LANDBANK
SERVING THE NATION

CLASS D

2023 LEARNING & DEVELOPMENT CALENDAR

Category	Program	Participants	Duration/ No. of hours	Type of Training	Mode of Training	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Center for Organizational Excellence (CORE)	Employee Onboarding Program: LANDBANK In Perspective	New Hires	16	Internal	Webinar			X			X			X			X
	Employee Onboarding Program: Proactive Service Delivery	New Hires	4	Internal	Webinar			X			X			X			X
	Employee Onboarding Program: Living Through LBP Core Values	New Hires	4	Internal	Webinar			X			X			X			X
	Vision, Mission, Core Values Cascade: Living through LBP Core Values	Non-Supervisors	4	Internal	Webinar						X	X	X	X	X	X	X
	Vision, Mission, Core Values Cascade: Guiding through LBP Core Values	Supervisors	4	Internal	Webinar						X	X	X	X	X	X	X
	Vision, Mission, Core Values Cascade: Leading through LBP Core Values	Managers	4	Internal	Webinar						X	X	X	X	X	X	X
	Proactive Service Delivery, including Complaints Management	Head Office Unit-based Personnel	4	Internal	Webinar						X		X	X	X	X	X
	Personal Finance Management	Employees who are below 50 years old	8	Internal	Webinar	X				X						X	
	Integrated Management System Orientation	Building/Site Representatives and Head Office Department Representatives	4	Internal	Webinar			X									
	Pre-Retirement Seminar	Employees who are at least 50 years old, and have at least 15 years of service	4	Internal & External	Webinar		X										
	Gender and Development	GAD Technical Working Group Members and Sector Representatives	Various	Internal & External	Webinar		X	X	X	X	X	X	X	X	X	X	X
	Employee Onboarding Program (EOP) LEAP · Anti-Money Laundering Act (AMLA) · Bank Products & Services · Business of Banking · Enterprise Risk Management · Proper Use of LANDBANK Facilities	New Hires	8	Internal	LEAP	X											X
	Occupational First Aid and Basic Life Support CPR with Automated Defibrillator	Incident Management Team preferably Medical Team	16	External	Face to Face			X			X			X			
	Emergency Preparedness/Awareness Program	Incident Management Team Members	4	External	Face to Face/Webinar		X										X
	Basic Ocupational Safety and Health	SHC/OSH/Building Administrators/LBP Personnel/New Hires	4	External	Face to Face/Webinar				X					X			
	Knowledge Management	SKMG Personnel	24	External	Face to Face/Webinar									X		X	

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Center for Organizational Excellence (CORE)	**Human Resource Management Industry Updates**	HRMG Personnel	Duration and schedule upon receipt of invitation from provider	External	Face to Face/Webinar								■	■	■		
	Mandatory Annual Updating on Anti-Money Laundering Act Programs	Branch Personnel		Internal	LEAP					■							
		Non Branch Personnel		Internal	LEAP						■						
	Laws, Rules and Regulations Training Program	Compliance Monitoring Personnel	8	External	Face to Face/Webinar			■									
	Programs for the Transition of AOC Personnel to FFSC Personnel																
	· **Gearing Up for the New Possible**	FSSC Personnel	2.5	External	Webinar		■										
	· **Human Resources Framework and Processes**	FSSC Personnel	4	Internal	Webinar		■										
	· **Disaster Assessment and Recovery**	FSSC Personnel	2	Internal	Webinar		■										

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Center for Operational and Technical Excellence (COTE)	**Programs for the Transition of AOC Personnel to FSSC Personnel**																
	· **Procurement Planning, Processes and Procedures**	FSSC Personnel	4	Internal	Webinar		■										
	· **Corporate Affairs: Overview**	FSSC Personnel	4	Internal	Webinar		■										
	· **Facilities and Property Management**	FSSC Personnel	4	Internal	Webinar		■										
	· **Basic PCO Training**	FSSC Personnel	8	External	Face to Face/Webinar					■							
	· **Training for Managing Heads on Pollution**	FSSC Personnel	8	External	Face to Face/Webinar					■							
	Branch Operations Program	Branch Personnel	16	Internal	Face to Face								■	■	■		
	Branch Operations Program for Non-Branch Personnel	Non-Branch Personnel	8	Internal	Webinar							■					
	Financial Management Programs																
	· **Basic Accounting with Financial Statement Analysis**	Account Assistants	24	Internal	Face to Face			■				■			■		
	· **Corporate Finance**	Account Assistants, Account Officers	24	Internal	Face to Face							■					
	· **Financial Management**	Non-Lending Personnel	8	Internal	Webinar	■						■				■	
	Credit Management Programs:																
	· **Basic Credit Management**	Account Assistants	56	Internal	Face to Face				■						■		
	· **Advanced Credit Management**	Account Assistants, Account Officers	40	Internal	Face to Face						■						
	· **Credit Management (Non-Lending)**	Non-Lending Personnel	8	Internal	Webinar	■								■			
	Liquidity Management Program: Asset & Liability Management	Account Officers; Treasury Officers/All	8	Internal	Face to Face							■					

