



RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

2/F RBAP Building, Andres Soriano Jr. Avenue corner
Arzobispo St., Intramuros, Manila
Telephone Nos. 527-2972 • 527-2968 •
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training@rbap.org - www.rbap.org

Supervisory Skills Enhancement Program

Date:

June 10-11, 2015 (Wed-Thu)

Venue:

Gov. Licaros Hall, RBAP Bldg,
Intramuros, Manila

Time:

8:30am to 5:00pm

Resource Persons

Ms. Maria Elena Sandel-Marquez

*Sr. Training Consultant / Psychologist/ HR
Specialist Leadership Management Trainer for
Banks, Gov't. Agencies & Manufacturing*

Seminar Fee:

1. Early bird - P4,600.00

(on or before May 29, 2015)

2. Regular Rate - P4,900.00

(After May 29, 2015)

3. Non-Member/Delinquent - P5,880.00

Mode of Payment

P1,300.00 Non-Refundable
commitment fee per participant.

Account Name: RBRDFI

LBP - Intramuros Branch

Savings Account No.

0012-1046-266

Proof of payment fax to (02) 527-2980.

**Check payments, should be payable to
(RBRDFI).**

Training Policies:

Reserve first with RBAP-RBRDFI your training slot, and wait for RBAP-RBRDFI confirmation of your reservation. Thereafter, you may deposit the Registration Fees, book ticket (airline) and secure accommodations.

RBAP-RBRDFI will not be responsible for any damage caused by unconfirmed reservation (s).

Likewise, once training is FULL, RBAP-RBRDFI has the right to refuse participation or reimbursement on any damage brought by unconfirmed reservations.

Deadline for submission of registration is not later than **June 08, 2015**.

1. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **May 29, 2015** Otherwise, reservation is considered cancelled.

2. Cancellation Policy: - This will apply to non-subsidized training fee.

a. 10 days prior the seminar date is entitled for a full refund. *Regular Rate only

b. 3 days prior to the seminar date is entitled for a half refund * Regular Rate only

c. Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)

d. For special cases (health, accident etc.), kindly coordinate with RBRDFI staff for refund procedures and requirements.

Seminar Methodologies

Lecture and Discussions

*Participants are encourage to bring a Laptop.

Expected Participants

Directors/Presidents/Branch Head/ Compliance Officers/ Administrator & Prospective Managers

Course Objective:

1. Define a leader, a manager, a supervisor.
2. Differentiate a leader’s mentality from that of the ranks; managing vs. leadership; boss vs. leader
3. Identify and demonstrate the changing roles, functions and skills of leadership and management in the 21st century.

ROAD MAP - Day 1

- I. Module 1 - Starting Point : Where Are You Now?
- II. Module 2 - Differentiations
- A Supervisor to a Rank and File

- A Leader to a Boss
- Managing vs. leading

- III. Module 3 - Four Roles of a Leader : PAEM
ROAD MAP –DAY 2
- IV. Module 5 – Planning vis a vis Pathfinding
- V. Module 6 – Delegating and Controlling
- VI. Module 7 –Problem-Solving & Decision-Making
- VII. Module 8 - Closing



CONFIRMATION SHEET

SUPERVISORY SKILLS ENHANCEMENT PROGRAM

June 10-11, 2015 (Wednesday-Thursday), Gov. Licaros Hall, RBAP Bldg., A. Soriano Ave. cor. Arzobispo St., Intramuros, Manila



Contact RBRDFI Training Officers
 Mr. Ace M. Calang /Ms. Grace Dimapilis / Ms. Jesica Cepeda
 Tels: (02) 527-2969, 527-2980; 09178374604; 09178374603; 09178374599
 Emails: training@rbap.org, jescapeda.rbap@gmail.com

Name	Designation	Nick-name	Degree and Year Graduated
1.			
2.			
3.			

_____ Date: _____
 (Printed Name and Signature)

Designation: _____ Rural Bank : _____
 Telephone: _____ Province : _____
 Mobilephone: _____ Address : _____
 Email address: _____