

Programs for 2010

<i>Title</i>	<i>Objectives</i>	<i>Schedule/ Participation Fee</i>
January 46th COMPREHENSIVE COURSE ON INSTRUMENTATION AND PROCESS CONTROL (IPC)	Enables participants to design, implement and maintain process control systems; and understand and control process parameters like flow, temperature, pressure, and liquid level.	January 23 – February 27 9:00 AM – 4:30 PM (6 Saturdays) P 8,500
92nd MANAGERS' COURSE (MC)	Enhances managerial competence of participants by exposing them to a broad selection of modern management functions, tools and techniques.	January 23 – July 3 9:00 AM – 5:00 PM (20 Saturdays) P20,000
20th ACCOUNTING FOR NON-ACCOUNTANTS (AfNA)	Enables participants with no accounting background to understand and apply the principles, basic tools and techniques of the accounting process.	January 25 - 29 9:00 AM – 5:00 PM (Monday to Friday) P 6,500
February 33rd PRODUCTIVITY THROUGH EFFECTIVE SUPERVISION (PES)	Develops interpersonal, planning and other supervisory skills among those holding or about to assume supervisory positions in order to improve productivity and morale in the organization.	February 6 - 27 9:00 AM – 5:00 PM (4 Saturdays) P6,000
25th STRATEGIC MARKETING COURSE (SMC)	Equips marketing managers/leaders with skills and tools for formulating effective marketing strategies to improve their competitive position in the open market.	February 20 – March 27 9:00 AM – 5:00 PM (6 Saturdays) P8,000
March 51st PROGRAMMABLE LOGIC CONTROLLER COURSE (PLCC)	Enables participants to identify areas for application of programmable logic controllers in their industry operations; and choose, design and implement the necessary software and hardware systems.	March 13 - April 17 9:00 AM - 4:30 PM (5 Saturdays) P8,500
18th TOTAL QUALITY MANAGEMENT (TQM) COURSE	Takes participants through the various stages and steps in planning and developing a total quality management program in their respective organizations.	March 13 – April 24 9:00 AM – 5:00 PM (6 Saturdays) P8,000
April 2nd Total Communication Training Program (PoWERCoMM)	Enables the participants to improve their competencies in <ul style="list-style-type: none"> • written communication –use clear, concise language in written documents • Public speaking – effectively deliver information in a businesslike manner using English language • Interpersonal/Small Group Communication –develop essential critical listening, moderating group interaction and meeting management 	April 17 –May 15 9:00 AM – 5:00 PM Tuesday to Friday P6,000
16th CREATIVE SELLING TECHNIQUES (CST)	Develops the ability of sales managers and staff to generate more sales by tapping their creative resources.	April 17 – May 22 9:00 AM – 5:00 PM (5 Saturdays) P7,000