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Center for Operational and Technical Excellence (COTE)	**Branch New Hires Onboarding Program:**																
	· **Anti-Money Laundering Act**	New Hires	4	Internal	Face to Face		X	X	X	X	X	X	X	X	X	X	X
	· **Branch Operations**	New Hires	16	Internal	Face to Face	X	X	X	X	X	X	X	X	X	X	X	X
	· **Counterfeit Detection**	New Hires	3	Internal	Face to Face	X	X	X	X	X	X	X	X	X	X	X	X
	· **ATM Operations**	New Hires	4	Internal	Webinar			X			X			X			X
	· **Branch Accounting Processes**	New Hires	4	Internal	Webinar			X			X			X			X
	· **Card and Electronic Banking Products**	New Hires	4	Internal	Webinar			X			X			X			X
	· **Clearing Operations**	New Hires	4	Internal	Webinar			X			X			X			X
	· **Electronic Salary Loan**	New Hires	5	Internal	Webinar			X			X			X			X
	· **LANDBANK's Risk Management Framework**	New Hires	8	Internal	Webinar		X	X	X		X			X			X
	· **Modified Disbursement Scheme**	New Hires	6	Internal	Webinar			X			X			X			X
	· **Payout of Various Financial Assistance**	New Hires	2	Internal	Webinar			X			X			X			X
	· **Remittance Operations**	New Hires	3	Internal	Webinar			X			X			X			X
	· **Systematics and CT Systems**	New Hires	6	Internal	Webinar			X			X			X			X
	· **Bank Frauds and Forgery Detection**	New Hires	8	Internal	Face to Face		X	X	X	X	X	X	X	X	X	X	X
	System Navigation Training Program (M365 Power Users Training)	All Personnel	4	Internal	Face to Face/Webinar	X	X	X	X	X	X	X	X	X	X	X	X
	Data Science Program	Data Analyst	60	Internal	Face to Face/Webinar			X									
	Online Systems Operations Training Programs IT Systems Implementation	IT System Users	8 to 16	Internal	Face to Face/Webinar		X										
	Competency-based Human Resource Systems	HRMG Personnel	Various	Internal/ External	Face to Face/Webinar								X	X			
	Procurement Training Programs	RBAC & HOBAC Members	40	Internal	Webinar					X							
	Finance Market Analysis Program: Basic Economic Analysis	Account Officers	8	Internal	Webinar			X		X				X			

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Center for Operational and Technical Excellence (COTE)	**Administrative Programs:**																
	· **Completed Staff Work**	All Personnel	8	Internal	Webinar		X	X	X	X	X	X	X	X	X	X	X
	· **Enhancing Secretaries and Admin Support Service Asssistance Skills**	Executive Assistants	8	Internal	Webinar		X				X			X		X	
	Branch Banking: Bank Products & Services	All Department Heads	16	Internal	Webinar		X	X	X	X	X						
	Communication Skills Programs:																
	· **Oral Communication**	All Personnel	8	External	Face to Face		X	X	X	X	X	X	X	X	X		
	· **Written Communication**	All Personnel	8	External	Face to Face		X	X	X	X	X	X	X	X	X		
	Programs for Liquidity Management, Trading/Investing, Portfolio Management:	Treasury Personnel	24	External	Face to Face/Webinar										X		
	Programs for Trading/Investing, Portfolio Management																
	· **Fixed Income Securities**	Trust Banking Personnel	3	External	Face to Face/Webinar								X				
	· **Investment, Trust, & Estate Management of 1 Year Course on Trust Operations and**	Traders	84	External	Face to Face/Webinar								X				
	· **Treasury Certification Program**	Fixed Income Salesmen	93	External	Face to Face/Webinar		X										
	Program for Loan Syndication: Project Financing	Investment Bankers	18	External	Face to Face/Webinar											X	
	Auditing Standard Training Programs Auditing Tools and Techniques	Auditors	8	External	Face to Face/Webinar			X				X					
	Breach and Cybersecurity Programs	IT Specialist	24	External	Face to Face/Webinar										X		
	IT Systems Standard Programs:																
	· **IT Governance and Management**	IT Specialist	24	External	Face to Face/Webinar						X						
	· **IT Service Management**	IT Specialist	24	External	Face to Face/Webinar							X					
	Network Design and Architecture Training Program: Network Fundamentals	Network Operations Personnel	24	External	Face to Face/Webinar				X								

