LIST OF TRAININGS / SEMINARS ATTENDED BY CITEM EMPLOYEES CY 2022

PROGRAM TITLE	OBJECTIVE	DATE	VENUE	NO. OF ATTENDEES		
				MALE	FEMALE	TOTAL
Virtual Events Institute (VEI) Certification Training Program	To aid CITEM in realizing its digital initiatives and vision to be reputable agency by having certified professionals in events and exhibitions	Self-paced	via VEI platform	1	2	3
Introduction to Project Management	• Awareness on the Project Management Framework based on PMI's A Guide to Project Management Body of Knowledge (PMBOK® Guide), 6th Edition – the reference of the latest ISO standard on project management (ISO® 21500:2012) • Understand the precedence diagramming method in constructing the project schedule network diagram; • Identify the risks in a project and learn the methods in managing and monitoring these risks using the Risk Register Log •Determine the performance of project and report it thru RAG -Red,Amber,Green	February 07 – 11, 8:30 AM – 12:00 NN	via Zoom	1	4	5
International Trade Centre (ITC) Workshop on the Preparation of Quantitative Market Profiles	The workshop aims to provide the participants with trade and market information as well as analytical skills for market research. Participants will learn how to use ITC market analysis tools to assess export and diversification potential, review market trends and market entry conditions such as tariffs, non-tariff measures including rules of origin. This training will have a specific focus on the EU market.	February 14 – 25, 3:00 PM – 5:00 PM	via Zoom	0	1	1
Mandatory Continuing Legal Education (MCLE)	MCLE ensures that members are kept abreast with law and jurisprudence, maintain the ethics of the profession and enhance the standards of the practice of law.	March 05, 12, 19, & 26	via Zoom	0	1	1

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Introduction to Project Management	· Awareness on the Project Management Framework based on PMI's A Guide to Project Management Body of Knowledge (PMBOK® Guide), 6th Edition – the reference of the latest ISO standard on project management (ISO® 21500:2012) · Understand the precedence diagramming method in constructing the project schedule network diagram; · Identify the risks in a project and learn the methods in managing and monitoring these risks using the Risk Register Log ·Determine the performance of project and report it thru RAG –Red,Amber,Green	April 25 – 29, 8:30 AM – 12:00 NN	via Zoom	0	2	2
Ad World Conference	1. Learn the strategies, systems and insider secrets used by the top advertising experts across every major marketing channel. 2. Build connections with industry-leading marketers and advertisers from different countries Topics: Copywriting, Content Marketing, Future of Advertising, Lead Generation, Ad Creatives & Design, Media Buying, Conversion Optimization, Social Media Marketing, Growth Hacking, Email Marketing	May 02 – 03, 8 AM – 5 PM (platform open 24 hrs for 2 days)	via Ad World platform	0	3	3
Competency-based HR	1. Appreciate the value of developing and utilizing a Competency-Based Human Resource Management System (CBHRMS) to build and enhance workforce competencies to improve organizational outcomes; 2. Discuss the principles and concepts that govern the development and utilization of a CBHRMS; 3. Discuss the process and the requirements of developing and utilizing a CBHRMS; and 4. Discuss the key elements involved and prepare a draft Project Proposal recommending the development of a CBHRMS.	May 11, 12, 13, 16, & 17 8:00 AM – 11:00 AM	via Zoom	0	1	1

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Policy Workshop on Strengthening Philippine MSME Resilience	1. Map and explore current initiatives towards enhancing the resiliencies of women and youth-led businesses in the creative sector 2. Identify up to what extent these efforts are made and their accomplishments 3. Ascertain good practices on strengthening MSME resilience that can be adopted by the DTI and partners 4. Develop a cohesive policy framework for building business resilience and appropriate monitoring and evaluation framework that may be useful among MSME enablers.	May 26 - 27, 9:00 AM - 4:00 PM	Virtual - via Zoom In-person - Discovery Suites Manila, Ortigas, Pasay	1	2	3
Paradigm Shifts in Learning and Development	Webinar features concepts of digital learning tools and technologies, describing the latest developments, trends, and solutions that will enable L&D Practitioners to become more effective, creative, and engaging for a better online learning experience	June 17, 1:00 PM - 5:00 PM	via Zoom	1	1	2
Laravel PHP Training	The Laravel Framework is the programming language being used by CITEM in most of its project websites. The said framework is an open-source PHP web framework used for the developing web applications using the model-view-controller (MVC) architectural pattern. The 4-day program aims to introduce the Laravel architecture framework, forms, security, workflow and environment configuration and other features of the framework. Towards the end of the program, participants will be required to create an e-commerce website with Laravel Admin Panel. The program comes with unlimited refresher classess valid for 1 year.	June 24 - 27	via Google Meet	3	1	4
Training-of-Trainers on ITC's Flagship Market Analysis Tools	Aims at building the sustainability of the expertise gained by participants; seek to reinforce their knowledge on ITC's Trade Map and Market Access Map and preparing them to train others.	July 18 - 22, 8:00 AM - 5:00 PM	Holiday Inn & Suites Makati, Makati	0	2	2

