

Small Business Corporation
TRAINING AND DEVELOPMENT PROGRAMS FOR CY 2023
(Attended by Various Officers and Employees)

	Title	Program Description/Objective	Number of Participants	Date	Number of Hours
<i>In-house Programs</i>					
1	Training on Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF) Act <i>(SB Corporation; face-to-face & online)</i>	The objective of this training program is to equip participants with an understanding of the AML and CTF act. Participants will learn to identify, prevent, and report suspicious activities related to money laundering and terrorist financing effectively.	225	January 27 <i>(Batch 1)</i> , February 10 <i>(Batch 2)</i> , October 17 <i>(Batch 3)</i> , December 21 <i>(Batch 4)</i>	8
2	Training on Customer Service and Communication Management <i>(Jonathan Yabut Consultancy and Ventures; online)</i>	By the end of the training, participants will have developed the skills and knowledge to deliver exceptional customer service and effective communication, improving the Organization's reputation.	248	June 22 & 23	8
3	Training on Philippine Financial Reporting Standards (PFRS) & Philippine Accounting Standards (PAS) <i>(PICPA; face-to-face & online)</i>	Provide the participants with an understanding of the key principles and practical applications of PFRS/PAS to enhance their competencies as well provide understanding of PFRS/PAS to properly implement the standard and determine the requirements for the implementation of PFRS/PAS.	35	September 28 & 29, October 4 & 5	32
4	Briefing on ISO 9001:2015 <i>(SB Corporation; face-to-face & online)</i>	The briefing aims to familiarize participants with the benefits of implementing ISO 9001:2015, including enhanced customer satisfaction, improved processes, and increased organizational efficiency.	44	August 3	3
5	Training on Managing and Conducting Internal Audit based on ISO 9001:2015 Requirements and ISO 19011:2018 Guidelines <i>(TÜV Rheinland Philippines Inc.; face-to-face & online)</i>	The objectives of the training program are to familiarize participants with each crucial activity within the internal audit process; gain comprehensive knowledge of the key updates in ISO 19011:2018; provide an in-depth understanding of the requirements outlined in ISO 9001:2015; offer guidance on effectively conducting audits to assess compliance with ISO 9001:2015 requirements; and enhance participants' skills in identifying and articulating audit findings, utilizing a practical audit scenario.	16	August 8 & 9	16

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6	<p>Training on Critical Thinking, Problem Solving & Decision Making</p> <p><i>(Inquirer Academy; face-to-face & online)</i></p>	<p>By the end of this training, participants should have developed a strong foundation in critical thinking and problem-solving, enabling them to approach workplace challenges with greater confidence, make more informed decisions, and lead their teams effectively in finding and implementing solutions.</p>	69	<p>December 13 & 14 (Batch 1) & December 18 & 19 (Batch 2)</p>	16
7	<p>Training on Innovation and Strategic Management</p> <p><i>(Inquirer Academy; face-to-face & online)</i></p>	<p>By the end of this training, officers will possess the knowledge and tools to lead and support innovation efforts, formulate and execute strategic plans, and navigate the challenges of modern business environments. They will be better equipped to drive the organization towards long-term success.</p>	33	<p>November 16 & 17</p>	16
8	<p>Webinar on Internal Control Standards for Philippine Public Sector (ICSPPS)</p> <p><i>(COA-PIDS; online)</i></p>	<p>The training will provide participants with insights into various best practices for developing and maintaining effective internal control systems that are aligned with the Organization's objectives.</p>	62	<p>September 4 to 6</p>	20
9	<p>Webinar on Internal Auditing Standards for Philippine Public Sector (IASPPS)</p> <p><i>(COA-PIDS; online)</i></p>	<p>The training will equip the target participants with the knowledge and skills required to implement specific accounting standards and develop customized auditing procedures that align with our organization's operations.</p>	10	<p>September 6, 7 & 11</p>	20
10	<p>Briefing on the Updated SB Corp Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF) Manual</p> <p><i>(SB Corporation; face-to-face & online)</i></p>	<p>The objective of this briefing session is to familiarize participants with the updated Anti-Money Laundering/Counter-Terrorism Financing (AML/CTF) Manual of SB Corp. Participants will receive an overview of the manual's revisions, including changes in policies, procedures, and regulatory compliance requirements.</p>	103	<p>October 17</p>	3
11	<p>Training on Business Process Improvement and Project Management</p> <p><i>(SB Corporation; online)</i></p>	<p>The training program is designed to equip professionals in the service industry with the essential knowledge and skills needed for effective business processes and project management.</p>	46	<p>November 21 & December 1</p>	16

