

## 2018 Training Programs Conducted (as of December 31, 2018)

Training Program	Course Description	Objectives	Schedule	Status
<p>1. Thinking Out of the Box</p> <p>Target Participants: <b>SG 1 – 8</b></p> <p>Target Competency: <b>Creativity and Innovation</b></p> <p>Program Manager: <b>PJTL</b></p>	<p>This is a two (2) day program for GSIS employees which will enable them to generate fresh and evaluate set of ideas and solutions to specific business and organizational challenges.</p> <p>This will also help them improve their creativity skills and enable them to contribute significantly to the performance of the organization. The target organizational competency for this program is creativity and innovation.</p>	<p>At the end of the 2-day workshop, participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Generate fresh perspectives and new ideas;</li> <li>2. Identify different thinking styles and tools and techniques associated with each;</li> <li>3. Assess workplace scenarios and be able to apply appropriate thinking style</li> </ol>	<ul style="list-style-type: none"> <li>• B1: Nov. 06 – 07</li> <li>• B2: Nov. 08 – 09</li> <li>• B3: Nov. 13 – 14</li> <li>• B4: Nov. 15 – 16</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (112/100)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>2. Different Thinking Styles</p> <p>Target Participants: <b>SG 9 – 11</b></p> <p>Target Competency: <b>Creativity and Innovation</b></p> <p>Program Manager: <b>ASG</b></p>	<p>This is a two (2) day program for GSIS employees which will enable them to generate fresh and evaluate set of ideas and solutions to specific business and organizational challenges.</p> <p>This will also help them improve their creativity skills and enable them to contribute significantly to the performance of the organization. The target organizational competency for this program is creativity and innovation.</p>	<p>At the end of the 2-day workshop, participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Generate fresh perspectives and new ideas;</li> <li>2. Identify different thinking styles and tools and techniques associated with each;</li> <li>3. Compare thinking styles and be able to identify the appropriate tools to be used in a particular situation/case; and</li> <li>4. Assess workplace scenarios and be able to apply appropriate thinking style.</li> </ol>	<ul style="list-style-type: none"> <li>• B1: Nov. 06 – 07</li> <li>• B2: Nov. 08 – 09</li> <li>• B3: Nov. 13 – 14</li> <li>• B4: Nov. 15 – 16</li> <li>• B5: Nov. 20 – 21</li> </ul>	<ul style="list-style-type: none"> <li>• A total of 120 out of the target 125 participants attended the program (120/125 or 96%)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>3. Introduction to Creativity</p> <p>Target Participants: <b>SG 12 – 15</b></p> <p>Target Competency: <b>Creativity and Innovation</b></p> <p>Program Manager: <b>DRC</b></p>	<p>This is a two (2) day program for GSIS employees which will enable them to generate fresh and evaluate set of ideas and solutions to specific business and organizational challenges.</p> <p>This will also help them improve their creativity skills and enable them to contribute significantly to the performance of the organization. The target organizational competency for this program is creativity and innovation.</p>	<p>At the end of the 2-day workshop, participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Generate fresh perspectives and new ideas;</li> <li>2. Identify different thinking styles and the tools and techniques associated with each;</li> <li>3. Compare thinking styles and be able to identify the appropriate tools to be used in a particular situation/case; and</li> <li>4. Assess workplace scenarios and be able to apply appropriate thinking style.</li> <li>5. Apply appropriate creativity tools and techniques to be used in workplace scenarios; and</li> <li>6. Prepare an action plan to share their creative/innovative ideas to improve division/department's performance.</li> </ol>	<ul style="list-style-type: none"> <li>• B1: Nov. 08 – 09</li> <li>• B2: Nov. 13 – 14</li> <li>• B3: Nov. 15 – 16</li> <li>• B4: Nov. 20 – 21</li> <li>• B5: Nov. 22 – 23</li> <li>• B6: Nov. 28 – 23</li> <li>• B7: Dec. 04 – 05</li> <li>• B8: Dec. 06 – 07</li> <li>• B9: Dec. 11 – 12</li> <li>• B10: Dec. 13–14</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (293/250)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>4. Creativity at Work</p> <p>Target Participants: <b>SG 16 – 18</b></p>	<p>This is a two (2) day program for GSIS employees which will enable them to generate fresh and evaluate set of ideas and solutions to specific business and organizational challenges.