

UNITED COCONUT PLANTERS LIFE ASSURANCE CORPORATION

PROSPECTIVE TRAININGS FOR 2021

JANUARY

	Training Title	Tentative Date
1	New Employee orientation	15 01 2021
2	HR 101 Balance Scorecard and KRA Setting (Training)	15 01 2021
3	Managing Effective meetings	22 01 2021
4	New Employee orientation	29 01 2021
5	HR 101 Hiring Essentials (Recruitment)	29 01 2021

FEBRUARY

	Training Title	Tentative Date
1	New Employee orientation	12 02 2021
2	Business Writing Basic	12 02 2021 (GMD)
3	Presentation Skills	19 02 2021
4	Leadership for Starters	19 02 2021
5	New Employee orientation	26 02 2021
6	Experience the Difference (CS program)	26 02 2021

MARCH

	Training Title	Tentative Date
1	Time and Stress Management	5 03 2021
2	New Employee orientation	12 03 2021
3	Managing Effective meetings	12 03 2021
4	Different Strokes for Different Folks (PD Program)	12 03 2021
5	New Employee orientation	26 03 2021
6	Problem Solving and decision making	26 03 2021

APRIL

	Training Title	Tentative Date
1	Written Bussiness Comms - Advanced	9 04 2021
2	AMLA	12 04 2021
3	New Employee orientation	16 04 2021
4	HR 101 - Employee Discipline (Employee Relations)	16 04 2021
5	Professional Image and Enhancement	23 04 2021
6	New Employee orientation	30 04 2021

MAY

	Training Title	Tentative Date
1	Experience the Difference (CS program)	7 05 2021
2	New Employee orientation	14 05 2021
3	Business Writing Basic	14 05 2021 (HMO)
4	Different Strokes for Different Folks (PD Program)	21 05 2021
5	New Employee orientation	28 05 2021
6	Leadership Essentials - DISC for Managers	28 05 2021

JUNE

	Training Title	Tentative Date
1	Time and Stress Management	4 06 2021
2	New Employee orientation	11 06 2021
3	Leadership Essentials - Identifying Top/Bottom Performers and Developing your Teams	11 06 2021
4	Managing Effective meetings	18 06 2021
5	New Employee orientation	25 06 2021
6	Presentation Skills	25 06 2021

JULY

	Training Title	Tentative Date
1	Problem Solving and decision making	9 07 2021
2	New Employee orientation	16 07 2021
3	AMLA	16 07 2021
4	Oral Bussiness Comms - Advanced	23 07 2021
5	New Employee orientation	30 07 2021
6	Leadership for Starters	30 07 2021

AUGUST

	Training Title	Tentative Date
1	HR 101 Balance Scorecard and KRA Setting (Training)	6 08 2021
2	New Employee orientation	13 08 2021
3	Experience the Difference (CS program)	13 08 2021
4	Leadership Essentials - Identifying Top/Bottom Performers and Developing your Teams	20 08 2021
5	New Employee orientation	27 08 2021
6	Business Writing Basic	20 08 2021 (Ops)

SEPTEMBER

	Training Title	Tentative Date
1	Presentation Skills	3 09 2021
2	New Employee orientation	10 09 2021
3	Problem Solving and decision making	10 09 2021
4	Leadership Essentials - DISC for Managers	17 09 2021
5	Different Strokes for Different Folks (PD Program)	24 09 2021
6	New Employee orientation	30 09 2021

OCTOBER

	Training Title	Tentative Date
1	Experience the Difference (CS program)	8 10 2021
2	New Employee orientation	15 10 2021
3	AMLA	15 10 2021
4	HR 101 - Employee Discipline (Employee Relations)	22 10 2021
5	New Employee orientation	29 10 2021
6	Assertiveness Comms - Advanced	29 10 2021

NOVEMBER

	Training Title	Tentative Date
1	Managing Effective meetings	5 11 2021
2	New Employee orientation	12 11 2021
3	Time and Stress Management	12 11 2021
4	Leadership Essentials - Writing a SMARTC Annual Plan	19 11 2021
5	New Employee orientation	26 11 2021
6	Leadership Essentials - Identifying Top/Bottom Performers and Developing your Teams	26 11 2021

DECEMBER

	Training Title	Tentative Date
1	New Employee orientation	10 12 2021