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12	<p>Training on Management of Records Based on R.A. 9470</p> <p><i>(National Archives of the Philippines; face-to-face & online)</i></p>	<p>The training aims to inform the participants on the salient provisions and requirements of the Republic Act No. 9470, otherwise known as the "National Archives of the Philippines Act of 2007" and facilitate compliance thereof. The program will provide participants the knowledge and skills on standard policies on records creation, maintenance, use, control and disposition.</p>	50	November 13 & 20	16
Individual/External Trainings					
1	<p>Debt Collection Approach and Strategies under the New Normal</p> <p><i>(RBAP; online)</i></p>	<p>In this training, participants will learn innovative debt collection approaches and strategies tailored to the challenges and opportunities presented by the "New Normal" environment.</p>	4	January 12	8
2	<p>Well-being Centric Leadership</p> <p><i>(CSC-CSI; online)</i></p>	<p>By the end of the course, the participant will be able to propagate and sustain positive cultures and working environment that will strengthen employee wellness, engagement, empowerment, and productivity.</p>	1	February 14, 16 & 21	24
3	<p>Best Practices in Complaints Management</p> <p><i>(CGBP; online)</i></p>	<p>This webinar aims to instill the art of customer complaint handling and to build customer loyalty to the business. This Best Practices training program is aligned with ISO 10002 series of 2018 on Quality Management and Customer Satisfaction Guidelines in Handling Complaints in Organizations.</p>	2	February 16-17	8
4	<p>Buy, Build and Sell: A Comprehensive Study, Analysis, and Profitability</p> <p><i>(CES Academy; online)</i></p>	<p>This training offers participants an in-depth exploration of the 'Buy, Build, and Sell' business strategy, focusing on thorough study, strategic analysis, and maximizing profitability.</p>	5	February 24, 27 & 28	24
5	<p>Effective Audit Report Writing</p> <p><i>(AGIA; online)</i></p>	<p>The training aims to allow the participant to revisit the basics on communicating audit results, learn the skills in writing effective audit reports, apply the guidelines and techniques, and use examples to choose the appropriate substance, organization, tone and style of reporting.</p>	1	February 28-March 3	16

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6	Auditing your Cyber Security Program <i>(ISACA; online)</i>	The training aims to assist the participants in the conduct of audit from pre-planning, planning, fieldwork, reporting and monitoring of the organization's cyber security program. It is important to know the assurance, risk assessment and compliance reviews since this will be part of continuously improving the cyber security program.	1	March 9-10	16
7	Management Audit <i>(AGIA; online)</i>	The course aims to provide learning that will enhance the knowledge and skills of the Internal Auditors on the different concepts of audit key processes in Compliance and Management audits as outlined in the IASPPS of COA and the Revised PGIAM 2020. It also aims to provide operational tools and templates to be utilized by the Internal Auditors in the conduct of Management Audit.	1	March 21-24	16
8	Basics of Fraud for Internal Auditors <i>(IIA; online)</i>	The training will discuss how organizations were demanded to implement good governance practices to assure the public and stakeholders that management and those in charge in governance are handling seriously all fraud matters.	1	March 23	8
9	Tools and Techniques for Audit Engagement <i>(AGIA; online)</i>	The seminar aims to provide the applicable guidance on internal auditing for Philippine Government Internal Auditing Manual (PGIAM) and Internal Auditing Standards for the Philippine Public Sector (IASPPS) as well as understand the audit engagement processes and apply tools and techniques in performing audit engagements.	1	March 27-30	16
10	Fraud & Forgery Detection & Prevention Program <i>(BAIPHIL; online)</i>	The training will discuss topics on the Introduction to Fake Documents, Identification of Documents and Customer Profiling, How to Conduct ID Verification & Security Features of IDs and Signature Verification.	1	March 29-30	8