</p> <p>This will also help them improve their creativity skills and enable them to contribute significantly to the performance of the</p>	<p>At the end of the 2-day workshop, participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Generate fresh perspectives and new ideas;</li> <li>2. Identify different thinking styles and the tools and techniques associated with each;</li> </ol>	<ul style="list-style-type: none"> <li>• B1: Nov. 06 – 07</li> <li>• B2: Nov. 08 – 09</li> <li>• B3: Nov. 15 – 16</li> <li>• B4: Nov. 22 – 23</li> <li>• B5: Nov. 26 – 27</li> <li>• B6: Nov. 28 – 29</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (270/250)</li> <li>• Post Training</li> </ul>

<p>Target Competency: <b>Creativity and Innovation</b></p> <p>Program Manager: <b>SVC</b></p>	<p>organization. The target organizational competency for this program is creativity and innovation.</p>	<ol style="list-style-type: none"> <li>3. Compare thinking styles and be able to identify the appropriate tools to be used in a particular situation/case;</li> <li>4. Explore and compare different creativity tools and techniques;</li> <li>5. Assess workplace scenarios and be able to apply appropriate thinking style.</li> <li>6. Apply appropriate creativity tools and techniques to be used in workplace scenarios; and</li> <li>7. Prepare an action plan to share their creative/innovative ideas to improve division/department's performance.</li> </ol>	<ul style="list-style-type: none"> <li>• B7: Dec. 04 – 05</li> <li>• B8: Dec. 06 – 07</li> <li>• B9: Dec. 08 – 09</li> <li>• B10: Dec. 11–12</li> </ul>	<p>Report submitted within set deadline</p>
<p>5. Problem Solving</p> <p>Target Participants: <b>SG 19 – 20</b></p> <p>Target Competency: <b>Problem Solving</b></p> <p>Program Manager: <b>RST</b></p>	<p>This two (2)-day program aims to help emergent leaders in the Government Service Insurance System address day-to-day work challenges through properly honed problem-solving skills that employ critical thinking, as well as the use of effective approaches, tools and techniques. It will also develop in the participants an objective disposition that will result in sound analysis of issues, accurate diagnosis of problems and key issues and implementation of viable solutions, especially those that have an impact on work and work outcomes and the strategic goals of the organization.</p>	<p>At the end of the two (2)-day program, the participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the processes involved in problem solving;</li> <li>2. Identify and define actual and possible problematic situations/scenarios;</li> <li>3. Utilize problem solving tools/approaches to analyze problems;</li> <li>4. Evaluate alternatives and decide on options that will provide the best outcomes;</li> <li>5. Identify and address challenges that may affect the successful implementation of proposed solutions; and</li> <li>6. Effectively communicate problem scenarios to get buy-in and support for proposed solutions</li> </ol>	<ul style="list-style-type: none"> <li>• B1: Nov. 13 – 14</li> <li>• B2: Nov. 15 – 16</li> <li>• B3: Nov. 20 – 21</li> <li>• B4: Nov. 22 – 23</li> <li>• B5: Nov. 27 – 28</li> <li>• B6: Dec. 04 – 05</li> <li>• B7: Dec. 06 – 07</li> <li>• B8: Dec. 11 – 12</li> <li>• B9: Dec. 13 – 14</li> <li>• B10: Dec. 19–10</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (257/250)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>6. Developing the Leader Within</p> <p>Target Participants: <b>SG 21 – 25</b></p> <p>Target Competency: <b>Leadership Building Organizational Talent</b></p> <p>Program Manager: <b>FSB</b></p>	<p>This two (2) day program is designed for GSIS employees with Salary Grades (SGs) 21-25, non-supervisory/ technical to understand and hone essential skills to progress their leadership capabilities, personal growth and career success. The program aims to enable the participants to master the fundamentals of managing self, leading and motivating others, and gain a deeper understanding of their leadership style.