

Small Business Corporation
TRAINING AND DEVELOPMENT PROGRAMS
Period Covered: January 1 to December 31, 2020
(attended by Officers and Rank and File employees)

	Title	Program Description/Objective	Number of Participants	Date	Number of Training Hours
<i>In-house Programs</i>					
1.	Learning Intervention for Salary Grades 25 to 28 including Officer-in-Charge-Department Managers <i>(who are not members of the Ad Hoc Teams)</i>	Learning Topics: <ul style="list-style-type: none"> • Management versus Leadership: what each one is, why we need them both. • The underlying problem: a social technology that has not evolved. • The future of management. • Management model: an important concept, the guiding framework for the course. 	23	November 20 & 27	N/A
2.	Learning Intervention for Salary Grades 10 to 22 <i>(who are not members of the Ad Hoc Teams)</i>	Learning Objectives: <ul style="list-style-type: none"> • Explain the syntax of basic formulas and functions. • Use formulas and functions to perform simple calculations. 	38		
<i>Individual/External Trainings</i>					
1.	Credit and Collection <i>(Rural Bankers Association of the Philippines)</i>	Learning Objectives: <ul style="list-style-type: none"> • Draft or improve existing Credit and Collection Policies, Procedure and Guidelines • Be able to minimize risk in granting credit • What to look at in evaluating credit application • Know the KRAs of Credit and Collection • Avoid loop holes in implementing Legal Remedies • Know the appropriate Legal Remedy for a particular portfolio • Know the Best Practices in Credit and Collection 	1	January 29	8

2.	<p>Financial Statement Analysis - a Tool in Credit Decision Making</p> <p><i>(Rural Bankers Association of the Philippines)</i></p>	<p>The course objectives are as follows:</p> <ul style="list-style-type: none"> • General concepts on tools and techniques in financial report analysis and their application to specific cases • Recognize the interrelationships among the numbers in the financial statements using spreadsheet template • Draw intelligent conclusions on the results of financial performance. 	2	January 30-31	16
3.	<p>Problem Solving and Decision Making Techniques</p> <p><i>(Philippine Trade Training Center)</i></p>	<p>The program enables participant to gain insights on the appropriate problem solving skills as well as decision making techniques to assist in corporate planning and policy implementations.</p>	1	February 06-07	16
4.	<p>People Management Skills Training</p> <p><i>(BusinessCoach, Inc.)</i></p>	<p>Objectives:</p> <ul style="list-style-type: none"> • To learn new techniques in managing people • To understand the different motivating 	1	February 12	8
5.	<p>Information System Audit Fundamentals</p> <p><i>(Association of Government Internal Auditors, Inc.)</i></p>	<p>The course objectives are as follows:</p> <ul style="list-style-type: none"> • Understand the end-to-end process of auditing information systems, how it differs from business process audits, and how to manage the information systems audit function • Be familiar with common activities, risks and internal control concepts relating to information systems and related technologies • Gain basic knowledge of audit procedures to assess adequacy and effectiveness of IS/IT governance, 	2	September 22-25	16

		systems and solutions, operations, continuity and security processes			
6.	ISO 9001:2015 Quality Management Systems Internal Quality Audit <i>(TUV Rheinland)</i>	The online training will provide orientation and valuable learning that will facilitate organizational ability in planning, conducting and managing internal audit of management system using ISO 9001:2015 requirements and ISO 19011:2018 Guidelines.	3	November 19-20	16