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Eskwelabs Data Crash Course: Business Intelligence with Excel	1. Learners can validate data credibility, identify insights from exploratory data analysis, wrangle unclean data, and build reports quickly and effectively using advanced Excel functions. 2. Learners can carry out simple product modelling and project planning in Excel, including sensitivity analysis, correlation analysis, and basic principles for forecasting. 3. Learners can identify opportunities in their current work to apply what they have learned	August 22 - 24, 9:00 AM - 12:00 NN	via Zoom	8	22	30
Eskwelabs Data Crash Course: Data Storytelling and Descriptive Analytics	1. Learners can design easy-to-understand, aesthetically beautiful, and insightful visualizations that tell a story to the audience. 2. Learners can validate data credibility, identify insights from exploratory data analysis, wrangle unclean data, and build reports quickly and effectively using advanced Excel functions. 3. Learners can structure and tell compelling data narratives using visuals as effective evidence for data-driven business recommendations.	September 05 - 07, 9:00 AM - 12:00 NN	via Zoom	7	20	27
2022 HR Symposium	An event held annually by the CSC for HR practitioners in the public sector. This year's HR symposium will focus on the strategic roles of the government leaders and HR practitioners in building resilient organizations as well as the people themselves who are involved in implementing change. The symposium will feature the characteristics of resilient organizations, tools and best practices in building resilient organizations which will be shared in the plenary and concurrent sessions by international and local speakers. It aims to inspire participants in initiating change towards development to ensure continued and effective delivery of public service despite disruptions.	September 14, 1:00 PM - 5:00 PM, September 15, 8:00 AM - 5:00 PM, September 16, 8:00 AM - 12:00 NN	via Zoom	0	2	2

PROGRAM TITLE	OBJECTIVE	DATE	VENUE	NO. OF ATTENDEES		
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Corporate Secretary as Corporate Governance Professional	1. Identify good practices, processes and procedures for corporate secretaries and the role, skills, and techniques needed to conduct effective board meetings and annual general meeting of shareholders 2. Describe the structures of a secretariat and evaluate the advantages and disadvantages of having an in-house corporate secretary	October 05 – 06, 1:00 PM - 5:00 PM	via Zoom	0	1	1
Eskwelabs Data Crash Course: Business Intelligence with Excel	1. Learners can validate data credibility, identify insights from exploratory data analysis, wrangle unclean data, and build reports quickly and effectively using advanced Excel functions. 2. Learners can carry out simple product modelling and project planning in Excel, including sensitivity analysis, correlation analysis, and basic principles for forecasting. 3. Learners can identify opportunities in their current work to apply what they have learned	November 07 - 09, 9:00 AM - 12:00 NN	via Zoom	7	23	30
Eskwelabs Data Crash Course: Data Storytelling and Descriptive Analytics	1. Learners can design easy-to-understand, aesthetically beautiful, and insightful visualizations that tell a story to the audience. 2. Learners can validate data credibility, identify insights from exploratory data analysis, wrangle unclean data, and build reports quickly and effectively using advanced Excel functions. 3. Learners can structure and tell compelling data narratives using visuals as effective evidence for data-driven business recommendations	November 22 - 24, 9:00 AM - 12:00 NN	via Zoom	5	21	26
Export Opportunities	An awareness program that provides new and/or current exporters with the realizations: product potential, introduction to exporting – advantages and disadvantages, learning tools, market entry connections, learned confidence to successfully target and penetrate international markets, among others.	September 29, 8:00 AM - 5:00 PM	via Zoom	2	5	7

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Strategic Marketing Using ITC Market Analysis Tools	· Discussion of basic features and concepts of International Trade Centre (ITC) Market Analysis Tools · Demonstration on the use of the online tool	November 14, 9:00 AM - 12:00 NN	via Zoom	3	11	14
Capacity Building on ITC Market Analysis Tools	· Discussion of basic features and concepts of International Trade Centre (ITC) Market Analysis Tools · Presentation of Trade Map and Market Access Map · Demonstration on the use of the online tool and practical exercises	November 16, 9:30 AM - 4:00 PM	CITEM Meeting Room 1	1	10	11
Business Model Innovation for Corporate Transformation	To learn in-depth information on Selection and Innovation Beyond Products and Processes, Pivoting and Growth Seeking, and Risk Mitigation and Activity System in line with CITEM Business Model Review and Transformation Phase 2	November 21 - 24, 3:00 PM - 5:30 PM	via Zoom	2	6	8
Adaptive Leadership	1. Be inspired by the leadership style and accomplishments of exemplary leaders 2. Explain the latest management and leadership concepts 3. Establish and build networks and partners among fellow participants 4. Commit to practice effective leadership styles to drive organizational excellence	November 25, 9:00 AM - 5:00 PM	via Zoom	0	1	1

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Executive Assistant Training Pro	· To understand the proper decorum for Executive Assistants · To gain additional administrative skills · To practice how to deal with different situations and bosses · To get updated with effective and modern tools that will enable you to manage your work better	December 13 - 14, 8:00 AM - 12:00 NN	via Zoom	0	4	4
Office Logistics and Transport Management	· Understand the key logistics functions of office administrators · Learn time-keeping and scheduling skills and tools · Get best practices in transport, courier and travel logistics coordination · Find ways in handling common office logistics challenges	December 14, 1:00 PM - 4:00 PM	via Zoom	3	1	4