutional Risk Assessment (IRA) and the AML/CTF Inherent Risk Data Form (AIRDF) • Risk Based Approach to AML/CTF (RBA) and the AML/CTF Risk Rating System (ARRS) • Money Laundering and Terrorist Financing Prevention Program (MTPP) 	3	August 23	4
11	2022 Public Sector HR Symposium: Building Resilient Organizations: Honing Agile and Future-Ready Leaders and HR Practitioners <i>(Civil Service Commission)</i>	By the end of the online sessions, the participants shall be able to: <ul style="list-style-type: none"> • Appreciate the value and benefits in developing resiliency at various levels; • Apply the tools and techniques in developing resiliency towards - personal, organizational, and societal; and • Commit to change that will support the development of resilient public sector organizations. 	2	September 14-16	16
12	Leadership Training for Managers entitled "How to Develop Leadership Competencies for Better Business Management" <i>(Businessmaker Academy)</i>	The program will equip the participant by: <ul style="list-style-type: none"> • Learning important leadership trends for business management; • Developing and honing core leadership and management skills; • Creating own leadership plan for the workplace; and • Getting effective tools and knowing how to use them for effective leadership. 	1	October 11-12	16

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13	<p>HR Forum: Together, Let's Plan for Your Leaders' Training and Development</p> <p><i>(Asian Institute of Management)</i></p>	<p>By the end of this forum, the participant is expected to gain better understanding on programs for both individual talents and for organization development. In today's rapidly changing business world, the people in the organization rely on help to provide them with career development & training that are necessary to survive and thrive even amidst uncertain and challenging times.</p>	2	October 28	4
14	<p>CSI Leadership Series: "Adaptive Leadership: Transforming Organizations Through Effective Change Management"</p> <p><i>(Civil Service Commission-Civil Service Institute)</i></p>	<p>The learning objectives of this forum are as follows:</p> <ul style="list-style-type: none"> • Be inspired by the leadership style and accomplishments of exemplary leaders; • Explain the latest management and leadership concepts; • Establish and build networks and partners among fellow participants; and • Commit to practice effective leadership styles to drive organizational excellence. 	6	November 25	8
15	<p>Effective Audit Report Writing</p> <p><i>(Association of Government Internal Auditors, Inc.)</i></p>	<p>The webinar aims to:</p> <ul style="list-style-type: none"> • Revisit the basics on communicating audit results and learn the skills in writing effective audit reports; and • Learn and apply the guidelines and techniques, and use examples to choose the appropriate substance, organization, tone and style of reporting. 	1	November 22-25	16
16	<p>Management Audit</p> <p><i>(Association of Government Internal Auditors, Inc.)</i></p>	<p>This webinar aims to provide online learning that will enhance the knowledge and skills of the Internal Auditors on the different concepts of audit key processes in Compliance and Management audits as outlined in the IASPPS of COA and the Revised PGIAM 2020. It also aims to provide operational tools and templates to be utilized by the Internal Auditors in the conduct of Management Audit.</p>	2	December 12-15	16