

To: SDSS/ARPD
For your information
appropriate action,
please.
Thanks.
Jal Plan!
Feb 2015

Attention: Human Resource Department/Training Department
All Career Executive Service Board Members & Eligibles / Interested Officers, Directors, and Staff

Dear CESB Members/ Interested Staff,

We are pleased to invite you to the CESB accredited leadership training programs for 2015 to be conducted by HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC. (HURIS, Inc).

<p>Performance & Results Management</p> <p>Overview of latest research on organizational, team and individual performance. Skills focus on managing employee performance with focus on goal setting, evaluation, monitoring and improvement coaching.</p>	<p>February 23-24, 2015 (2 Days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>Managerial Leadership</p> <p>This program goes beyond the basics of planning, organizing and leadership for results by highlighting through experiential insights the core, underlying principles and practices of these fundamental managerial practices.</p> <p>Reaching for breadth and covering the latest research and best practices, the participants will take out of this program a wide and practical perspective of the managerial tasks and leadership responsibilities</p>	<p>March 11-12, 2015 (2 days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>MEDIATION: An alternative Mode to Dispute and Conflict Resolution and Resolving Employee Performance Problems</p> <p>Through the Mediation Program participants will learn the importance of setting conflicts and disputes through an intervention which will effectively attempt to reconcile positions vs. interests of countering parties as the way to arriving at an agreement in an amicable manner. They will also gain an appreciation of the current external and internal labor relations scenario, including recent trends and events and their implications. Mediation will also be presented as an alternative mechanism to correcting employee performance problems.</p>	<p>March 25-26, 2015 (2 Days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>
<p>Strategic and Critical Thinking</p> <p>A comprehensive overview of strategic thinking skills including systems thinking, critical reasoning and creativity. Through an interactive and engaging mix of presentations, role-playing and management simulation exercises, acquire insights and skills for improving your grasp and practice of strategy formulation and strategic learning.</p>	<p>April 22-23, 2015 (2 Days)</p> <p>PHP 9,856.00 VAT Inclusive</p> <p>Berjaya Hotel, Makati City</p>

With our 2015 Leadership programs, we will be your partners, serving as a catalyst of change in your organization.

We welcome any Non-CESO participant with supervisory functions who would like to attend our training programs.

If interested, kindly fill-out the attached Registration Form. And you may call (02) 871-6519 or 661-5954 or email at cesb.training@huris.com.ph and look for Laisha Lao.

Hurry and send in your reservations as we have limited seats available!

Regards,



LAISHA RUH LAO
HR Account Associate
Human Resource Innovations & Solutions, Inc. (HURIS)





Human Resource Innovations & Solutions, Inc.
CESB TRAINING REGISTRATION FORM
Kindly write legibly. PRINT data on the spaces provided.
This form can be reproduced.



Full Name:		Nickname:	Gender:	CES Rank:
Position:		Telephone No.:	Fax No.:	Mobile No.:
Office/Agency:		Office Address:		
Dietary Requirements (required):		Religion:	Email Address:	
Please check [✓] the training programs or workshops you wish to attend:				
TRAINING PROGRAM / WORKSHOP	TRAINING FEE	TRAINING DATE	Will Attend	
1. Performance and Results Management	Php 9,856.00 VAT Inclusive	February 23-24, 2015		
2. Managerial Leadership	Php 9,856.00 VAT Inclusive	March 11-12, 2015		
3. Mediation	Php 9,856.00 VAT Inclusive	March 25-26, 2015		
4. Strategic and Critical Thinking	Php 9,856.00 VAT Inclusive	April 22-23, 2015		
5. The New Leadership Style for the 21 st Century	Php 14,784.00 VAT Inclusive	May 5-7, 2015		
6. Strategic Decision Making	Php 9,856.00 VAT Inclusive	June 9-10, 2015		

MODE OF PAYMENT (Please check [✓]): Note: Payment should be made at least two (2) weeks prior to the workshop date. After depositing your payment, please fax copy of deposit slip to Telefax No. (02) 746-2982. Kindly indicate name of attendees and company name for the issuance of the Official Receipt.

