

2019 Training Programs Conducted (as of December 31, 2019)

Training Program	Course Description	Objectives	Schedule	Status
<p>1. Assertive Communication</p> <p>Target Participants: SG 1 – 8</p> <p>Target Competency: Communication</p> <p>Number of Batches: 4</p> <p>Program Manager: SVC</p>	<p>This two (2)-day program is designed for employees with Salary Grade 1-8 of (Staff Aide).</p> <p>This program will enhance their skills to be assertive communicators and will make them express their thoughts and feelings confidently and effectively It aims to enable the participants clearly state their opinions, feeling, and beliefs and firmly advocate for their rights and needs without violating the rights of others.</p>	<ol style="list-style-type: none"> 1. Assess participants' way of communicating & determine changes to be made to become assertive communicator; 2. Define assertive communication and its value in the workplace; 3. Explain the principles and difference of other styles vs. assertive communication; 4. Identify the behaviors that promote assertive communication; 5. Identify barriers that cause conflict and misunderstanding; 6. Determine the benefits of communicating assertively; 7. Apply appropriate tools and techniques in communicating assertively; 8. Demonstrate skills of being assertive communicators; and 9. Develop a communication plan where communication practices are identified to serve as reference/guide. 	<ul style="list-style-type: none"> • B1: Oct. 08 - 09 • B2: Oct. 10 - 11 • B3: Oct. 17 - 18 • B4: Oct. 22 - 23 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 127 attendees out of the target 100 (127%) participated in the program • Post Training Report submitted within set deadline
<p>2. Introduction to Problem Solving</p> <p>Target Participants: SG 9 – 11</p> <p>Target Competency: Problem Solving</p> <p>Number of Batches: 4</p> <p>Program Manager: PJTL</p>	<p>This is a two (2)-day program that aims to improve the problem-solving competency for identified participants.</p> <p>Participants will be introduced to general problem-solving and decision-making principles. They will also try and apply simple tools and techniques to identify and resolve common and uncommon workplace issues.</p> <p>Corollary to this, the program will also aim to develop collaborative skills that involve others to identify the problem through their different perspectives and identify possible solutions together.</p>	<ol style="list-style-type: none"> 1. Recognize the internal process and the external situation when one is being confronted with a problem; 2. Identify and define the problem-solving and decision-making process; 3. Implement the tools and techniques identified throughout the problem-solving and decision making process; and 4. Review the result of the chosen decision. 	<ul style="list-style-type: none"> • B1: Oct. 09 - 10 • B2: Oct. 15 - 16 • B3: Oct. 17 - 18 • B4: Oct. 29 - 30 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 103 attendees out of the target 100 (103%) completed the program • Post Training Report submitted within set deadline
<p>3. Introduction to Creativity</p> <p>Target Participants: SG 12 – 15</p> <p>Target Competency: Creativity and Innovation</p> <p>Number of Batches: 5</p> <p>Program Manager: SVC</p>	<p>This two (2)-day program for GSIS employees shall enable them to generate fresh ideas and evaluate those ideas and solutions to specific business and organizational challenges. This will also help them improve their creative and innovative skills and enable them to contribute significantly to the performance of the organization.</p> <p>The participants will be provided with a wide range of creative thinking techniques that they can use to generate ideas and solve problems at work. Real-life work problems and opportunities will be part of the workshop, enabling participants to leave with creative ideas and potential solutions that can be implemented at work.</p>	<ol style="list-style-type: none"> 1. Generate fresh perspectives and new ideas; 2. Identify different thinking styles, tools and techniques associated with each; 3. Compare thinking styles and identify the appropriate tools to be used in a particular situation/case; 4. Assess workplace scenarios and apply thinking styles/s appropriate to given situations; 5. Apply appropriate creativity tools and techniques to be used in workplace scenarios; and 6. Prepare an action plan to share their creative/innovative ideas to improve division/department's performance. 	<ul style="list-style-type: none"> • B1: Oct. 29 - 30 • B2: Nov. 05 - 06 • B3: Nov. 07 - 08 • B4: Nov. 26 - 27 • B5: Nov. 28 - 29 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 195 attendees out of the target 125 (156%) participated in the program • Post Training Report submitted within set deadline