</p>	<p>At the end of the two (2)-day program, the participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Assess personal potentials and growth areas to be able to adapt mindset in developing and managing selves better;</li> <li>2. Compare different working styles and behaviors and be able to develop flexibility for some approaches;</li> <li>3. Use different tools and approaches to deal assertively with others;</li> <li>4. Identify and illustrate the levels of leadership;</li> <li>5. Identify and apply specific, useable techniques and strategies to effectively lead self, build trust, motivate, and increase influence and impact with others; and</li> <li>6. Develop a Personal Development Plan for self- growth and impact with others.</li> </ol>	<ul style="list-style-type: none"> <li>• B1: Nov. 13 – 14</li> <li>• B2: Nov. 15 – 16</li> <li>• B3: Nov. 20 – 21</li> <li>• B4: Nov. 22 – 23</li> <li>• B5: Nov. 27 – 28</li> <li>• B6: Dec. 04 – 05</li> <li>• B7: Dec. 06 – 07</li> <li>• B8: Dec. 11 – 12</li> </ul>	<ul style="list-style-type: none"> <li>• A total of 196 out of the target 200 participants attended the program (196/200 or 98%)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>7. Strategic Thinking and Decision-making</p> <p>Target Participants: <b>SG 21 – 23</b></p> <p>Target Competency: <b>Strategic Thinking</b></p>	<p>This course is a two (2)-day program designed to explore what it means to think strategically, and how day-to-day operational action can be aligned to the overall strategy at both the individual and team levels.</p> <p>The program will provide a wide perspective of strategic management practices focused on proven-by-practice methods. Most importantly, it will bring to the forefront the organization's strategic dilemmas and get direction on analytical and organizational</p>	<p>At the end of the program, participants should be able to:</p> <ul style="list-style-type: none"> <li>• Describe strategic thinking, differentiate it from strategic planning, and explain its relevance to organizational decision-making;</li> <li>• Recognize thinking habits and biases that work for them and against them and shift to a strategic mindset;</li> </ul>	<ul style="list-style-type: none"> <li>• B1: Nov. 13 – 14</li> <li>• B2: Nov. 15 – 16</li> <li>• B3: Nov. 20 – 21</li> <li>• B4: Nov. 22 – 23</li> <li>• B5: Dec. 06 – 07</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (136/125)</li> <li>• Post Training Report submitted within set deadline</li> </ul>

<p>Program Manager: <b>RFC</b></p>	<p>approaches.</p>	<ul style="list-style-type: none"> <li>• Explain the elements of a framework for strategic thinking and leverage on these at the operational level to add value;</li> <li>• Employ different tools on creative idea generation that yield breakthrough ideas and opportunities;</li> <li>• Foster an innovative culture to overcome strategic challenges; and</li> <li>• Utilize different tools in decision-making and assessing risks to translate strategic thinking into action.</li> </ul>		
<p>8. Effective Strategy Execution</p> <p>Target Participants: <b>SG 24 – 26</b></p> <p>Target Competency: <b>Building Organizational Talent Leadership</b></p> <p>Program Manager: <b>RFC</b></p>	<p>This course is a two (2) day program designed for Managers which shall look into the different key elements of strategy and examine how this can be translated into operational components, plans, procedures, and systems that drive successful strategy execution. The program shall introduce a systematic framework and provide hands-on tools and insights that identify their role in driving execution especially in their units/departments.</p>	<p>At the end of the program, participants should able to:</p> <ul style="list-style-type: none"> <li>• Explain the importance of translating and aligning own unit/department's roles and deliverables to organizational strategy;</li> <li>• Review strategy execution from a range of lenses including leadership, organizational culture, talent management and capabilities;</li> <li>• Assess the strengths and weaknesses of strategy implementation efforts;</li> <li>• Identify areas of misalignment within the unit/department in relation to the overall organization which impede strategic execution;</li> <li>• Identify an integrated framework for developing and implementing winning strategies;</li> <li>• Translate and communicate the organization's strategy to the work of the department, team, and individual;</li> <li>• Align individual roles and plan employee development for effective