



# BAGUIO WATER DISTRICT

*"Serving Mankind is Serving God"*



## 2021 Training Calendar/Plan

### Regional Training Center Coordinated Training Programs

| Seminar Title  | Schedule        | Venue        | Target Number of Participants | Objective/s  |
|--|-----------------|--------------|-------------------------------|--|
| <b>1. Stabilizing the Self: Stress Management and Mind Economy</b> | March 18-19     | Zoom Meeting | 50                            | A holistic approach to stress management towards <u>a strong body</u> , <u>a powerful mind</u> and <u>a peaceful soul</u> promises a more long-lasting mode to address stress.   |
| <b>2. Customer Relations in the New Normal</b>                     | May 20-21       | Zoom Meeting | 50                            | Excellent customer service is one of the primordial objectives in the water district. We all need to learn new ways to listen to our customers and expand the parameters of what we listen for.  |
| <b>3. Business Planning</b>  | July 14-16      | Zoom Meeting | 50                            | Equip water utility officials and personnel with the necessary knowledge, attitude, and skills in formulating a responsive, cost-effective, progressive, and sustainable Business Plan.  |
| <b>4. Harmonized Gender and Development Guidelines</b>             | August 17-20    | Zoom Meeting | 50                            | To provide participants with the appropriate knowledge on ensuring that their GAD programs and projects are gender-responsive  |
| <b>5. Geographic Information System</b>                            | September 16-17 | Zoom Meeting | 50                            | Geographic Information Systems are powerful decision-making tools for any industry since it allows the analyzation of environmental, demographic, and topographic data. Data intelligence compiled from GIS applications help water districts make informed decisions. |
| <b>6. Values Restoration Trainor's Training</b>                    | October 13-15   | Zoom Meeting | 50                            | To equip participants with an understanding of their respective Agency's Core Values and to cascade these to their colleagues to uphold Values Restoration.  |

## In-House Training Programs


| Seminar Title  | Schedule                     | Venue        | Budget       | Target Number of Participants | Objective/s  |
|--|------------------------------|--------------|--------------|-------------------------------|--|
| <b>1. Coaching and Mentoring with Report Writing</b> | April 14-16                  | Zoom Meeting | Php30,000.00 | 30                            | Help supervisors / managers to build a positive and concrete change in individuals and to boost the transfer of knowledge from the coach/mentor to the individual. |
| <b>2. Microsoft Applications Literacy</b>            | August 4,5,and 6 (3 Batches) | Zoom Meeting | Php10,000.00 | 30                            | This seminar is designed to help participants enhance their knowledge and skills in operating Microsoft Applications.  |
| <b>3. Procurement Guidelines (RA9184)</b>            | October 27-29                | Zoom Meeting | Php30,000.00 | 50                            | To inform employees on the guidelines of government procurements (RA 9184) and its importance  |

The Baguio Water District in coordination with the Manpower Development Committee shall ensure that equal opportunities are provided in the nomination and selection of employees and acceptance of participants from other local water districts and agencies to participate in the seminars and training programs. Likewise, age, sex, restrictions/disability, Sexual Orientation and Gender Identity (SOGI), religion, civil status, appearance, and regional background shall be taken into consideration in the selection of learning aides, venue, menu and learning providers.


Learning Methodologies shall include lecture, discussions, developmental games, film showing, simulation, workshops, facility visits, and the like if applicable. While the country is under community quarantine due to the Covid-19 virus, virtual training shall be implemented. The budget for each training program shall come from the BWD Training and RTC Accounts.


The 2021 Training Calendar / Plan is crafted and established in coordination with the Manpower Development Committee. Further, the training programs shall address the identified competency gaps and needs of BWD Employees.

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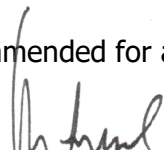
  
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