<p>4. Personal Mastery</p> <p>Target Participants: SG 16 – 18</p>	<p>This is a two (2)-day program which aims to provide participants with a deeper appreciation of their personal productivity style and how this affects their work productivity and effectiveness in goal achievement.</p>	<ol style="list-style-type: none"> 1. Assess personal productivity style; 2. Discuss the guiding principles of time and self-management 3. Define the different productivity styles, its characteristics, and how work is managed and eventually accomplished for each; 	<ul style="list-style-type: none"> • B1: Sep. 26 - 27 • B2: Oct. 08 - 09 • B3: Oct. 10 - 11 • B4: Oct. 15 - 16 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 196 attendees out of the target

<p>Target Competency: Building Organizational Talent</p> <p>Number of Batches: 7</p> <p>Program Manager: ASG</p>	<p>They will also be provided with tools and techniques that are most appropriate for their productivity style to help them achieve greater results. With the tools learned, the participants will prepare an individual productivity plan to help them make the necessary adjustments in managing their time well.</p>	<p>4. Apply a range of tools and techniques appropriate for each productivity style; and 5. Develop a Personal Productivity Plan.</p>	<ul style="list-style-type: none"> • B5: Oct. 17 - 18 • B6: Oct. 22 - 23 • B7: Oct. 24 - 25 	<p>175 (112%) participated in the program</p> <ul style="list-style-type: none"> • Post Training Report submitted within set deadline
<p>5. Creativity at Work</p> <p>Target Participants: SG 19 – 20</p> <p>Target Competency: Creativity and Innovation</p> <p>Number of Batches: 5</p> <p>Program Manager: DRC</p>	<p>Employees need to develop their innovative skills and respond to the challenges that are always emerging. There is a need to strengthen their organizational culture of innovation and foster collaboration. This program will enable the participants to respond to the rapid pace of change, create, develop, & propose new products, services, or strategies, develop creativity & innovation skills.</p>	<ol style="list-style-type: none"> 1. Learn how to generate, analyse, evaluate and implement ideas using the four intelligences of whole-brain thinking 2. Apply creative process & creative problem-solving 3. Develop creative leadership skills 4. Prepare an action plan to share their creative/innovative ideas to improve division/department's performance. 	<ul style="list-style-type: none"> • B1: Nov. 07 - 08 • B2: Nov. 14 - 15 • B3: Nov. 21 - 22 • B4: Nov. 28 - 29 • B5: Dec. 10 - 11 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 147 attendees out of the target 125 (136%) participated in the program • Post Training Report submitted within set deadline
<p>6. Creativity and Innovation</p> <p>Target Participants: SG 21 – 25</p> <p>Target Competency: Creativity and Innovation</p> <p>Number of Batches: 4</p> <p>Program Manager: PJTL</p>	<p>This is a two (2)-day program that aims to develop the competencies on Problem Solving and Building Organizational Talent through the principle of Creativity and Innovation for identified target participants. To address the two competencies, participants will be introduced to the general principles surrounding design thinking. They will try and apply the method through its three (3) essential pillars, namely -- empathy, ideation, and experimentation. The process will provide innovative solutions to challenging work problems by undergoing through these five phases.</p> <p>Design thinking is primarily social in nature and is built on the collaborative effort of a team. To complement their learning, the program will also develop the participants' skill in collaborative communication through the implementation of feedback loops, identification of common cognitive biases, recognition of logical fallacies, among others, as they build empathy and generate ideas.</p>	<ol style="list-style-type: none"> 5. Define design thinking and contextualize the process in the organization. 6. Empathize with the end-user or the people they work with and understand their interests and objectives that will lead to building personas. 7. Identify and define the problem. 8. Generate ideas using different techniques to creatively offer innovative solutions. 9. Prototype a <i>minimum viable product</i> or a <i>business model canvas</i> and test it to validate the effectiveness of the said prototype. 	<ul style="list-style-type: none"> • B1: Nov. 06 - 07 • B2: Nov. 12 - 13 • B3: Nov. 14 - 15 • B4: Nov. 21 - 22 	<ul style="list-style-type: none"> • A total number of 91 attendees out of the target 100 (91%) participated in the program • Post Training Report submitted within set deadline