strategy execution; and</li> <li>• Determine measures to be taken to improve performance levels as it relates to strategy execution</li> </ul>	<ul style="list-style-type: none"> <li>• B1: Aug. 16 – 17</li> <li>• B2: Aug. 28 – 29</li> <li>• B3: Aug. 30 – 31</li> <li>• B4: Sept. 6 – 7</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (103/100)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>9. Influencing for Impact</p> <p>Target Participants: <b>SG 27 – 28</b></p> <p>Target Competency: <b>Building Organizational Talent Influence</b></p> <p>Program Manager: <b>MDGS</b></p>	<p>The two (2)-day program was designed for the top executives of GSIS to enhance their capability to provide strategic direction and inspiration in the organization. It aimed to enable them to work in an environment of high impact and influence through the use of various tools, methods and key principles in influencing to successfully present ideas persuasively, get people to do things, adapt their own approach for various types of personalities and influence upwards, downwards and across the organization.</p>	<p>At the end of the 2-day program, the participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify misconception on what influence is and develop awareness on how leaders create an impact;</li> <li>2. Use powerful language to create clear, persuasive key messages;</li> <li>3. Assess the people they need to influence by understanding their motivations, needs, and concerns so they can change or reinforce their perceptions and gain their commitment;</li> <li>4. Explore and identify their preferred influencing style and how to apply other styles to a range of situations and contexts;</li> <li>5. Employ a wider range of high impact influencing strategies for multi-generational workforce in dealing with work disruptions and handling conflicts/crises;</li> <li>6. Identify and assess influence opportunities and choose</li> </ol>	<ul style="list-style-type: none"> <li>• B1: July 27 and August 2</li> <li>• B2: August 8 and 17</li> </ul>	<ul style="list-style-type: none"> <li>• 94.12 % of target participants attended the program (32/34)</li> <li>• Post Training Report submitted within set deadline</li> </ul>

		<p>strategies to achieve positive results;</p> <ol style="list-style-type: none"> <li>Evaluate their organizational network and build supportive and reciprocal long-term working relationships at all levels of the organizations; and</li> <li>Develop an action plan to improve their influencing skills to make significant impact on the organization.</li> </ol>		
<p>10. Fundamentals of Leadership</p> <p>Target Participants: <b>SG 19 – 20</b> <b>SG 21 – 25</b> (non-sup.)</p> <p>Target Competency: <b>Leadership</b></p> <p>Program Manager: <b>RST</b></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"> <li>Discover their own style and personal strengths as a leader, and effectively use them in handling various situations;</li> <li>Define and discuss the roles and responsibilities of a supervisor;</li> <li>Identify key leadership principles and styles;</li> <li>Apply appropriate communication tools and techniques to effectively lead and manage their team; and</li> <li>Recognize areas for improvement in team leadership and management and make a personal commitment/development plan to address them.</li> </ol>	<ul style="list-style-type: none"> <li>B1: Mar. 01 – 02</li> <li>B2: Mar. 08 – 09</li> <li>B3: Mar. 14 – 15</li> <li>B4: Mar. 20 – 21</li> <li>B5: Mar. 22 – 23</li> </ul>	<ul style="list-style-type: none"> <li>The total number of attendees exceeded the target (133/125)</li> <li>Post Training Report submitted within set deadline</li> </ul>
<p>11. Building Effective Teams</p> <p>Target Participants: <b>SG 19 – 20</b> <b>SG 21 – 25</b> (non-sup.)</p> <p>Target Competency: <b>Leadership</b></p> <p>Program Manager: <b>SVC</b></p>	<p>BET training program is intended for employees with Salary Grades 19-20 who are performing as team leads, SG 21-25 or those with highly technical positions but have completed Fundamentals of Leadership training, division chiefs who have not yet undergone any basic Supervisory Development courses, and employees who were identified as part of the Leadership Development Program (LDP). The second phase of the Supervisory Development Program (SDP), 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"> <li>Recognize the different types of teams, team roles, and their importance in effective team building;</li> <li>Describe the stages of building a team and its characteristics;</li> <li>Enumerate ways to improve team performance;</li> <li>Identify and demonstrate effective conflict management techniques; and</li> <li>Create an action plan to identify tools and opportunities to help their team perform better and achieve targets.