

TRAINING DESIGN FOR THE 2019 PERFORMANCE EVALUATION AND 2020 COMMITMENT Cum MANCOM

Terminal Objective: After this three – day activity, all participants shall be able to:

1. Evaluate how well each manager/leader's supervisory and leadership capabilities towards the attainment of the agency's goals.
2. Determine the performance and accomplishments made by each SDO and Functional Division Chief.
3. Provide feedback for continuous improvement.
4. Craft OPCRF for CY 2020.
5. Strengthen social skills and peer relationship among the men and women employees.

Day 0: January 21, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
12:00 – 1:30			Arrival and Registration of Participants			
1:31 – 1:45			Opening Program and Statement of Purpose			
1:46 – 3:30	Our Accomplishments towards the attainment of our agency's goals ***Draw Lots of SDSS	For the SDSS to present their Division's performance and accomplishments for CY 2019 for evaluation	Presentation/Sharin 9 Discussion	Evaluated performance and achievements of SDSS	Aida L. Payang	
3:31 – 3:45		Health Break				
3:46 – 4:00	Strengthening our relationship through Team Building Activities	For the participants to enhance their communication strengthening their relationship towards others	Games/ Sharing	Enhanced/ strengthened relationship towards others	HRDD	
4:01 – 6:00	Continuation.... Our Accomplishments towards the attainment of our agency's goals	For the SDs to present their performance and accomplishments for CY 2019 for evaluation	Presentation/Sharin 9 Discussion	Evaluated performance and achievements of SDSS	Aida L. Payang	

Day 1: January 22, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 – 8:30	MOL					
8:31 – 10:00	Our Commitment: "A change brought about by extraordinary things.	For the SDSs to present their crafted 2020 Office's Performance Commitment for comment/suggestions	Presentation/ Sharing Discussion	Crafted 2020 Office Performance Commitment	Pio D. Ecuán	
10:01 – 10:15	Health Break					
10:15 – 10:30	Strengthening our relationship through Team Building Activities	For the participants to enhance their communication strengthening their relationship towards others	Games/ Sharing	Enhanced/ strengthened relationship towards others	HRDD	
10:31 – 12:00	Lunch Break					
12:01 – 1:00	Lunch Break					
1:01 – 3:15	MANCOM: Management Committee Meeting					
3:46 – 4:00	Health Break					
4:01 – 6:00	Continuation...	-	-	-	-	-

Day 2: January 23, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 – 8:30	MOL					
8:31 – 10:00	Our Accomplishments towards the attainment of our agency's goals ***Draw Lots of FD Chiefs	For the Functional Division Chiefs to present their Division's performance and accomplishments for CY 2019 for evaluation	Presentation/Sharin g Discussion	Evaluated performance and achievements of Functional Divisions	Aida L. Payang	
10:01 – 10:15	Health Break					
10:16 – 10:30	Lunch Break					
12:01 – 1:00	Lunch Break					
1:01 – 3:15	Our Commitment: "A change brought about by extraordinary things.." 1. Admin 2. ESSD 3. FTAD 4. Finance	For each Functional Divisions to present their crafted 2020 Office Performance Commitment for comment/suggestions	Presentation/ Sharing Discussion	Crafted 2020 Office Performance Commitment	Pio D. Ecuana	
3:16 – 6:00	5. CLMD 6. HRDD 7. PPRD 8. QAD	-	-	-	-	

Day 3: January 24, 2020

Time	Session Title	Session Objectives	Methodology	Expected Output	Facilitator	Remarks
8:00 – 8:30			MOL			
8:31 – 10:00	Continuation... Other Matters	-	-	-	-	-
10:01 – 10:15			Health Break			
10:16 – 11:30	Finalization of 2020 Office Performance Commitment	For Functional Divisions to finalize their 2020 Office Performance Commitment ready for submission	Workshop	Finalized 2020 Office Performance Commitment		
11:31 – 12:00			Closing Program and Ways Forward			
12:01 – 1:00			Lunch Break			
1:01 onwards			Home Sweet Home			