<p>7. Facilitation Skills</p> <p>Target Participants: SG 19 and up</p> <p>Target Competency: Communication</p>	<p>The <i>Facilitation Skills Workshop</i> is a two (2)-day program designed for Team Leaders and key officers who are tasked to conduct information dissemination initiatives and learning sessions. The program aims to impart effective techniques and methodologies to ensure successful implementation of workshops and other learning activities.</p> <p>It will also enable the participants to use various facilitation tools to</p>	<p>The <i>Facilitation Skills Workshop</i> is conceptualized to enable target participants to:</p> <ol style="list-style-type: none"> 1. Differentiate a trainer from a facilitator. Identify the roles and responsibilities of a facilitator; 2. Identify the factors that contribute to a successful learning experience; 3. Identify and strengthen the competencies that a successful 	<ul style="list-style-type: none"> • B1: Nov. 26-27 • B2: Nov. 28-29 • Jan 20–21, 2020 <p>(An additional session was conducted on 20 – 21 January 2020)</p>	<ul style="list-style-type: none"> • A total number of 47 attendees out of the target 50 (94%) participated in the program • Post Training Report submitted within set deadline

<p>Number of Batches: 2</p> <p>Program Manager: RST</p>	<p>generate, organize and analyze ideas and make decisions. They will also gain insights on the various types of audience and adopt appropriate facilitation styles to engage even the most reluctant learners and contribute to their personal and professional enrichment.</p>	<p>facilitator must possess. Determine the essential facilitation skills for various purposes (i.e. meetings, planning, brainstorming);</p> <ol style="list-style-type: none"> 4. Profile various types of audience and adopt suitable facilitation styles, as well as appropriate tools, techniques and methodologies to engage them; 5. Analyze audience and group interactions and implement learning activities that will promote synergy; 6. Employ appropriate facilitation tools; and 7. Formulate a facilitation strategy for the successful conduct of intended learning activity. 	<p>for the GSIS VOP-PIES+ facilitators who were unable to attend the first batch of the program due to pressing deliverables in the branch offices)</p>	
<p>8. Excellence in Customer Service</p> <p>Target Participants: All SG Levels</p> <p>Target Competency: Delivering Service Excellence</p> <p>Number of Batches: 5</p> <p>Program Manager: SVC</p>	<p>The 2-day program aims to address the competency requirement for delivering service excellence, The program will allow the participants explore the different factors which lead to a customer experience revolution and learn how to deliver solutions and services that are results-oriented and customer-focused at every opportunity and interaction. They will learn the different aspects of professional communication, customer experience management, and develop confidence in any customer situation.</p>	<ol style="list-style-type: none"> 1. Differentiate government customer service from the private sector customer; 2. Build connection between excellence in customer services and organization policies and practices; 3. Recognize and address barriers to the delivery of outstanding customer service; 4. Explore the different communication styles and develop the skills to model them; 5. Communicate more assertively and effectively; 6. Recognize the signs of customer irritation and respond appropriately; 7. Manage stressful situations effectively; and 8. Develop a personal commitment plan to improve customer service skills. 	<ul style="list-style-type: none"> • B1: May. 07 – 09 • B2: May. 09 – 10 • B3: May. 14 – 15 • B4: May. 16–17 • B5: May. 21–22 	<ul style="list-style-type: none"> • A total number of 125 attendees out of the target 125 (100%) participated in the program • Post Training Report submitted within set deadline
<p>9. Negotiation Skills</p> <p>Target Participants: All SG Levels</p> <p>Target Competency: Delivering Service Excellence</p> <p>Number of Batches: 7</p> <p>Program Manager: DRC</p>	<p>This 16-hour training program is a follow-through program for GSIS frontline personnel who have already completed programs in customer service. It aims to equip participants with the knowledge and skills essential in achieving win-win negotiation in various customer service scenarios.</p>	<p>At the end of the 2-day program, participants should be able to:</p> <ol style="list-style-type: none"> 1. Identify general negotiation principles and tools; 2. Adopt steps/methods in handling difficult customer situations and use appropriate strategies to deal with different personality types; 3. Apply negotiation skills, tools, and techniques to weave through various customer service scenarios, manage customer expectations, and resolve customer issues; and 2. Employ negotiating skills, tools, and techniques in addressing customer-related issues and concerns. 	<ul style="list-style-type: none"> • B1: Mar. 21–22 • B2: Mar. 27–28 • B3: Apr. 02–03 • B4: Apr. 25–26 • B5: May 02 – 03 • B6: May 09 – 10 • B7: Jun 18 – 19 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 199 out of the target 175 (111.43%) participated in the program. • Post Training Report submitted within set deadline