Cash/Cheque

- Deposit in HURIS Bank Account:
 - **Metrobank**, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 062-3-06224357-1), Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
 - **Land Bank of the Philippines**, Account Name: Human Resource Innovations and Solutions, Inc., Account No. 2311-0997-20), Cheque (Please prepare payable to: Human Resource Innovations and Solutions, Inc.)
- Deliver to HURIS office (Suite M3 Seven East Capitol Bldg., #7 East Capitol Drive, Barrio Kapitolyo, Pasig City 1603)
- For pick-up within Metro Manila, a pick-up fee of **PHP200.00** will be charged payable upon pick of check to defray cost of transportation

Reminders:

- Kindly submit BIR Form 2306 Certificate of VAT Withheld and BIR Form 2307 Certificate of Tax Withheld if VAT and Taxes will be withheld from the training fee.
- No payment, No Certificate policy will be applied
- Statement of Account (SOA) will be sent via email or fax and the original SOA will be given on the first day of the training to the participants (as requested).

TERMS AND CONDITIONS:

1. Submission of an accomplished **Registration Form** is **strictly required** and this will serve as the **billing statement**.
2. Confirmation letters will be sent to all registered participants via email or fax at least 2 weeks before the training.
3. Upon receipt of the Registration Form, the participant's attendance is considered **confirmed**.
4. Payment should be made at least two (2) weeks prior to the workshop date. HURIS will issue the official receipt on the day of the training.
NOTE: Accommodations are not included.
5. Official Receipts will be given on the 1st day of the training at the training venue.
6. If the participant is unable to attend the training due to unavoidable circumstances, an advise must be sent to HURIS office at least 2 weeks before the training proper.
7. Cancellations:
 - For paid participants, If cancellation notice/advise is received 1 week before the training proper, the training fee will be forfeited to defray the administrative costs incurred.
 - For participants who have not yet fully remitted their payment, changes and cancellation will be charged of a cancellation and transfer fee amounting to **50%** of the total training fee.
 - Refund of training fees will not be allowed; although replacements, in lieu of the original registrant may be entertained, provided the request is done in writing 1 week before the training.
8. Dietary requirement should be advised prior to the training proper so as not to incur additional food expenses. Any food replacement during the training proper will be for the account of the participant.
9. Participants are requested to make their own travel and hotel arrangements. These are not covered by the training fees.
10. HURIS reserves the right to re-schedule programs if the minimum number of participants is not met at least 2 weeks before the training.

I confirm that the information given by me is true and correct. I also confirm that I have read, understood and agreed to the Terms and Conditions contained in this Registration Form.

For more information, please call (02) 871-6519 or 661-5954 and look for Laisha Lao

Email: cesb.training@huris.com.ph

 Signature of Participant Over Printed Name

HURIS

CAREER EXECUTIVE SERVICE BOARD
IN PARTNERSHIP WITH
HUMAN RESOURCE INNOVATIONS AND SOLUTIONS, INC.



Invites you to

PERFORMANCE AND RESULTS MANAGEMENT WORKSHOP

*"Effective leadership is not about making speeches or being liked;
leadership is defined by results not attributes."
- Peter F. Drucker*



Overview of latest research on organizational, team and individual performance. Skills focus on managing employee performance with focus on goal setting, evaluation, monitoring and improvement coaching.

February 23-24, 2015 (2 Days)
Php 9,856.00 VAT Inclusive
Berjaya Hotel, Makati City



At the end of this two-day program, the participants will be able to:

1. Articulate a systematic Performance Management Process and its key elements
2. Identify core goals and metrics including lead and lag metrics
3. Define a balanced scorecard for their units
4. Analyze people performance and recommend changes from a systemic performance framework
5. Practice coaching and handling performance cases

For more information call Laisha at (02) 871-6519 and (02) 661-5954.
Fax your registration forms at (02) 746-2962 or send us an email at
cesb.training@huris.com.ph or visit our website at www.huris.com.ph