



CLEARED

CENTER FOR LABOR EDUCATION, ADVOCACY RESEARCH AND DEVELOPMENT, INC.

***2008 CLEARED, Inc. TRAINING CALENDAR**

Please visit us at www.cleared.com.ph or www.solair.upd.edu.ph

| Title of Seminar | Date/s | Amount | Coordinator/ Lead Staff |
|---|-----------------------|------------------|---|
| Labor Relations Laws for Non-Lawyers | January 17-18 | P4,500.00 | Dr. Rene E. Ofreneo/ Cecil Basa |
| Performance Management | January 23-24 | P4,500.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Effective Recruitment, Selection & Placement | February 6-8 | P6,000.00 | Dr. Virgel C. Bingham/ Mayette de Taza |
| Job Evaluation & Strategic Pay Systems for Educational Institutions | February 11-13 | P6,000.00 | Dr. Marie E. Aganon/ Zeny Salas |
| Maximizing the Performance of an aging Workforce | February 12-13 | P4,500.00 | Dr. Virginia A. Teodosio/ Zeny Salas |
| The Core Functions of Human Resource Management | February 20-22 | P6,000.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Leadership training for Managers and Supervisors | February 26-27 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| A Manager's practical day-to-day Template | February 27-29 | P6,000.00 | Dr. Isagani A. F. Yuzon/ Zeny Salas |
| EMPLOYEE BENEFITS AND RETIREMENT PLANNING: A Practical Guide For Cooperatives | February 27-29 | P4,500.00 | Dr. Virginia A. Teodosio/ Edgar Pabiona |
| Cooperative & other Forms of Labor Contracting, Outsourcing and Hiring: What is Permissible and what is not. | March 6-7 | P4,500.00 | Atty. Jonathan P. Sale/ |
| Emotional Intelligence: People Skills for Global Business | March 11-12 | P4,500.00 | Dr. Virginia A. Teodosio/ Lilian Cruz |
| Toward Six Sigma: | March 11-13 | P6,000.00 | Dr. Marie E. |

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| Managing the Productivity of Employees | | | Aganon/ Zeny Salas |
| Labor Updates & Jurisprudence: Banking & Telecoms | March 12-13 | P4,500.00 | Dr. Rene E. Ofreneo/ Leian C. Marasigan |
| Workers Institute on Labor Law (WILL) Class 131 | March 12-14 | P6,000.00 | Director - Dr. Rene E. Ofreneo/ Iane Cruz |
| Conducting Administrative Investigation | March 24-25 | P4,500.00 | Dean Jorge V. Sibal/ Iane Cruz |
| Collective Bargaining: Economic Legal Framework, Do's and Don't's, Trends and Best Practices | March 25-26 | P4,500.00 | Atty. Jonathan P. Sale/ |
| Training Course on Supervisory Skills Development | March 25-26 | P4,500.00 | Dr. Geraldine C. Maayo/ Natividad Mendigo |
| Design & Administration of Training Programs | March 26-28 | P6,000.00 | Dr. Virgel C. Binghay/ Mayette de Taza |
| Work Systems: Manualizing Policies & Procedures | March 27-28 | P4,500.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Survival Kit for Project Managers | March 27-28 | P4,500.00 | Dr. Isagani A. F. Yuzon/ Zeny Salas |
| Certificate Course in Industrial Relations and Human Resource Management | March 29-June 14 (Saturdays only) | P22,000.00 | Dr. Virgel C. Binghay/ Zeny Salas |
| Certificate Course in Management Development Program (MDP) | March 28-June 13 (Fridays only) | P20,000.00 | Dean Jorge V. Sibal/ Iane Cruz |
| Employee Discipline, Grievance Handling & Termination of Employment (CEBU) | April 1-2 | P4,500.00 | Dr. Virgel C. Binghay/ Mayette de Taza |
| Job Evaluation and Wage Salary Administration (CEBU) | April 3-4 | P4,500.00 | Dr. Virgel C. Binghay/ Mayette de Taza |
| Advance Supervisory Skills | April 3-4 | P4,500.00 | Dean Jorge V. Sibal/ Iane Cruz |
| Problem Solving & Decision Making Skills | April 7-8 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| Making Innovation Happen: Generating Ideas and | April 10-11 | P4,500.00 | Dr. Virginia A. Teodosio/ Fina |