<p>10. Completed Staff Work</p> <p>Target Participants: All SG Levels</p> <p>Target Competency: Managing Work Communication</p>	<p>Completed Staff Work (CSW) is a comprehensive and systematic process of analyzing a problem, recommending solution, and thoroughly presenting it to the supervisor to be either approved or disapproved. Employees are expected not only to present problems or concerns to their supervisors but most importantly to provide recommendations or proposed action for the supervisors to consider.</p> <p>This workshop is intended to equip the GSIS employees with skills in the study, analysis, solution and presentation of issues,</p>	<ol style="list-style-type: none"> 1. Identify the concept of completed staff work; 2. Prepare a completed staff work; 3. Apply techniques in the preparation of completed staff work; and 4. Demonstrate research skills and analytical abilities. 	<ul style="list-style-type: none"> • B1: Mar. 16–17 • B2: Mar. 21–22 • B3: May 23 – 24 • B4: Jun. 25 - 26 • B5: Jun. 27 - 28 	<ul style="list-style-type: none"> • A total 119 out of the target 125 attendees participated in the program (95%) • Post Training Report submitted within set deadline

<p>Number of Batches: 5</p> <p>Program Manager: PJTL</p>	<p>proposals, and recommendations to enable GSIS executives to make an immediate and intelligent decision.</p> <p>In this training-workshop, participants will learn the essential components, processes, and techniques in preparing a CSW. This will also further enhance the research proficiency and analytical aptitude of the participants.</p>			
<p>11. Stress Management</p> <p>Target Participants: All SG Levels</p> <p>Target Competency: Managing Work</p> <p>Number of Batches: 8</p> <p>Program Manager: FSB</p>	<p>Stress Management is a two (2)-day program that aims to provide the employees with the right mindset in identifying personal difficulties and stressors, and help them develop and implement effective approaches in handling and managing stress at work that affect productivity in the organization.</p>	<ol style="list-style-type: none"> 1. Identify and discuss stress, causes and symptoms; 2. Assess their own stress level and its impact; 3. Identify and discuss various stressors and responses; 4. Reflect and utilize the most effective stress management and reduction techniques; and 5. Develop a Personal Strategy Plan for Stress Management 	<ul style="list-style-type: none"> • B1: Aug. 01 – 02 • B2: Aug. 06 – 07 • B3: Aug. 08 – 09 • B4: Aug. 13 – 14 • B5: Aug. 15 – 16 • B6: Aug. 29 - 30 • B7: Sept. 10–11 • B8: Sept. 12–13 	<ul style="list-style-type: none"> • A total 239 out of the target 240 attendees participated in the program (99.58%) • Post Training Report submitted within set deadline
<p>12. Fundamentals of Leadership</p> <p>Target Participants: SG 19 – 20 SG 21 – 25 (non-sup.)</p> <p>Target Competency: Leadership</p> <p>Program Manager: RFC</p>	<p>Fundamental of Leadership is the base program for the supervisory development track offered by the Human Resources Office (HRO).</p> <p>This 2-day program covers the essential supervisory principles and styles, as well as the tools and techniques for effective interpersonal communication. It also aims make them appreciate the role of a supervisor and develop in them the right mind-set and discipline to effectively lead and manage people.</p>	<p>At the end of the 2-day program, the participants should be able to:</p> <ol style="list-style-type: none"> 1. Discover their own style and personal strengths as a leader, and effectively use them in handling various situations; 2. Define and discuss the roles and responsibilities of a supervisor; 3. Identify key leadership principles and styles; 4. Apply appropriate communication tools and techniques to effectively lead and manage their team; and 5. Recognize areas for improvement in team leadership and management and make a personal commitment/development plan to address them. 	<ul style="list-style-type: none"> • B1: May 08 – 09 • B2: May 22 – 23 • B3: May 29 – 30 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 84 out of the target 75 (112%) participated in the program. • Post Training Report submitted within set deadline
<p>13. Building Effective Teams</p> <p>Target Participants: SG 19 and up</p> <p>Target Competency: Leadership Building Organizational Talent</p> <p>Number of Batches: 3</p> <p>Program Manager: ASG</p>	<p>Building Effective Teams (BET) is a two (2)-day interactive program, the participants will learn how to build and lead teams, solve problems, make decisions, and optimize team performance to achieve team effectiveness.</p> <p>It is the second phase of the Supervisory Development Program, aims to provide team leaders and supervisors (Division Chiefs) the basic competencies of team building. It focuses on team formation, team roles, team effectiveness and managing team conflicts.</p>	<p>At the end of the 2-day program, participants should be able to:</p> <ol style="list-style-type: none"> 1. Describe the stages of building a team and its characteristics; 2. Recognize the different types of teams, team roles, and their importance in effective team building; 3. Enumerate ways to improve team performance; 4. Identify and demonstrate effective conflict management techniques; and 5. Create an action plan to identify tools and opportunities to help their team perform better and achieve targets. 	<ul style="list-style-type: none"> • B1: May 07 – 08 • B2: May 09 – 10 • B3: May 28 – 29 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 76 out of the target 75 (101.33%) attendees participated in the program • Post Training Report submitted within set deadline

