

2022 LEARNING AND DEVELOPMENT CALENDAR

Program	Brief Description	Participants	Duration (in days)	Schedule											
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Anti-Money Laundering Act	Aims to familiarize the participants with the Anti-Money Laundering Act, particularly its provisions relevant to the Bank's branch operations	Branch Personnel (New Hires)	0.5		•	•	•	•	•	•	•	•	•	•	•
Card and Electronic Products	Aims to enable participants to discuss basic features of the Bank's various card and electronic banking products to potential clients	Branch Personnel (New Hires)	0.5			•				•			•		•
Clearing Operations	Aims to familiarize the participants with the Check Truncation System (CTS) and enable them to handle clearing transactions	Branch Personnel (New Hires)	0.5			•				•			•		•
ATM and Mobile Branches Operations	Aims to familiarize participants with the features of the Bank's ATMs, CDMs, and the Mobile Branches, as well as ATM operations and proper accounting procedures using the LARS • ATM Operations • Proper balancing and accounting procedures of ATM and CDM using the LARS	Branch Personnel (New Hires)	0.5			•				•			•		•
Payout of Government Financial Assistance	Aims to enable participants to perform relevant tasks in the implementation of various government financial assistance programs	Branch Personnel (New Hires)	0.5			•				•			•		•

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Branch Accounting Process	Aims to familiarize participants with the accounting processes in the Bank's branch operations and be able to perform relevant tasks in booking of transactions, processing of Disbursement Orders and other transactions being processed by the Accounting Centers	Branch Personnel (New Hires)	0.5			•			•			•			•
Remittance Operations	Aims to familiarize participants with various remittance processing systems and enable them to handle remittance transactions	Branch Personnel (New Hires)	0.5			•			•			•			•
Oral Communications	Aims to provide review of the nuances of oral communication in the corporate setting and introduce strategies for English proficiency	Various	1				•		•		•		•	•	
Basic Written Communications	Aims to provide review on the foundations of written communication in the workplace	Various	1		•			•		•		•		•	
Advanced Written Communications	Aims to enable participants to develop strategies and styles for modern corporate writing	Various	1			•		•		•					
Completed Staff Work	Aims to enable participants define and apply the principles of Completed Staff Work and the Bank's hierarchy of documented information.	Supervisors to AVP	0.5	•	•	•	•	•	•						

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Industry Updates	Aims to provide continuing professional education and up-to-date concepts and trends as applied in real-life work situations	Human Resource Management Personnel	Duration and schedule upon receipt of invitation from provider								•		•	•		•
Pre-Retirement Seminar	Empowers pre-retirement employees to make informed decisions whether to pursue retirement or stay in the service until they are ready	Employees who are at least 55 years old, and have at least 20 years of service.	2			•		•				•				•
Employee On-boarding Program	Orientation program that aims to facilitate smooth integration of new hires into the LANDBANK culture and to familiarize participants with important policies on human resource, facilities, and environment management	New Hires	3.5			•				•			•			•
Values Integration Program	A program that aims for participants to understand the meaning and importance of values, align their personal values with the Bank's core values and embody LANDBANK's core values	Non-Supervisors	4.0			•				•			•			•
Personal Finance Management	At the end of the program, the participants will be equipped with strategies and tips to effectively manage and grow their financial resources.	Employees who are below 55 years old	0.5		•		•				•		•			

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Basic Occupational Safety and Health ^{1/}	To expedite capability building of LANDBANK Safety and Health Committee members and to facilitate conduct of learning, development, and communication initiatives on OSH	Incident Management Team Members and Occupational Safety and Health Committee Members	5													
AMLA For Senior Management	Aims to familiarize participants with the Anti-Money Laundering Act, particularly its provisions relevant to the Bank's operations	Senior Officers (PG14 & above)	0.5											•		
Corporate Governance	To have a better understanding of the performance governance system for GOCCs required by the Governance Commission for Government-Owned and Controlled Corporations (GCG)	AVPs and newly-appointed BODs	2					•					•			
Coaching	To know the 3 different types of employees and understand what leadership styles work for the different types, among others	PG 8-9 with supervisory functions	1				•				•					•
Basic Supervisory	To develop personal effectiveness at work, identify the strategic objective/s where they can contribute for its/their attainment, and discover basic supervisory skills	PG 7 or 8 with Supervisory Functions	0.5			•	•			•	•		•	•		

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Advance Supervisory	To review the basic management concepts, identify the different ways on how to stimulate individual and group performance, and discover strategies on how to cope with workplace dynamics	PG 8 with Supervisory Functions	1		•			•				•			•	
Problem-Solving and Decision-Making	To help participants make better-quality decisions by enhancing their creative and critical thinking skills to produce workable, effective and innovative solutions to workplace challenges	All personnel assessed with competency gap	1				•		•			•			•	
Branch Officers Development Program	o obtain a broad understanding of the Bank's branch & lending operations, systems and processes, policies and practices for their readiness to assume higher level responsibilities in the Bank	BSO/BOO (PG 9 & above)	2										•			
Leadership Development Program	To strengthen management skill, increase decision-making abilities, improve leadership and build a high performing team. It also aims to reinforce awareness of functions/ business areas and contribute to cross functional processes for sustainability of operations	Department/Group Heads	53												•	

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GROWing NxtGen Leaders	To broaden leadership competencies to the Bank's key and critical positions and provide an avenue for knowledge transfer of Senior Management through sharing of professional and personal experiences	Mentors and Mentees	0.5			•	•	•	•						•	
AML for Branch Personnel	Aims to familiarize participants with the Anti-Money Laundering Act, particularly its provisions relevant to the Bank's operations	Branch Personnel	-													
AML for non-Branch Personnel	Aims to familiarize participants with the Anti-Money Laundering Act, particularly its provisions relevant to the Bank's operations	Non-Branch Personnel	-													
BBS Online Assessment Program on Bank Products and Services	Explains and demonstrates how to market the Bank's products and services to clients	Branch Personnel	-													
Data Privacy	Designed to provide participants with basic knowledge on Data Privacy	All										•				

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^{1/} To be announced

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