| Implementation | | | Lumpas |
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| Measurement Metrics and Research in IR | April 15-17 | P6,000.00 | Dr. Marie E. Aganon/ Zeny Salas |
| Occupational Safety and Health Management | April 16-17 | P4,500.00 | Dr. Isagani A. F. Yuzon/ Zeny Salas |
| Para-legal Course for Trade Unions | April 17-18 | P4,500.00 | Dr. Rene E. Ofreneo/ Leian Marasigan |
| Packaging and Administering Post Employment and Termination Concerns | April 21-22 | P4,500.00 | Atty. Jonathan P. Sale/ |
| Managing Employee Benefits | April 23-24 | P5,000.00 | Dr. Virgel C. Bingham/ Mayette de Taza |
| All Managers are HR Managers | April 24-25 | P4,500.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Effective Customer Service | May 6-7 | P5,000.00 | Dr. Virgel C. Bingham/ Mayette de Taza |
| Managing Communication and Negotiation with Difficult People | May 8-9 | P4,500.00 | Dr. Virginia A. Teodosio/ Lilian Cruz |
| 70-30 Sharing Scheme, Discipline & Termination for Schools and other Educational Institutions | May 8-9 | P4,500.00 | Atty. Jonathan P. Sale/ |
| A Behavioral Approach to Management Development | May 13-14 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| 2nd Asia-Pacific Congress | May 15-16 | | |
| Community Relations Seminar | May 29-30 | P4,500.00 | Dean Jorge V. Sibal/ Iane Cruz |
| The Essentials of Human Resource Management | June 9-10 | P4,500.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Time & Stress Management | June 17-18 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| Balanced Scorecard & Performance Management | June 16-18 | P6,000.00 | Dr. Marie E. Aganon/ Zeny Salas |
| Managing Employee Benefits for Cooperatives | June 10-11 | P4,500.00 | Dr. Virginia A. Teodosio/Edgardo Pabiona |
| Workers Institute on Labor Law (WILL) Class 132 | June 18-20 | P6,000.00 | Director – Dean Jorge V. Sibal/ Edgar Pabiona |
| Motivation to Improve Performance | June 18-19 | P4,500.00 | Dr. Isagani A. F. Yuzon/ Zeny Salas |

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| Labor Updates & Jurisprudence: Electric Cooperatives and the Power Sector | June 19-20 | P4,500.00 | Dr. Rene E. Ofreneo/ Leian Marasigan |
| Employee Discipline: The Code of Conduct | June 26-27 | P4,500.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Programming Employee Financial Wellness | June 26-27 | P4,500.00 | Atty. Jonathan P. Sale/ Sale/ |
| Communications Skills Development | July 3-4 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| Design & Administration of Training Programs | July 9-11 | P6,000.00 | Dr. Virgel C. Bingham/ Mayette de Taza |
| Strategic HR Planning | July 9-11 | P6,000.00 | Dr. Marie E. Aganon/ Zeny Salas |
| Developing your own Organization's own Leaders | July 16-17 | P4,500.00 | Dr. Isagani A. F. Yuzon/ Zeny Salas |
| Labor Updates and Jurisprudence: Schools, Colleges and Universities | July 17-18 | P4,500.00 | Dr. Rene E. Ofreneo/ Leian Marasigan |
| Administering & Monitoring Microfinance | July 22-23 | P4,500.00 | Dr. Virginia A. Teodosio/ Edgardo Pabiona |
| LGU Capacity Build-up in Employment Planning | July 23-24 | P4,500.00 | Atty. Jonathan P. Sale/ Sale/ |
| Strategic HR: Human Resource Development | July 28-30 | P6,000.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Advance Supervisory Skills | July 30-31 | P4,500.00 | Dean Jorge V. Sibal/ Iane Cruz |
| Making Innovation Happen: Generating Ideas and Implementation | August 7-8 | P4,500.00 | Dr. Virginia A. Teodosio/ Fina Lumpas |
| Writing Effectively | August 7-8 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| Counseling in the Workplace & Crisis Prevention | August 12-14 | P6,000.00 | Dr. Marie E. Aganon/ Zeny Salas |
| Workers Institute on Labor Law (WILL), Class 133 | August 13-15 | P6,000.00 | Director – Dr. Marie E. Aganon/ Zeny Salas |
| Fundamentals and Practices: Mutual Gains Labor Management Relations | August 19-20 | P4,500.00 | Dean Jorge V. Sibal/ Iane Cruz |
| Experiential Learning: | August 25-26 | P4,500.00 | Dr. Virgel C. |