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11	CPD Bundle (Set 1 - 15 units) <i>(Accelera; online)</i>	The training will discuss CPD units for CPA covering competencies in both technical and professional areas with topics on Technical Analysis for Financial Markets, Public Speaking and Presentation Skills for Professionals, among others. The training is also part of the Continuing Professional Education for CPA.	1	Self-paced	15
12	Positive Discipline: Achieving a Positive Turn-around in Employee and Organization Performance <i>(HURIS; online)</i>	The participant will be equipped with the skill of positive discipline in correcting employee performance problems, help in achieving a positive turn-around in staff's performance and learn and apply the basic concepts behind "due process", conducting a hearing and/or dialogue in the context of practicing positive discipline.	1	March 28-31	16
13	33rd MCLE Lecture Series <i>(Access-Adamson University College of Law; face-to-face)</i>	The program aims to provide both lawyers and non-lawyers a venue to facilitate discussions and learning on the emerging trends and pertinent laws. In addition, this program will form part of the participants' professional development in which we deem as a lifelong learning process aiming to enhance the competence of the professional by upgrading and updating knowledge and skills as brought about by modernization, scientific and technical advancements in their respective profession.	2	April 11-14 & April 11-12	60
14	Supervisory Development Course Track 1 <i>(CSC-CAR; online)</i>	The course will provide leaders and practitioners insights on becoming an effective supervisor during this challenging times.	1	Apr. 11-14	32
15	Successful Delegating Skills <i>(BMA; online)</i>	The training will equip the participant on how to do delegation in a systematic and effective way. It will teach approaches, strategies, templates and tools that will help the participant prepare, communicate, implement, monitor and evaluate the delegation plan as well as learn to delegate and follow through successfully.	1	Apr. 18	4

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16	Time, Productivity & Stress Management <i>(BMA; online)</i>	The training will help the participant in managing time effectively and handle stress to improve work-life balance. It will provide strategies for better time management, daily habits and action steps to help participants be productive with lesser stress to achieve a happy and healthy life.	1	Apr. 25	4
17	Building Capabilities: Harnessing the Power of Digital Technology <i>(GCash; face-to-face)</i>	This workshop will focus on developing the capabilities of government institutions to effectively leverage digital technology, particularly in implementing online payment systems utilizing GCash data products efficiently.	1	Apr. 28	4
18	Ethical Leadership <i>(CSC; online)</i>	The course is designed to help participants appreciate the value of applying ethical standards in leadership and explain the basic principles of applying ethical standards in the public sector.	1	May 9 & 11	13
19	Upscaling the Practice of Real Estate Appraisal <i>(PARA; online)</i>	Attending the webinar will enhance the technical knowledge and skills of the participants in their function as appraisers.	5	May 13, 20 & 27 (Saturdays)	15
20	Coaching and Mentoring for Excellence <i>(CSC-CAR; online)</i>	At the end of the training, the participants shall be able to define coaching and "coachable moments", differentiate coaching from mentoring, prepare a coaching journal and evaluate their skills as coaches, among others.	4	May 30-31	16
21	Revised Philippine Government Internal Audit Manual (RPGIAM) <i>(DBM-SPIB; online)</i>	This capacity-building training on the RPGIAM for internal auditors aims to provide foundational skills on understanding internal control and its principles and concepts; understanding internal audit, its concepts and standards, and the organization of a unit for the purpose; undertaking strategic and annual work planning for internal audit; understanding the scope and process of internal audit; and conduct compliance audit.	5	May 29, June 5, 7, 9, 13, 14, 16, 19, 21, 23, 26 & 30	80