<p>14. Transformational Leadership</p> <p>Target Participants: SG 27</p> <p>Target Competency: Leadership</p> <p>Number of Batches: 2</p> <p>Program Manager: RFC</p>	<p>The Human Resources Office (HRO) proposes to conduct the training, “<i>Transformational Leadership</i>” for GSIS Executives to develop and/or enhance their self-awareness in terms of their leadership style to enable their people to succeed.</p> <p>Transformational Leadership distinguishes between the skills of management and leadership, focusing on fundamental transformation from the inside out. Leaders assess both how they show up as leaders or their “Way of Being” and how they get work done or their “Way of Doing”, which are equally important for leadership success.</p> <p>This course will help them realize authentic leadership qualities that motivate and drive others to reach their full potential, create positive energy, ignite passion, and foster a work environment that thrives on personal motivation, adaptability, collaboration, and accountability.</p>	<ol style="list-style-type: none"> 1. Compare the different leadership styles and explain the context and framework for transformational leadership; 2. Discover their own leadership style - how they lead consciously and unconsciously, what kinds of personalities they have difficulties leading and how to adapt, and how to lead effectively – inclusive of all personality types without loss of self; 3. Reflect constructively on their own and others’ leadership style/capacity; 4. Explain and apply the five practices of exemplary leadership in the context of becoming a transformational leader; 5. Identify the different drivers of employee engagement and practice how to motivate like a transformational leader; 6. Apply appropriate mechanisms to effectively support team performance and develop potentials; and 7. Recognize areas for development as a transformational leader and make a personal commitment/development plan to address them. 	<ul style="list-style-type: none"> • B1: Oct. 03 - 04 <p>One-on-one sessions with selected participants were conducted on 9 October 2019</p>	<ul style="list-style-type: none"> • A total of 13 executives out of the target 16 participated in the program (81.25%) • Post Training Report submitted within set deadline
<p>15. Leading for Team Excellence</p> <p>Target Participants: SG 26</p> <p>Target Competency: Building Organizational Talent Leadership</p> <p>Number of Batches: 4</p> <p>Program Manager: RST</p>	<p><i>Leading for Team Excellence</i> is a two (2)-day program designed for GSIS Managers to provide them with insights on the principles, as well as the appropriate tools and strategies to promote synergy among teams and inspire involvement at a personal level.</p> <p>They will also gain insights on different communication and work styles, and implement effective approaches to communicate their success agenda and ensure successful work outcomes</p>	<p>The training on <i>Leading for Team Excellence</i> is conceptualized to enable target participants to:</p> <ol style="list-style-type: none"> 1. Identify and cultivate traits that leaders must possess to lead their teams to excellence; 2. Identify barriers to team excellence and implement appropriate tools and approaches to undermine these barriers; 3. Learn various work and communication styles and adopt suitable styles to address productivity issues and promote team engagement; 4. Identify conditions that drive peak performance; 5. Determine areas for partnership and identify initiatives to ensure personal and professional growth of individual contributors; and 6. Formulate a performance target and an excellence agenda to ensure achievement of identified target. 	<ul style="list-style-type: none"> • B1: Nov. 05–06 • B2: Nov. 12–13 • B3: Nov. 14–15 • B4: Nov. 19–20 	<ul style="list-style-type: none"> • A total of 90 out of the target 100 participated in the program (90%) • Post Training Report to be submitted 21 days after the conduct of the program
