ATENEO DE MANILA UNIVERSITY
**GRADUATE SCHOOL OF BUSINESS
CENTER FOR CONTINUING EDUCATION**

Leadership and Management   ONLINE PROGRAM

THE NEW LEADER'S TOOLKIT: POLC

August 15, 17, 19, 22, 24, & 26, 2022 | via ZOOM

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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 AGSB, 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, AGSB and CCE support the Ateneo mission to promote excellence, integrity and service.

WHO SHOULD ATTEND?

The program is intended for front-line leaders, including:

- First-time supervisors, first-time managers, first-time team leaders
- Those who have been or will be promoted above the level of an individual contributor and would take on the equivalent of a supervisory or management role.

OBJECTIVES

At the end of this program, you are expected to have performed the following, all applied to your current or future role as frontline leader in a supervisory or managerial position:

→ Articulated the changes in your leadership role, applied to your present or upcoming frontline leadership position

→ Applied the steps in the Planning, Organizing, Controlling processes, in relation to your team's work, fulfilling the framework for these processes

→ Identified solutions to some of the typical management challenges you face in your work

→ Practiced an assertive communication skills

→ Practiced skills in conducting effective meetings

→ Applied POLC skills in simulated management situations, based on real-life scenarios

THE NEW LEADER'S TOOLKIT: POLC

Transitioning from an individual contributor to a frontline leader is a difficult leadership passage. The knowledge, skills, and attitudes that made you an effective individual contributor are not the same as those that would make you effective as a leader of others.

This program is designed to help you navigate that difficult leadership passage, with training in the essential skills you need for becoming an effective leader of others.

PROGRAM OUTLINE

I. Clarifying Your Leadership Role
    A. Leadership Passage No.1
    B. The Perspective of a Leader
    C. The Work of the Frontline Leader
    D. The Management Cycle

II. Planning, Controlling, Organizing
    A. Planning
        1. Definition, Rationale, and Activities
        2. Principles/Advantages of Planning
        3. Activities of Planning
        4. Action Planning/Possible Problem Process
    B. Controlling
        1. Definition, Rationale, and Need
        2. Activities of Controlling
        3. Performance Management System
        4. Phases of Performance Management System
    C. Organizing
        1. Definition and Principles
        2. Activities of Organizing

III. Leading
    A. Today's Leadership Context
        1. Leading and Managing
        2. First Lead Yourself
    B. Communicating Assertively
    C. Conducting Effective Remote Meetings

IV. Integration: Bringing it All Together
    A. Task orientation and Relationship orientation
    B. Apply your frontline skills in several real-life situations
    C. Dealing with difficult people

RESOURCE PERSON

Dr. Jet F. Magsaysay is the Dean of the Ateneo Graduate School of Business.

He is president of Strategic Directions, Inc., a strategy- and management-consulting firm that caters to top corporations in diverse industries. As a strategy and organizational development consultant, he has guided leading corporations in the Philippines and Southeast Asia in developing their visions and strategies, and in building their organizational capabilities.

As an academic program director he has conceptualized and customized leadership and management programs for diverse clients.

As a trainer-educator, he has designed and facilitated programs in strategy, execution, leadership, and management skills.

As a corporate executive, he has managed business units in the Philippines, in China, and across Asia, in the investment banking, publishing, and consulting industries.

An internationally recognized writer and presenter, he is a lecturer in Kyoto University's Asia Business Leader Programme. He was Editor-in-Chief of World Executive's Digest, a Pan-Asian management magazine where he authored award-winning content. He has authored research articles that have been peer-reviewed and published in international academic journals. He has been a keynote speaker at various conferences in Southeast Asia, China, and Japan.

Dr. Magsaysay has a BSc. in Industrial Management Engineering from De La Salle University, a Master in Management degree from the Asian Institute of Management, and a Ph.D. in Leadership Studies, major in Organizational Development, from the Ateneo De Manila University.

DR. JET F. MAGSAYSAY

RESOURCE PERSON

Ms. Czarina B. Teves is an organization, leadership, and personal transformation consultant with 25 years' experience in the private and public sectors. She is a resource person on organizational change, systems thinking, coaching and mentoring at the CCE and at the Civil Service Institute.

She is a Certified Action Learning Coach (CALC) and has coached action learning teams for Energy Development Corp, Accenture, Department of Trade and Industry, Department of Health, and Department of Education, the Zuellig Family Foundation.

She is also a Certified Master Facilitator for Team Psychological Safety (TPS) and has used this to develop team practices for executive, leadership, and work teams.

She has led project teams for USAID-Department of Health, for Department of Finance/Australian Aid – Department of Education, and the Development Academy of the Philippines, among others.

MS. CZARINA B. TEVES

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.

MR. ARMANDO T. BONGCO, JR.

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PROGRAM DETAILS

August 15, 17, 19, 22, 24, & 26, 2022
(Monday, Wednesday, Friday)
(8:30am - 12:00pm)
via ZOOM

PROGRAM FEE

Php 16,500.00 *(Early Eagle Rate until Aug. 1)*
Php 18,000.00 *(Regular Rate)*

Schedules and prices may change without prior notice.

INCLUSIONS

- Digital copies of the materials can be accessed through Google Drive
- Digital Certificate of Completion

REGISTER NOW!

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TO REGISTER**

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