



I. Rural Bank of Solano (NV), Inc

Address: Maharlika Highway, Solano, Nueva Vizcaya
Contact Person: Eloisa Atencio
Contact Number: 0928-515-0415

II. SUBJECT MATTER Micro Agri Lending

III. DURATION 2 Days

IV. ATTENDEES Loan Officer, Manager, Account Officers
up to 7 pax

V. RULES Observe schedules, NDA

VI. SYLLABUS

DAY 1 ON-SITE LEARNING PROGRAM

TIME	TOPIC	MODULE /OBJECTIVE	MATERIALS/ACTIVITY	PERSON IN CHARGE	DURATION
08:00-08:05	PRAYER		Video Presentation		5mins
08:05-09:30	Orientation Introduction/Leveling of Expectations	<ul style="list-style-type: none"> Management of Learning Orientation Training/Ground rules 	Meta Cards, permanent marker, masking tape. Discussions		1hr 25mins
09:30-10:00	BREAK				30mins
10:00-12:00	Product Design How the Product was Designed	<ul style="list-style-type: none"> Phases of Micro Agri Lending (Market Research to Product Evaluation) 	Powerpoint Presentation		2 hours
12:00-01:00	LUNCH				1 hour
01:00-02:00	Product SWOT (Strength, Weakness, Opportunity, Threats)	<ul style="list-style-type: none"> Personal Strengths, Weaknesses, Opportunities and Threats/Personal Core Values 	Powerpoint Presentation Discussions on Personal Strengths and Weaknesses, Opportunities and Threats and Core Values		1 hour
02:00-03:00	Marketing-Knowing the target market and reaching them	<ul style="list-style-type: none"> Knowing our Industry Position Knowing our clients and Competitors Determining the needs of the market 	PowerPoint Presentation		1 hour
03:00-03:30	BREAK				30mins
03:30-05:00	Delivery of Loan-Procedure from Credit initiation to collection	<ul style="list-style-type: none"> Understanding the steps in Loan Process 	PowerPoint Presentation/Discussion		1hr 30mins



DAY 2 ON-SITE LEARNING PROGRAM					
TIME	TOPIC	MODULE	MATERIALS/ACTIVITY	PERSON IN CHARGE	DURATION
08:00-08:05	PRAYER		Video Presentation		5mins
08:05-09:30	OJT Walkthrough with actual processing	Fieldwork	Video Presentation of Micro Agri Lending Products	<ul style="list-style-type: none"> • Training Assistant • Supervisor • Account Officer 	1hr 25mins
09:30-10:00	BREAK				30mins
10:00-12:00	Continuation of OJT Walkthrough with actual processing	Fieldwork			2 hours
12:00-01:00	LUNCH				1 hour
01:00-03:00	Continuation of OJT Walkthrough with actual processing	Fieldwork		<ul style="list-style-type: none"> • Training Assistant • Supervisor • Account Officer 	2 hours
03:00-03:30	BREAK				30mins
03:30-05:00	Sharing and Debriefing				1hr 30mins

Note: Feedback forms must be given to each Trainee by the end of the day.

VII. COSTS

Hotel Accommodations	Php 800-1500/twin share
Snacks	Php 30-50/ pax
Meals	Php 100/pax
Honorarium /Venue	Php 500/day
Materials at Costs	Php 50/pax

VIII. LIMITATIONS

Only 2 groups per year and excluding the months of January, March, April, and December.