<p>16. Leadership and Influencing Skills</p> <p>Target Participants: SG 21 – 25</p> <p>Target Competency: Leadership Influence</p> <p>Number of Batches: 5</p> <p>Program Manager:</p>	<p>This two (2)-day program is designed to strengthen the supervisor’s persuasion skills, influencing abilities and leader attributes to deliver results.</p> <p>This will focus on the principles of influence, communication dynamics and the different strategies to attain the best outcome for any situation and to motivate people to work together towards making the GSIS’s vision a reality.</p>	<ol style="list-style-type: none"> 1. Differentiate manipulation from persuasion and influence; 2. Explain the laws of persuasion and its application in the workplace; 3. Gain buy-in of team, partners, and stakeholders by dynamically adjusting communication approaches to others; 4. Apply influencing strategies to gain commitments and foster collaboration; 5. Deal effectively with challenging behaviors to overcome resistance and inertia in others; and 6. Develop effective influencing skills in a variety of situations. 	<ul style="list-style-type: none"> • B1: Nov. 05 - 06 • B2: Nov. 07–08 • B3: Nov. 12 - 13 • B4: Nov. 14 - 15 • B5: Nov. 19 - 20 	<ul style="list-style-type: none"> • Exceeded the target. • A total number of 136 out of the target 125 (108.8%) attendees participated in the program • Post Training Report submitted within set deadline

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<p>17. Executive Coaching Session</p> <p>Target Participants: SG 28</p> <p>Number of Batches: 2</p> <p>Program Manager: RFC</p>	<p>Over the years, the Human Resources Office (HRO) has conducted Executive Coaching trainings to equip its leadership with a basic understanding of the coaching processes and tools. This year, HRO proposes to conduct an Executive Coaching session to enable the executives to practice their coaching skills to strengthen their teams and consistently add value to the organization.</p> <p>It shall provide insights into the latest techniques and fundamentals of coaching to help them drive their team and colleagues to succeed. They will work on developing a strategy for coaching based on their strengths and experiences. Most importantly, they will receive coaching by certified executive coaches for their personal growth and development.</p>	<ol style="list-style-type: none"> 1. Employ coaching strategies to help employees reach their potential, while supporting the goals of the organization; 2. Promote a company coaching culture that supports professional growth and retains talented team members; 3. Prepare for expanded management responsibilities; and 4. Practice key elements of the coaching process, from contracting to initial meeting to completion. 	<ul style="list-style-type: none"> • B1: Oct. 1 (orientation) <p>The orientation was followed by a one-on-one coaching session with the participants</p>	<ul style="list-style-type: none"> • A total of 24 identified for the program. While 21 executives participated, only 16 executives completed the program (67%) • Post Training Report submitted within set deadline 								
<p>18. New Employees Orientation</p> <p>Target Participants:</p> <p>New Hires Across the Organization</p> <p>Program Manager: EMVF/MGH</p>	<p>Pursuant to PPG No. 289-15 on GSIS Employee Development Program approved on 25 June 2015, training interventions are offered according to the various development stages of the GSIS employees. Among these are the following trainings offered during the Entry Stage to assist new employees to become productive in their roles and to adapt to the organizational culture and practices:</p> <ol style="list-style-type: none"> a. Department Level Orientation (Induction) b. Organizational Level Orientation, which is implemented through the New Employees Orientation (NEO), c. Values Orientation Program (VOP). <p>New employees shall complete all foundational training programs within one (1) year from the date of their appointment.</p> <p>The NEO is a three-day program aims to introduce the organization as a whole – its mandate, vision, vision and organizational structure. The products and services offered by various function groups are presented to the new hires, as well as their benefits, the rules and regulations and their duties and responsibilities as employees of the GSIS and as public servants.</p> <p>The six-month period given to new hires to attend the New Employees Orientation (NEO) is linked to the probationary period for GSIS new hires. Examinations are given after discussion/presentation of the various topics and scores are recorded and form part of the following basis for the continuation or termination of their services after the 6-month probationary period:</p> <table border="1" data-bbox="538 1084 1106 1198"> <tr> <td>NEO Exam Scores</td> <td>10%</td> </tr> <tr> <td>Performance Appraisal Rating for the semester</td> <td>60%</td> </tr> <tr> <td>Written Actual Performance Test Scores</td> <td>30%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </table> <p>A new hire must obtain a passing score of 75% to continue service in the GSIS.</p>	NEO Exam Scores	10%	Performance Appraisal Rating for the semester	60%	Written Actual Performance Test Scores	30%	Total	100%		<ul style="list-style-type: none"> • Conduct depends on assumption of new hires • B1: Jan. 22 – 24 • B2: Jan. 29 - 30 • B3: Jun. 19 - 21 • B4: Sep. 4 - 6 	<ul style="list-style-type: none"> • A total of 94 new hires were oriented from Jan. – Sept.
