



ATENEIO DE MANILA UNIVERSITY
GRADUATE SCHOOL OF BUSINESS
CENTER FOR CONTINUING EDUCATION



Human Resources Management

ONLINE PROGRAM

APPLIED HR FOR LINE LEADERS

May 2, 4, 5 & 6, 2022 | via ZOOM



CONTENT

About AGSB-CCE

Who Should Attend?

Objectives

Program Content

Resource Person

Program Inclusions and Fees

ABOUT AGSB-CCE

The Ateneo Graduate School of Business - Center for Continuing Education (AGSB-CCE) was established to complement the existing Ateneo-BAP Institute of Banking, a consortium between the Ateneo de Manila University and the Bankers Association of the Philippines. It was initially known as the Basic Leadership Program (BLP) until the name was changed to Continuing Professional Education (CPE) and then finally, to Center for Continuing Education (CCE).

Under AGBS, CCE takes an active role in addressing specific industry concerns that require immediate, purposeful, and focused response. As an industry resource and partner, CCE offers continuing professional development programs that are workplace-based with immediate take-away value. Methodologies are based on business simulation, practical exercises and applications, case analyses, and focused discussions. Courses are designed, developed and delivered by industry practitioners who are noted experts in their respective fields. Together, AGBS and CCE support the Ateneo mission to promote excellence, integrity and service.



WHO SHOULD ATTEND?

Line Supervisors, Managers, Executives and HR Personnel

OBJECTIVES

At the end of the course, the participants will be able to:

- ➔ Explain the critical challenges facing leaders in the management of the human resources;
- ➔ Conduct structured interview to evaluate the attitude and skills of an applicant;
- ➔ Apply the three phases of an effective performance management system;
- ➔ Evaluate potentials of subordinates for positions of greater responsibilities;
- ➔ Conduct on-the-job training for subordinates based on suggested steps;
- ➔ Identify most appropriate and effective rewards for actual situations in organizations; and
- ➔ Enumerate best strategies to lead people during turbulent times

APPLIED HR FOR LINE LEADERS

The management of the human asset is one of the most critical functions of a leader. Yet, some leaders take it lightly which leads to gripes, grievances, demotivation, or legal disputes. This program intends to minimize such situations by providing skills in the effective acquisition, development, and rewarding of the human asset.

PROGRAM OUTLINE

- I. Overview of Human Resource Management**
- II. Talent Acquisition**
- III. HR Systems for the Development of the Human Asset**
 - A. Performance Management System
 - B. Development/Potential Appraisal
 - C. Training and Development
 - D. Career Development
 - E. Organization Development
 - F. Discipline
- IV. Reward Management**
 - A. Kinds of Rewards

- i. Direct Compensation
 - ii. Indirect Compensation
 - iii. Pay for Performance
 - iv. Work
 - v. Work-Life Balance
 - B. Appropriate Rewards in Challenging Times

v. Best Leadership Practices During Downturn Times

- A. Outsmarting, Outdoing and Outcompeting Others
- B. Leadership Practices
 - i. Encouraging Innovation and Creativity
 - ii. Providing Up-to-Date Equipment and Technology
 - iii. Empowering People
 - iv. Leading by Example
 - v. Recognizing Social and Environmental Responsibilities
 - vi. Converting Problems into Opportunities

vi. Film Showing

- A. New One-Minute Manager
- B. Leadership Challenge

RESOURCE PERSON



**MR. ARMANDO T.
BONGCO, JR.**

Mr. Armando T. Bongco, Jr is a Professional Management and Organization Development Consultant specializing in leadership supervisory and management development, strategic planning, performance management, coaching and counseling, training and development, human resource for line leaders, and organization transformation.

He was a Consultant and HRDG Manager of United Laboratories, Inc., Senior Manager for Organization Development and Training Manpower Department of First Holdings Group of Companies, Head for Manpower Training and Development Department of the Human Resources Division of Ayala Group of Companies, and Staff Planning Assistant for the Human Resources Division- San Miguel Corporation.

Mr. Bongco was trained and certified as an official instructor for Problem-Solving and Decision-Making Program by Kepner and Tregoe, Inc., Interaction Management by Development Dimension International, Inc., and Problem Solving and Decision Making by Decision Processes, Inc. He participated and completed numerous seminars conducted by leading foreign and domestic consultancy firms in various areas of HRM.

APPLIED HR FOR LINE LEADERS

PROGRAM DETAILS

Schedule via ZOOM:

May 2, 4, 5 & 6, 2022

Monday, Wednesday, Thursday & Friday

1:30 PM - 5:30 PM

PROGRAM FEE

Php 10,000.00 (Early Eagle Rate until April 18)

Php 11,000.00 (Regular Rate)

**Schedules and prices may change without prior notice.*

INCLUSIONS

- Digital copies of the materials can be accessed through AteneoBlueCloud (Canvas LMS)
- Digital Certificate of Completion

REGISTER NOW!

Ms. Anna dela Cruz
(+63) 927 494 4190
avdelacruz@ateneo.edu
sales.cce@ateneo.edu

SCAN CODE
TO REGISTER



Experience
EXCELLENCE