</li> </ol>	<ul style="list-style-type: none"> <li>B1: Apr. 24 – 25</li> <li>B2: Apr. 26 – 27</li> <li>B3: May 3 – 4</li> <li>B4: May 8 – 9</li> <li>B5: May 10 – 11</li> </ul>	<ul style="list-style-type: none"> <li>99 % of target participants attended the program (124/125)</li> <li>Post Training Report submitted within set deadline</li> </ul>
<p>12. Excellence in Customer Service</p> <p>Target Participants: <b>All SG Levels</b></p> <p>Target Competency: <b>Delivering Service Excellence</b></p> <p>Program Manager: <b>ASG</b></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"> <li>Differentiate government customer service from the private sector customer;</li> <li>Build connection between excellence in customer services and organization policies and practices;</li> <li>Recognize and address barriers to the delivery of outstanding customer service;</li> <li>Explore the different communication styles and develop the skills to model them;</li> <li>Communicate more assertively and effectively;</li> <li>Recognize the signs of customer irritation and respond appropriately;</li> <li>Manage stressful situations effectively; and</li> <li>Develop a personal commitment plan to improve customer service skills.</li> </ol>	<ul style="list-style-type: none"> <li>B1: Mar. 01 – 02</li> <li>B2: Mar. 06 – 07</li> <li>B3: Mar. 13 – 14</li> <li>B4: Mar. 15 – 16</li> <li>B5: Mar. 20 – 21</li> </ul>	<ul style="list-style-type: none"> <li>The total number of attendees exceeded the target (126/125)</li> <li>Post Training Report submitted within set deadline</li> </ul>

<p>13. Negotiation Skills</p> <p>Target Participants: <b>All SG Levels</b></p> <p>Target Competency: <b>Delivering Service Excellence</b></p> <p>Program Manager: <b>PJTL</b></p>	<p>This 16-hour training program is for GSIS personnel who deal with internal or external customers. The program will enable them to identify general negotiation principles and tools, adopt steps/methods in handling difficult customer situations and use appropriate strategies to deal with different personality types, and employ negotiation skills, tools, and techniques in addressing customer-related issues and concerns.</p>	<p>At the end of the 2-day program, participants should be able to:</p> <ol style="list-style-type: none"> <li>1. Explain what is problem solving, when is it done, and the processes involved;</li> <li>2. Identify and define actual and possible problematic situations/scenarios.</li> <li>3. Utilize problem solving tools/approaches to analyze problems and possible solutions.</li> <li>4. Identify challenges that can spell the success and failure of the solution.</li> </ol>	<ul style="list-style-type: none"> <li>• B1: Apr. 16 – 17</li> <li>• B2: Apr. 24 – 25</li> <li>• B3: Apr. 26 – 27</li> <li>• B4: May 8 – 9</li> <li>• B5: May 3 – 4</li> </ul>	<ul style="list-style-type: none"> <li>• 96 % of target participants attended the program (120/125)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>14. Completed Staff Work</p> <p>Target Participants: <b>All SG Levels</b></p> <p>Target Competency: <b>Managing Work Communication</b></p> <p>Program Manager: <b>DRC</b></p>	<p>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.</p> <p>This workshop was intended to equip GSIS employees with skills in the study, analysis, solution and presentation of issues, proposals, and recommendations to enable GSIS executives to make an immediate and intelligent decision.</p>	<ol style="list-style-type: none"> <li>1. Identify the concept of completed staff work;</li> <li>2. Prepare a completed staff work;</li> <li>3. Apply techniques in the preparation of completed staff work; and</li> <li>4. Demonstrate research skills and analytical abilities.