NEO Exam Scores	10%											
Performance Appraisal Rating for the semester	60%											
Written Actual Performance Test Scores	30%											
Total	100%											
<p>19. Values Orientation Program</p> <p>Target Participants: New Hires Across the Organization</p> <p>Number of Batches: 5</p>	<p>The Values Orientation program is a 2-day program intended for GSIS employees, particularly the new hires. The program will focus on the GSIS core values, GSIS competencies and public service code of ethics. The program aims to contribute in aligning the organization’s values with employees’ personal values to ensure that their efforts to make themselves better will also redound to the achievement of organizational goals.</p>	<ol style="list-style-type: none"> 1. Appreciate the rationale for the organization’s new vision and mission statement; 2. Gain awareness of their personal values and how these affect the way they interact with other people and perform their work; 3. Examine their work values in the light of the following new 	<ul style="list-style-type: none"> • P1: August 7 • P2: Sep. 16 – 17 • P3: Oct. 1 Oct. 2 Oct. 3 	<ul style="list-style-type: none"> • Phase 1 was completed with a total of 33 attendees • Phases 2 was completed with a total of 38 attendees • Phased 3 was completed with a total of 105 attendees for 3 								

<p>Program Manager: RST</p>	<p>The program modules and activities will allow the participants to gain awareness of their personal values and how these affect the way they interact with other people and perform their work. These also aim to make them examine their own work values and develop traits or behavior consonant with the core values of the organization.</p> <p>This year's Values Orientation Program (VOP) is being implemented in partnership with the Civil Service Institute, Civil Service Commission (CSI, CSC) through CSI's Public Service Values Program PIES+.</p> <p>It employs the methodology of Appreciative Inquiry, and I conducted as follows:</p> <p>Phase 1:</p> <p>A mandatory one (1)-day session for top management titled "<i>Pamunuan ng Lingkod Bayan</i>" to define the behavioural indicators of each core value and ensure that there will be champions for the integration of the values in the organization</p> <p>Phase 2:</p> <p>A two (2)-day trainers' training titled "<i>Kulturang Lingkod Bayani</i>" follows to orient designated trainers from the organization on the core values, program implementation, tools and techniques (such as what activities to do and questions to ask during the processing of activities); and</p> <p>Phase 3:</p> <p>Roll-out of the one (1)-day program in the organization titled "<i>Bawat Kawani Lingkod Bayani</i>" for the rest of the workforce</p>	<p>core values of the organization:</p> <ul style="list-style-type: none"> • Professionalism • Love of Country • Integrity • Service Excellence • Spirituality • Innovation • Teamwork • Mutual Respect <p>4. Develop in the new employees a favorable attitude where their personal values align with core values of the organization to attain its sets goals; and</p> <p>5. Formulate a personal development plan to support their commitment as values advocate.</p>	<p>batches</p> <ul style="list-style-type: none"> • Exceeded the target. • A total of 176 executives out of the target 125 participated in the program (140%) • Post Training Report submitted within set deadline
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Notes:

- Nineteen (19) out of the nineteen (19) or 100% of the proposed training programs for 2019 were implemented, with a total of 2,279 employees trained.
- All post training program reports were submitted as scheduled.