



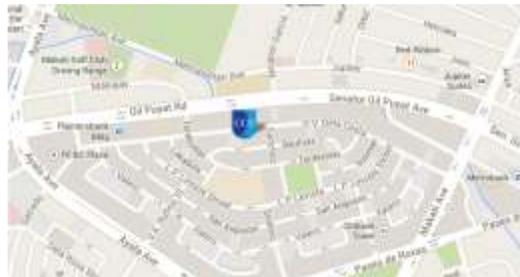
## Effective Work Management

### Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

### Venue:

Ateneo de Manila University - Salcedo Campus  
 3/F Ateneo Professional Schools Bldg.  
 130 H.V. Dela Costa St., Salcedo Village,  
 Makati City, Philippines



### DATES

May 6-7, 2020  
 Wednesday - Thursday  
 8:30 am - 4:30 pm

### PROGRAM FEE

Php 11,800.00 (Early Eagle Rate until April 22)  
 Php 12,800.00 (Regular Rate)

### HOW TO REGISTER

Online  
[www.cce.ateneo.edu](http://www.cce.ateneo.edu)

### Email

[sales.cce@ateneo.edu](mailto:sales.cce@ateneo.edu)

### Call

(+632) 8830.2043

*Schedules and prices may change without prior notice.*



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November 7, 2019



ATENEO DE MANILA UNIVERSITY  
 GRADUATE SCHOOL OF BUSINESS



human resources management

# Effective Work Management

May 6-7, 2020



CENTER FOR CONTINUING EDUCATION

It's a paradox that in practically all training and development programs of many organizations, interests are focused on technical know-how. There are areas which are often time neglected – Effective Work Management which reduces stress and results to better time management.

This program has been designed for all members of the organization who are designated to get things done with others effectively and efficiently. Meaningful guidance and skills will be provided so that the participants maybe able to attain or exceed objectives with self-management together with other members of the organization.

## Effective Work Management

### objective

By the end of the workshop, participants will be able to:

1. Enumerate the expectations of management for all associates;
2. Identify sources of time robbers and stress;
3. Apply critical steps for effective planning;
4. Explain the value of establishing and maintaining work relations;
5. Implement guidelines for managing change;
6. Apply the critical steps for high quality decision-making; and
7. Conduct effective meeting using the required guidelines

### who should attend

associates, technical personnel, supervisors, and managers



### resource person



**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.

### program content

- I. Introduction/Rationale**
  - A. Program Objectives
  - B. Course Outline
- II. Differentiating Leaders and Specialist**
  - A. The Work of Specialists and Leaders
  - B. Expectations of Management from Team Members
  - C. Influencing Styles
- III. Analyzing Where Time Goes**
  - A. Kinds of Time Robbers
  - B. Identifying Time Robbers
- IV. Managing Stress**
  - A. Definition of Stress
  - B. Sources of Stress
  - C. General Guidelines for Stress Management
  - D. Stress Symptoms Evaluation
- V. Managing Task and Relationship**
  - A. Managing Self by Being Proactive
    1. Definition
    2. Difference of Being Proactive and Reactive
    3. Role Play
  - B. Planning Work Objectives
    1. Indicators of Poor Planning
    2. Steps in Planning
    3. Potential Problem Analysis
    4. Practicum: Case Analysis
  - C. Managing Relationship
    1. Managing the Boss (Film Showing)
  - D. Making Quality Decisions
    1. Steps in Decision Making
    2. Application: Case Analysis
  - E. Specialized Skills
    1. Saying "No"
    2. Conducting/Attending Meeting
- VI. Commitment Planning**