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Center for Operational and Technical Excellence (COTE)	**System Analysis and Design Training Programs:**																
	· Programming	Programmers	40	External	Face to Face/Webinar		■										
	· Systems Analysis and Design	IT Personnel	40	External	Face to Face/Webinar				■	■							
	IT Systems Administration Training Program: Payment Card Industry – Data Security Standard	IT Personnel; Card Product Personnel; Project Managers	16 to 24	External	Face to Face/Webinar						■			■		■	
	Mainframe/UNIX/Storage/Database Training Programs:																
	· Database Administration	Database Administrators	8 to 24	External	Face to Face/Webinar			■									
	· Industry Updates	Industry Practitioners	8 to 24	External	Face to Face/Webinar			■			■						
	IT Controls Training Program: Information Systems Audit Fundamentals	Auditors	8 to 24	External	Face to Face/Webinar			■									
	Statistical Methods Training Program	MIS Units	32	External	Face to Face/Webinar			■									
	MCLE Training Program: Mandatory Continuing Legal Education (MCLE)	Lawyers	16	External	Face to Face/Webinar		■					■	■				
	Risk Management	RMG Personnel	8 to 16	External	Face to Face/Webinar		■					■	■		■		
	Design Thinking	Employees identified with gap on Development and Design	Duration and schedule upon receipt of	External	Face to Face/Webinar							■	■	■			
	Marketing Program: Client Relationship Management	Account Assistants	8	External	Webinar				■			■		■			
	Breach and Cybersecurity Programs	All personnel	4	External	Webinar									■			
	Pollution Control Officer-related Trainings	PCOs and Managing Heads	1 or 5	External	Webinar		■				■			■			

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Center for Leadership Excellence (CLE) Leadership Competencies	**Transitioning Leaders Development Programs (PG 7-8):**																
	· **Basic Supervisory Skills Development**	Personnel occupying PG 7 positions	8	Internal	Face to Face		▦		▦		▦			▦	▦		
	· **Advanced Supervisory Skills Development**	Personnel occupying PG 8 positions	16	External	Face to Face	▦		▦			▦			▦			
	Junior Management Development Programs (Supervising/PG9/10)																
	· **Branch Officers Development Program**	Personnel occupying PG 9 & 10 positions	520	Internal/ External	Face to Face/Webinar				▦								
	· **Leading High Performing Teams**	Personnel occupying PG 9 and up positions/with PG 9 designation	8	External	Face to Face	▦					▦		▦				
	· **Lending Officers Development Program**	Personnel occupying PG 9 & 10 positions	520	Internal/ External	Face to Face/Webinar									▦			
	· **Problem Solving & Decision Making**	Personnel with Competency Gaps based on CIDP	16	External	Face to Face	▦				▦			▦		▦		
	· **Coaching**	Supervisors/ Unit Heads	16	External	Face to Face							▦			▦		
	Middle Management Development Programs (Managing/PG 11-13):																
	· **GROWing NxtGen Leaders**	New Group Heads/Department Heads and Former Mentees	3	External	Webinar				▦			▦			▦		
	· **Leadership Development Program**	Department Heads	187	External	Webinar									▦	▦		
	· **Transformational Leadership**	Department Heads	16	External	Face to Face	▦		▦			▦						
	Senior Management Development Programs (Empowering/PG 14-15):																
	· **AIM Leadership Development**	Group Heads	168	External	Webinar						▦	▦	▦				
	· **Corporate Governance**	Newly-appointed BODs/Department/Group/ Sector Heads	8 (2 days @ 4 hours each)	External	Face to Face/Webinar									▦			
	· **Digital Transformation Mindset**	Department & Group Heads	8	External	Face to Face/Webinar	▦						▦					
	Executive Development Programs: (Influencing/PG 16 and up):																
	· **Corporate Governance**	Group/Sector Heads	8 (2 days @ 4 hours each)	External	Face to Face/Webinar									▦			
	· **Executive Development Program (International Course)**	Sector Heads	96	External	Face to Face								▦	▦			
	· **Leadership Influence**	Group Heads & up	6	External	Face to Face										▦		