</li> </ol>	<ul style="list-style-type: none"> <li>• B1: June 19 – 20</li> <li>• B2: June 21 – 22</li> <li>• B3: June 26 – 27</li> <li>• B4: June 28 – 29</li> <li>• B5: July 3 – 4</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (129/125)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>15. Stress Management</p> <p>Target Participants: <b>All SG Levels</b></p> <p>Target Competency: <b>Managing Work</b></p> <p>Program Manager: <b>FSB</b></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"> <li>1. Identify and discuss stress, causes and symptoms;</li> <li>2. Assess their own stress level and its impact;</li> <li>3. Identify and discuss various stressors and responses;</li> <li>4. Reflect and utilize the most effective stress management and reduction techniques; and</li> <li>5. Develop a Personal Strategy Plan for Stress Management</li> </ol>	<ul style="list-style-type: none"> <li>• B1: June 21 – 22</li> <li>• B2: June 28 – 29</li> <li>• B3: July 5 – 6</li> <li>• B4: July 10 – 11</li> <li>• B5: July 12 – 13</li> <li>• B6: July 10 and August 10</li> <li>• B7: July 24 – 25</li> <li>• B8: July 26 – 27</li> <li>• B9: July 31 and August 1</li> <li>• B10: Aug. 2 – 3</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (303/250)</li> <li>• Post Training Report submitted within set deadline</li> </ul>
<p>16. New Employees Orientation</p> <p>Target Participants: <b>New Hires Across the Organization</b></p> <p>Program Manager: <b>EMVF</b></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"> <li>a. <b>Department Level Orientation</b> (Induction)</li> <li>b. <b>Organizational Level Orientation</b>, which is implemented through the New Employees Orientation (NEO),</li> <li>c. <b>Values Orientation Program (VOP).</b></li> </ol> <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>	<ul style="list-style-type: none"> <li>• Conduct depends on assumption of new hires</li> <li>• B1: Jan 18 - 19</li> <li>• B2: Jan 25 - 26</li> <li>• B3: Mar 14 – 16</li> <li>• B4: Jun. 6 – 7</li> <li>• B5: Jun. 19 – 21</li> <li>• B6: Sep. 26 – 28</li> <li>• B7: Nov. 27 – 28</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

	<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="490 241 1054 355"> <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 style="text-align: right;">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%		
NEO Exam Scores	10%										
Performance Appraisal Rating for the semester	60%										
Written Actual Performance Test Scores	30%										
Total	100%										
<p>17. Values Orientation Program</p> <p>Target Participants: <b>New Hires Across the Organization</b></p> <p>Program Manager: <b>RST</b></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> <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>As the VOP is among the Foundational Programs to be attended by GSIS employees during their Entry Stage<sup>1</sup>, the program shall be conducted every quarter to ensure that all new hires will be covered within three (3) to six (6) months from their date of assumption.</p> <p>The modules shall be discussed and facilitated by the Training and Oversight Division.</p>	<ol style="list-style-type: none"> <li>1. Appreciate the rationale for the organization's new vision and mission statement;</li> <li>2. Gain awareness of their personal values and how these affect the way they interact with other people and perform their work;</li> <li>3. Examine their work values in the light of the following new core values of the organization: <ul style="list-style-type: none"> <li>• Professionalism</li> <li>• Love of Country</li> <li>• Integrity</li> <li>• Service Excellence</li> <li>• Spirituality</li> <li>• Innovation</li> <li>• Teamwork</li> </ul> </li> <li>4. Synthesize the values of being a public servant/a Filipino and the corporate values.</li> <li>5. 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</li> <li>6. Formulate a personal development plan to support their commitment as values advocate.</li> </ol>	<ul style="list-style-type: none"> <li>• B1: Oct. 23 – 24</li> <li>• B2: Oct. 25 – 26</li> <li>• B3: Nov. 06 – 07</li> <li>• B4: Nov. 08 – 09</li> </ul>	<ul style="list-style-type: none"> <li>• The total number of attendees exceeded the target (111/100)</li> <li>• Post Training Report submitted within set deadline</li> </ul>							

Notes:

- Seventeen (17) out of the seventeen (17) or 100% of the proposed training programs for 2018 were implemented, with a total of 2,007 employees trained.
- A total of **104** new hires attended the New Employees Orientation (NEO)
- Attendees in twelve (12) of the trainings exceeded the target number of participants.

<sup>1</sup> PPG 289-15 dated 26 June 2016, Policies and Procedural Guidelines on Employee Development Program