14th MONITORING AND EVALUATING PROGRAMS AND PROJECTS (MEPP)	Provides participants with knowledge, skills and attitudes to effectively monitor and evaluate programs and projects.	April 19 - 23 9:00 AM – 5:00 PM (Monday to Friday) P7,500
11th ADVANCED INSTRUMENTATION AND PROCESS CONTROL COURSE (AIPC)	Enables participants to design, implement and maintain process control systems; understand and control process parameters; and configure control systems with appropriate hardware and software.	April 24 – May 29 9:00 AM – 4:30 PM (5 Saturdays) P9,000
May 93rd MANAGERS' COURSE (MC)	Enhances managerial competence of participants by exposing them to a broad selection of modern management functions, tools and techniques.	May 8 – Sept. 25 9:00 AM – 5:00 PM (20 Saturdays) P20,000
21st ACCOUNTING FOR NON-ACCOUNTANTS (AfNA)	Enables participants with no accounting background to understand and apply the principles and basic tools and techniques of the accounting process.	May 8 – June 5 9:00 AM – 5:00 PM (5 Saturdays) P7,000
28th START YOUR OWN BUSINESS (SYOB)	Provides participants with tools to assess their entrepreneurial readiness; identify, evaluate and select business ideas; and plan, start and manage their own new enterprises.	May 15 – June 26 9:00 AM - 5:00 PM (6 Saturdays) P8,000
June 34th PRODUCTIVITY THROUGH EFFECTIVE SUPERVISION (PES)	Develops interpersonal, planning and other supervisory skills among those holding or about to assume supervisory positions in order to improve productivity and morale in the organization.	June 05 – June 26 9:00 AM – 5:00 PM (4 Saturdays) P6,000
52nd PROGRAMMABLE LOGIC CONTROLLER COURSE (PLCC)	Enables participants to identify areas for application of programmable logic controllers in their industry operations; and choose, design and implement the necessary software and hardware systems	June 19 – July 17 9:00 AM - 4:30 PM (5 Saturdays) P8,500
3 rd STRATEGIC HUMAN RESOURCE MANAGEMENT (SHRM)	Provides participants with tools and techniques used in handling human resources, from recruiting, hiring, training, motivating, up to terminating them.	June 26 – July 24 9:00 AM – 5:00 PM (5 Saturdays) P7,000
23th APPRECIATION WORKSHOP ON ENTREPRENEURSHIP (AWE)	Orients participants to the rewards and risks of entrepreneurship, the steps in assessing their entrepreneurial readiness, and sources of assistance in setting up a business.	June 25 8:00 AM - 5:00 PM (Friday) P 500
July 94th MANAGERS' COURSE (MC)	Enhances managerial competence of participants by exposing them to a broad selection of modern management functions, tools and techniques.	July 10 – November 27 9:00 AM – 5:00 PM (20 Saturdays) P20,000
26th STRATEGIC MARKETING COURSE (SMC)	Equips marketing managers/leaders with skills and tools for formulating effective marketing strategies to improve their competitive position in the open market.	July 17 – August 21 9:00 AM – 5:00 PM (6 Saturdays) P8,000

2nd PERSONAL FINANCIAL LITERACY & WEALTH MANAGEMENT PROGRAM	Provides participants with an in-depth and practical approach to personal finance and wealth management. <ul style="list-style-type: none"> • Personal finance orients participants on how to manage cash flows and how to make money work for them • Wealth management provides learning avenues for investment through different tools in making money grow. 	July 17 – August 7 9:00 AM – 5:00 PM (4 Saturdays) P6,500
47th COMPREHENSIVE COURSE ON INSTRUMENTATION AND PROCESS CONTROL (IPC)	Enables participants to design, implement and maintain process control systems; and understand and control process parameters like flow, temperature, pressure, and liquid level.	July 31 – Sept 4 9:00 AM – 4:30 PM (6 Saturdays) P8,500
August 18th PRODUCTION MANAGEMENT (PRODMAN)	Provides participants with tools and techniques for improving efficiency and productivity in production operations.	August 7 – September 11 9:00 AM– 5:00 PM (6 Saturdays) P8,000
2nd Total Communication Training Program (PoWER CoMM) for entrepreneurs and business executives	Enables the participants to improve their competencies in <ul style="list-style-type: none"> • written communication –use clear, concise language in written documents • Public speaking – effectively deliver information in a businesslike manner using English language • Interpersonal/Small Group Communication –develop essential critical listening, moderating group interaction and meeting management 	August 21 – September 11 9:00 AM – 6:00 PM (4 Saturdays) P7,000
September 29th START YOUR OWN BUSINESS (SYOB)	Provides participants with tools to assess their entrepreneurial readiness; identify, evaluate and select business ideas; and plan, start and manage their own new enterprises..	September 4 – October 9 9:00 AM – 5:00 PM (6 Saturdays) P8,000
17th CREATIVE SELLING TECHNIQUES (CST)	Develops the ability of sales managers and staff to generate more sales by tapping their creative resources.	September 18 – October 16 9:00 AM – 5:00 PM (5 Saturdays) P7,000
12th ADVANCED INSTRUMENTATION AND PROCESS CONTROL COURSE (AIPC)	Enables participants to design, implement and maintain process control systems; understand and control process parameters; and configure control systems with appropriate hardware and software.	September 18 – October 16 9:00 AM – 4:30 PM (5 Saturdays) P9,000
October 34th PRODUCTIVITY THROUGH EFFECTIVE SUPERVISION (PES)	Develops interpersonal, planning and other supervisory skills among those holding or about to assume supervisory positions in order to improve productivity and morale in the organization.	October 2 - 23 9:00 AM – 5:00 PM (4 Saturdays) P6,000
19th TOTAL QUALITY MANAGEMENT (TQM) COURSE	Takes participants through the various stages and steps in planning and developing a total quality management program in their organizations.	October 9– November 13 9:00 AM – 5:00 PM (6 Saturdays) P8,000

