



RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

SCHEDULE

Date: Sept 14-15, 2017 (Thu-Fri)

Venue: Gov. Licaros Hall, RBAP, Intramuros,

Time: 8:30am to 5:00pm

RESOURCE PERSON

MA. CECILIA F. SALAPANTAN

Training Consultant for Business Communications, Leadership, Team-Building, Customer Service, and Strategic Planning.

SEMINAR FEE

1. For Member - P4,500 /person

2. Non-Member/Delinquent – P4,800 /person

MODE OF PAYMENT

Check payable to:

Rural Bankers Research & Development Foundation Inc.

To reserve slot, a Non-Refundable commitment fee of P2,400.00 /pax is required, but its deducted from the total registration fee.

Bank: LBP – Intramuros, Branch
Account Name: RBRDFI
SA No. 0012-1046-26.
Telefax (02) 527-2969 /527-2980

DEADLINE TO SUBMIT REGISTRATION:
Sept. 08, 2017.

BASIC SUPERVISION AND MANAGING PEOPLE

Course Objectives

- a) Reinforce practical skills in supervising staff and subordinate through effective delegation, time management, etc.
- b) Sustain enthusiasm in a working environment
- c) Assess individual supervising styles and gathers best practices to improve one's own.
- d) Apply realistic motivation strategies in bringing out the best in people.

Expected Participants

President, Director, Branch Managers, HR and Admin Officers and Supervisors

Course Outline

A. Basic Supervision Overview

*Handling Tasks

*Managing People

B. Handling Tasks

- Planning for success
- Committing to a Common Vision
- Setting SMART Goals
- Delivering Outputs and Meeting Expectations.

C. Leading the team

D. Organizing Tools and Creative Systems

-improving productivity through effective Performance Plans

E. Administrative –Systematizing Procedures (Decision-Making-Delegation)

F. Controlling and Supervision Performance Outputs.

G. Action Planning: Roadmap to success in Supervising People

H. Managing People

Leading the team - determining Personal SWOT

I. Understanding Different Leaderships Styles

J. Sustaining Enthusiasm in a Working Environment
-motivation, inspiration and mentoring

-bringing out the best in people

K. Communication as a Supervisor's Success Tool

L. Handling Conflicts at Work
-understanding people
-speaking Your Truth while Being Kind and Firm

M. Action Planning: Roadmap to Success in Managing People

Activities: Individual and group work, role-plays and lectures