

# ABOUT THE SPEAKER

## **PROF. THELMA GERALDINE A. BARICAUA**

She is a highly respected consultant in Human Resources Management, Organization and career Development. Highly skilled in customizing and facilitating learning experiences for adults (managers, leaders, and teams), assists organizations explore new paradigms of effectiveness and challenges individuals to raise their level of performance and ability to respond positively to change. She has had over thirty years of extensive exposure and experience in the industry as human resource management, organization, and career development practitioner and trainer; and in the academe as an educator and guidance administrator.

## **FOR INQUIRIES AND RESERVATIONS, CALL OR EMAIL US AT;**

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Contact Person: Beth Mendoza

## **ADMISSION**

Admission to the course will be limited which will allow a maximum interaction among participants. Reservations will only be granted to those who have submitted their applications and paid the corresponding seminar fee.

An applicant must fully fill-out the IIAP application form and submit it on or before FEB 18, 2021. Refund shall not be allowed after the start of the seminar.



**INSURANCE INSTITUTE FOR  
ASIA AND THE PACIFIC, INC.**

**NEW SCHEDULE**

# **SUPERVISORY DEVELOPMENT WORKSHOP**

**VIA**



**MARCH 2-5, 2021**

**9:00AM - 12:00NN**



[www.insuranceinstituteasiapacific.com](http://www.insuranceinstituteasiapacific.com)

# COURSE OBJECTIVE

THIS COURSE AIMS TO EQUIP PARTICIPANTS WITH THE NECESSARY TOOLS AND TECHNIQUES TO ENABLE THEM TO TAKE MORE RESPONSIBILITIES FOR MANAGING WORK IN THEIR AREA AND IMPROVE THEIR PERSONAL ABILITY TO LEAD A GROUP IN PURSUIT OF INDIVIDUAL AND CORPORATE EFFECTIVENESS

## WHO SHOULD ATTEND

THIS COURSE IS FOR RECENTLY PROMOTED SUPERVISORS/MANAGERS OR FOR THE SUPERVISOR/MANAGER WHO WISHES TO IMPROVE HIS/HER MANAGERIAL SKILLS.

# COURSE OUTLINE

## INTRODUCTION

### LEADERSHIP AND MANAGEMENT

Technical Work VS. Management Work  
Management Functions and Activities  
Principles of Supervision – Management  
Supervision – Management VS. Doing

## PLANNING

Definition, Rationale and Need, Activities  
Job Clarity – Key Result Areas, Objective  
Setting  
Action Planning

## CONTROLLING

Definition, Rationale and Need  
Activities Link to Planning  
Setting Standards of Performance  
Measuring and Evaluating  
Performance  
Correcting Performance and  
Performance Appraisal

## ORGANIZING

Definition, Rationale and Need  
Definition/Differentiation  
Organization Structure  
Delegating Techniques & Degrees  
Developing Relationships

## LEADING

Definition, Rationale and Need  
Leadership  
Evaluating Self-Adaptability  
Decision Making Guidelines  
Interpersonal Communication  
Theories/Models  
Guidelines for Giving/Receiving Feedback  
Guidelines for Active Listening  
Motivating  
Selecting New Personnel

# SEMINAR FEES (P)

(INCLUSIVE OF VAT)

MEMBERS : 5,600.00

ALUMNI : 6,160.00

OTHERS : 6,720.00

This fee covers the cost of registration, study materials and miscellaneous expense. Checks for registration fee should be in the name of the Insurance Institute for Asia and the Pacific, Inc. should be remitted on or before FEB. 18, 2021

## CERTIFICATE OF COMPLETION/ATTENDANCE

A Certificate of Attendance will be awarded to those who complete 80% of the attendance.

## NOTICE OF CANCELLATION/SUBSTITUTION

All cancellations and substitutions of reservations must be sent in writing to IIAP. Due to the costs incurred for preparation and administration, any cancellations received on the 1ST day and onward are subject to penalty (see details below):

Cancellation:      Penalty:

1st day of cancellation - 50% of course fee

2nd day of cancellation - 100% of course fee