22nd ACCOUNTING FOR NON-ACCOUNTANTS (AfNA)	Enables participants with no accounting background to understand and apply the principles, basic tools and techniques of the accounting process.	October 11 - 15 9:00 AM – 5:00 PM (Monday to Friday) P 6,500
53rd PROGRAMMABLE LOGIC CONTROLLER COURSE (PLCC)	Enables participants to identify areas for application of programmable logic controllers in their industry operations; and choose, design and implement the necessary software and hardware systems	October 23 – November 20 9:00 AM – 4:30 PM (5 Saturdays) P8,500

Note: Special training programs can be developed and conducted upon request of agencies, firms and international organizations to address specific needs. The UPISSI reserves the right to make changes in training fees and other matters covered by this publication as it deems necessary.

By authority of the Asia Pacific Economic Cooperation (APEC), be an **International Certified Business Counselor** in the APEC Region through self-directed modules and workshops administered by UP-ISSI. Register in the Program: TRAINING and CERTIFICATION FOR BUSINESS COUNSELORS. Telephone nos. (632) 9279238 (direct line) and (632) 9287076 to 79 and ask for the SPAN Dept. Email apec.issi@up.edu.ph or access www.apec.ibiz.org and click Philippines.”

Industrial Guarantee and Loan Fund, Capability Enhancement Programs for rural banks and thrift banks and Small and Medium Enterprises (SMEs). The program is designed to improve access to IGLF credit by small and medium enterprises (SMEs) and to increase rural banks and thrifts banks’ participation in lending activities and increase loan availments. Participants will be provided with information on the Philippine SME Development Plan, IGLF policies.

Small Enterprises Development for Sustainable Employment Program (GTZ-SMEDSEP) – Training Programs for rural and thrift banks.

- **Credit Appraisal and Monitoring** – shall provide a proven solution for quality credit portfolios and increase the operational efficiency of financial institutions (6days or 10 days depending on client needs)

Other Financing Training Courses:

- **SME Finance for Executive** : trends in SME lending and principles, good practices, portfolio management, risks and needs of SMEs. (1 day)
- **Credit Risk Management** : credit monitoring, risk prevention, rating and scoring, risk calculation and types of risks in banking. (4 days)
- **SME Product Development and Marketing** : communication, business planning, marketing financial services, SMEs as clients- SME lending, market research and intro. to SME finance. (4 days)

Other Services for Banks: Banks can request for assistance in the preparation of a feasibility study or business plan for the establishment of an SME lending unit in their banks and assistance in the preparation of the SME lending manual. Coaches will also be made available to banks who needs assistance in the implementation of the SME units’ lending program.

Programs for Business Support Organizations (BSOs) and Investment Promotion Centers (IPCs): in cooperation with Private Enterprise Accelerated Resource Linkages Project Phase 2 (**Pearl2**), a project of the Canadian International Development Agency (**CIDA**).

- **Strategic Social Entrepreneurship (SSE) for Board of Directors (BODs)** for officers of Business support Organizations (BSOs) to gain concepts and tools for the effective top-level operations and control of their organization.
- **Strategic Social Entrepreneurship (SSE) for Executive Directors (EDs)** of not-for-profit organization to acquire the skills and knowledge for effective operations of their Business Support Organizations (BSOs).