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| Adult Learning Approach | | | Binghay/ Mayette de Taza |
| Professionalizing the Handling of Discipline and other Employee Concerns | August 27-28 | P4,500.00 | Atty. Jonathan P. Sale/ |
| Personal Effectiveness Course | August 28-29 | P4,500.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Conducting Administrative Investigation | September 1-2 | P4,500.00 | Dean Jorge V. Sibal/ Iane Cruz |
| Assertiveness Seminar | September 4-5 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| Organizational Development for Coops: The Balanced Scorecard Approach | September 4-5 | P4,500.00 | Dr. Marie E. Aganon/ Zeny Salas |
| Maximizing the Performance of an aging workforce | September 9-10 | P4,500.00 | Dr. Virginia A. Teodosio/ Zeny Salas |
| Labor Relations Laws for Non-Lawyers | September 11-12 | P6,000.00 | Dr. Rene E. Ofreneo/ Cecil Basa |
| Training the Trainers | September 17-19 | P6,000.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Total Compensation Program | September 24-26 | P6,000.00 | Dr. Virgel C. Binghay/ Mayette de Taza |
| Coaching, Counseling & Teambuilding Skills for Managers & Supervisors | September 29-30 | P4,500.00 | Dr. Isagani A. F. Yuzon/ Ms. Zeny Salas |
| Effective Records Management | October 2-3 | P4,500.00 | Dr. Virgel C. Binghay/ Mayette de Taza |
| Leading with Emotional Intelligence | October 7-8 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| Managing the Training Function | October 8-9 | P4,500.00 | Dr. Isagani A. F. Yuzon/ Zeny Salas |
| Best Practices in Collective Bargaining | October 15-16 | P4,500.00 | Atty. Jonathan P. Sale/ |
| JEWSA | October 15-17 | P6,000.00 | Dr. Virgel C. Binghay/ Mayette de Taza |
| On-line course on Social Compliance | October 20-25 | | Dean Jorge V. Sibal/ Iane Cruz |

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| Emotional Intelligence: People Skills for Global Business | October 21-22 | P4,500.00 | Dr. Virginia A. Teodosio/ Lilian Cruz |
| Labor Updates and Jurisprudence: Hotels, Restaurants and Service Industries | October 23-24 | P4,500.00 | Dr. Rene E. Ofreneo/ Cecil Basa |
| Installing a Competency-based HR Systems | October 28-29 | P4,500.00 | Prof. Bonifacio S. Macaranas/ Zeny Salas |
| Coaching & Counseling | November 11-12 | P4,500.00 | Dr. Geraldine C. Maayo/ Edgar Pabiona |
| Maximum Performance: Leading & Managing People at Work | November 12-13 | P4,500.00 | Dr. Virginia A. Teodosio/ Zeny Salas |
| Workers Institute on Labor Law (WILL), Class 134 | November 19-21 | P6,000.00 | Director – Dr. Virgel C. Bingham/ Natty Mendigo |
| Labor Updates and Jurisprudence: Agribusiness, Plantations, Distillery, etc. | | P4,500.00 | Dr. Rene E. Ofreneo/ Leian Marasigan |
| Occupational Safety & Health Management | November 26-27 | P4,500.00 | Dr. Isagani A. F. Yuzon |
| Cooperative & other Forms of Contracting and Outsourcing Arrangements | December 2-3 | P4,500.00 | Atty. Jonathan P. Sale/ |
| Strategies in Managing a Cost-Effective HR Department | December 4-5 | P4,500.00 | Dr. Rene E. Ofreneo Leian Marasigan |

FOR RESERVATION AND INQUIRIES:

Please call;

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 928-6396
 928-9206

* May 28 - June 1 = No seminar