



Center for Human Research & Development Foundation Inc.

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September 15, 2021

Office the School Division Superintendent
Department of Education

Dear Sir/ Madam:

In compliance with DEPED Order no. 40 s.2020 or Implementation of Learning and Development for Non-Teaching Personnel in the Department of Education in View of the COVID-19 Pandemic, the Center for Human Research and Development Foundation Inc. would like to invite your non-teaching personnel to our incoming professional development program designed for them.

International Seminar Workshop on Transformational Leadership: Developing A Growth Oriented Workplace Culture on October 2, 3 and 9, 2021 (1st batch) and November 27-28 and December 4, 2021 (2nd batch) via Zoom App and Google Classroom

The following are the topics that will be covered in the seminar-workshop:

- a. Mindfulness for Enhanced Performance
- b. Developing Digital Capabilities
- c. Workplace Innovation for Sustainable Development
- d. Gender & Inclusivity: Workplace as Safe Space
- e. Transformational Leadership: Growing in Service & Excellence
- f. Leadership through Mentoring and Coaching


Consistent to D.O. 9 s. 2005 Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith, all these trainings will be conducted outside DEPED official time/working hours.

We hope that your office can help us disseminate this information to all target audiences through a division issuance/communication.

Attached here with are program rationale, objectives, sub-topics, brief description, L&D competencies, time, registration rates, fee inclusion and payment process. Interested participants may email us at chrdf.inc@gmail.com for complete details. Thank you.

Sincerely yours,




Ms. Virginia P. Gapuz
President

Title of the program	International Seminar Workshop on Transformational Leadership: Developing A Growth Oriented Workplace Culture	
Date of Conduct	October 2, 3 and 9, 2021 (1 st batch)	November 27-28 & December 4, 2021(2 nd batch)
Training Modality	Online (via Zoom App and Google Classroom)	
Rationale	<p>The Coronavirus Disease is the ultimate gamechanger in all industries today. It has changed the landscape of operations, systems and process in all settings. Government workers are in the frontline to faithfully carry out their duties and responsibilities. With this, civil servants must be capacitated with emerging knowledge, skills and attitude to respond to the pressing needs of their clients and acquire adequate professional development.</p> <p>Developing a growth-oriented workplace culture is necessary to stay relevant amid the fast-changing circumstances at work. Every worker must adapt to the significant shifts in the functioning and behavior of societies. Transformational leadership makes perfect sense today more than ever. This type of leadership allows workers to feel connected to their organization. Transformational leaders motivate by increasing self-efficacy in followers, by facilitating social identification within a group, and by linking organizational values to follower values. This program aims to develop among the participants the characteristics of transformational leader in the context of digital technology, gender equity, sustainable development and professional development.</p>	
Program Objectives	<p>At the end of the seminar-workshop, the participants are expected to:</p> <ol style="list-style-type: none"> a. Practice some mindfulness techniques useful in managing stress at work and to increase productivity and job satisfaction; b. Increase self-awareness about their strengths and weaknesses in digital capabilities to enhance efficiency by using and integrating technology in the workplace; c. Adapt best practices that upholds inclusion, gender equality and sustainable development through active engagement in organizational/ systematic change; and d. Develop leadership skills to address various challenges brought by hybrid workplace setting through fortifying people skills. 	
Sub-topics	Brief description	Competencies
a. Mindfulness for Enhanced Performance	Mindfulness tools practiced in the educational environment enable teachers to cultivate keen abilities in sensing and responding to the demands of the diverse stakeholders in schools, students and parents to co-teachers, administration and management staff. Mindfulness aids in enhancing the attentional control and emotional regulation of children, leading	<p>Core-behavior competencies <i>Personal Wellbeing</i></p> <p>DEPED Core Value-Makatao</p>

	to teachers and students developing stronger relationships that produce better educational outcomes.	
b. Developing Digital Capabilities	In order to be more aware of one's current digital capabilities and to explore new skills that can be developed to help in working more effectively. The session aims to introduce a new Digital Capabilities diagnostic tool (from JISC) to help you identify your current capabilities based on six elements.	Functional competency <i>Technology Integration in Delivering Efficient Work</i> DEPED Core Value-Makatao
c. Workplace Innovation for Sustainable Development	The importance of workplace innovation to sustainable development of the organizational change process. Workplace innovation has been distinguished from the technical innovation and its significance to intangible service improvements. It has addressed how sustainable development is affected by workplace safety, health, productivity, and wellbeing at the workplace.	Core-behavior competencies <i>Innovation</i> DEPED Core Value-Makakalikasan
d. Gender & Inclusivity: Workplace as Safe Space	The session will provide skills to acknowledge discrimination, gender-based violence in the workplace, how to respond to sensitive disclosures, and how to refer people to appropriate services. This will equip people in the workplace with information on how their organization, their managers and co-workers can support colleagues in abusive relationships and what to do next.	Core-behavior competencies <i>Gender and Development Safe Spaces Act of 2019</i> DEPED Core Value-Makatao
e. Transformational Leadership: Growing in Service & Excellence	Through the strength of their vision and personality, transformational leaders are able to inspire followers to change expectations, perceptions, and motivations to work towards common goals. This session aims to develop leaders in the workplace who can convey a clear vision of the group's goals, with marked passion for the work, and an ability to make the rest of the group feel recharged and energized.	Leadership competencies <i>Professional Development</i> DEPED Core Value-Makabansa
f. Leadership through Mentoring and Coaching	Organizations have started to see the value of mentoring and coaching for enhancing work life, performance, commitment and job satisfaction. When mentoring and coaching is implemented successfully, there are measurable improvements in employee performance, retention, employee commitment to the organization, knowledge sharing,	Leadership competencies <i>Training & Development</i> DEPED Core Value-Makatao

	leadership growth and succession planning.	
Assessment tools	One minute paper, thinking routine, creation of professional development plan	
Schedule		
Day 1 8:30-12:00 N.N. 1:30-5:00 P.M.	Day 2 8:30-12:00 N.N. 1:30-5:00 P.M.	Day 3 8:30-12:00 N.N. 1:30-5:00 P.M.

Registration fee:

Individual Early registration	PhP850.00/ head	Until September 24, 2021 only
Group registration (min. of 3)	PhP700.00/ head	Until September 24, 2021 only
Regular rate	PhP999.00/ head	From September 25- October 2, 2021

Fee inclusion:

- Exclusive access to Zoom meeting room and Google classroom
- 4 Digital and Printed Certificates (Participation, Recognition, Attendance, Appearance) International level, 24 training hours *shipping fee excluded*
- E-handouts (PDF format)

P A Y M E N T P R O C E S S

G-Cash/ Paymaya (Please use SEND MONEY TO BANK option & **NOT** express send) or **Over-the-counter payment**

Please use the details below: *For surname put Foundation*

Bank name: Metropolitan Bank Trust Company (Metrobank)

Account name: CHRDF Inc.

Savings Account no.: 473-3-47312516-2

Bank name: Asia United Bank (AUB)

Account name: CHRDF Inc.

Savings Account no.: 538-01-000060-8

Palawan Express (Send Money Form)

Receiver: Virginia P. Gapuz

Mobile no.: 09989925601

Please EMAIL us your proof of payment and your complete name at

chrdf.inc@gmail.com with subject **TransLead1** and in the body complete name and organization/ name and address of school