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22	3rd Government Internal Auditors Summit: Capacitating IAs on Fraud Prevention and Detection Towards Better Governance <i>(AGIA; online)</i>	The virtual Summit aims to emphasize the fundamental aspects of fraud prevention and detection, as well as the participants' crucial role in these areas. It will also explore the delicate distinction between fraud audit and investigation. Additionally, the Summit offers valuable opportunities for networking, benchmarking, and potential collaboration with other Internal Audit Units within the public sector, particularly in terms of internal auditing principles.	2	June 22-23	16
23	Internal Control System for Property and Supply Management (Appraisal and Disposal) <i>(AGIA; face to face)</i>	Enable the participant to understand the control measures in the appraisal and disposal of government properties, learn the systems and procedures in the management of supplies and properties of the government, apply the laws, rules and regulations in the handling, recording and inspection of supplies and properties in the government.	1	July 5-7	27
24	Leadership and Ethics <i>(AGIA; online)</i>	The training will discuss about leadership trends and current ethical issues that beset employees in every workplace both in the government and private sectors. It will also provide an identification and discourse about common or ordinary practices of employees and their corresponding impact on workplace leadership as well as legal and ethical consequences.	1	August 7	8
25	2023 Leave Administration Course for Effectiveness (LACE) <i>(CSC; face-to-face)</i>	This training aims to update the participants on the latest practices and procedures for administering leave benefits. Additionally, LACE will enhance the competencies of the participants in effectively managing leave benefits and accurately calculating leave credits. The goal is to ensure consistent application of leave laws and policies.	2	August 8-9	16

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26	Supervisory Development Course: Tracks 2 and 3 <i>(CSC-CAR; online)</i>	The course is specifically designed to cater to leaders and emerging supervisors, aiming to enhance their supervisory and managerial skills. The focus of these tracks lies in developing critical competencies that are vital for performing supervisory functions effectively.	1	August 14-18	40
27	Emotional Intelligence and Leadership <i>(CSC-CSI; online)</i>	The training aimed at enhancing leadership self-awareness and strengthening Emotional Intelligence skills through the development of a personalized Emotional Intelligence Self-Development Action Plan. This training will help participants become more effective leaders.	1	August 17-18	13
28	Strategic and Critical Thinking <i>(HURIS; face-to-face)</i>	The 2-day program will enhance the participant's ability to develop effective action plans that align with their goals and increase their chances of success. As well as gain the skills to analyze complex situations, make informed decisions, and navigate challenges with confidence.	1	August 24-25	16
29	Capacity Development Program <i>(PICPA BBMP); face-to-face)</i>	This seminar is in line with PICPA's theme for 2023, "Beyond Numbers - Redefining the Roles of CPAs" with topics on One-time Cleansing of PPE Account Balances of Government Agencies and Documentary Requirements on Government Procurement. The said seminar will update the participants and keep them abreast with current developments that could help them effectively perform their roles in their respective areas of responsibility.	2	August 25	9
30	Mandatory Continuing Legal Education (MCLE) Program for the Eighth (8th) Compliance Period <i>(OGCC-PAGCLAW; face-to-face)</i>	The program aims to provide both lawyers and non-lawyers a venue to facilitate discussions and learning on the emerging trends and pertinent laws. In addition, this program will form part of the participants' professional development in which we deem as a lifelong learning process aiming to enhance the competence of the professional by upgrading and updating knowledge and skills	2	October 24-27	36

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31	34th MCLE Lecture Series <i>(Access; face-to-face)</i>	as brought about by modernization, scientific and technical advancements in their respective profession.	2	Oct. 5, 6, 12 & 13; Oct. 12-13	60
32	Workforce Planning, Career Development and Succession Management (Planning, Developing, and Managing Careers) <i>(CSI-CSC; online)</i>	The course will enable the participant to develop, install, maintain, and implement programs for career development and succession management that is anchored on a Strategic Workforce Planning Framework that integrates all HR functions from talent acquisition or the staffing plan, to talent development or the L&D Plan and up to the engagement plan.	1	October 18-20	24
33	Basic Identification Documents (IDs), Business Documents & Income Documents Verification Description <i>(BAIPHIL; online)</i>	The webinar aims to provide skills and knowledge to participants whose duties include the checking and examination of identification documents (IDs) and business documents used to confirm identity, in order to effectively identify forged, counterfeit or fraudulent documents. Also includes the discussion of common falsified income documents submitted by clients to borrow money from the bank and how to avoid it.	14	November 30	8
34	Performing Data Privacy Audits <i>(Crossworks Training and Consulting Corporation; online)</i>	This training will equip the participants with the expertise to conduct audits, assessing an organization's compliance with the Data Privacy Act of 2012 (R.A. 10173). They will gain knowledge in protecting privacy when handling personal information (PI) and sensitive personal information (SPI). Participants will also learn audit techniques, enabling them to effectively manage audit programs and teams, establish client communication, and resolve conflicts.	6	November 29-30	8