

2021 LEARNING AND DEVELOPMENT CALENDAR

Program	Participants	Duration (in days)	Schedule												Learning Resource
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Competency-based Human Resource Systems ^{1/}	Human Resource Management Personnel	2 - 3													External
Knowledge Management ^{1/}	Knowledge and Human Resource Personnel	2													External
Gender and Development	GAD Technical Working Group Members	4-5	•	•	•	•	TBA							External	
Integrated Management System Orientation	Integrated Management System - Certified Site Personnel	1			•										Internal
Emergency Preparedness/Awareness	Incident Management Team Members	1				•	•	•	•			•			External
Pollution Control Officer (PCO)-related Trainings ^{1/}	Energy Efficiency and Conservation Focal Persons, Group PCOs and Managing Heads	1-2													External
Basic Occupational Safety and Health ^{1/}	Incident Management Team Members	5													External
Warehouse and Inventory Management ^{1/}	Facilities Management Personnel	2													External
Problem-Solving and Decision-Making	First Line Supervisors	1				•			•			•			Internal
Basic Supervisory	First Line Supervisors	0.5	•		•	•	•		•		•		•		Internal
Advance Supervisory	Supervisors	1		•		•		•			•		•		External

2021 LEARNING AND DEVELOPMENT CALENDAR

Program	Participants	Duration (in days)	Schedule												Learning Resource
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Project Management	Supervisors	1		•			•			•			•		External
Leadership Fundamentals	Officers	1	•	•	•	•			•	•		•		•	External
Applied Human Resource Management	Department Heads	3			•				•			•			External
Employee Onboarding	New Hires	3				•				•			•		Internal
Values Integration	All Bank employees	1				•	•			•	•	•	•	•	Internal
Personal Finance Management	All Bank employees	1			•				•		•			•	External
Customer Service	Head Office Unit Personnel	1			•	•	•	•	•	•	•	•	•	•	Internal
Pre-Retirement Seminar	Prospective Retirees	4						•		•			•		Internal and External
Security and Safety Awareness	All Bank Employees				•										LEAP
Stress Management	All Bank Employees				•										LEAP
Business Process Improvement	All Bank Employees					•									LEAP
Integrated Management System Re-Orientation/Cascade	All Bank Employees							•							LEAP
Procurement	All Bank Employees							•							LEAP
Coaching	Supervisors							•							LEAP
Managing Generational Diversity	Supervisors and Officers							•							LEAP
Credit Programs	Lending Personnel								•						LEAP
E-Commerce Law	All Bank Employees								•						LEAP
Branch Operations	Branch and Support Unit Personnel									•					LEAP
Automated Teller Machine/Cash Deposit Machine Balancing and Reconciliation Procedures	Branch Personnel											•			LEAP
Anti-Money Laundering Act	All Bank Employees												•		LEAP
Information Security ^{1/}	All Bank Employees														LEAP
Unit Investment Trust Fund ^{1/}	Unit Investment Trust Sales Personnel														LEAP

1/ To be announced