



Republic of the Philippines
Department of Education
Region II – Cagayan Valley

DepEd Regional Office No. 02



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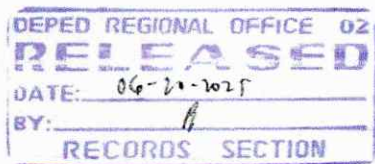
REGIONAL MEMORANDUM

No. **274** s. 2025

PARTICIPATION TO THE 2025 LINANG E-LEARNING COURSES: EXTERNAL LEARNING AND DEVELOPMENT INTERVENTIONS (ELDI) FOR DEPED NTP

To: Schools Division Superintendents
All Division Chiefs, Unit/Section Heads
All Others Concerned

- In reference to **DM-OUHROD-2025-1520**, titled "*Registration to the FY 2025 Linang E-Learning Courses: External Learning and Development Interventions (ELDI) for DepEd Non-Teaching Personnel (NTP)*", and in support of the professional development of DepEd NTP under the FY 2025 Learning Interventions for Navigating Advancements and Nurturing Growth of the **LINANG Program**, this Office, through the Human Resource Development Division, is calling on all interested **non-teaching personnel** with permanent, contractual, or co-terminus employment status to participate in the said e-learning courses.
- Enclosed in this Memorandum are the following:
Annex A – ELDI Course Offerings
Annex B – ELDI Registration Procedures
- The deadline for pre-registration to all listed ELDIs is June 30, 2025, 5:00 p.m.
- Should you have any questions and clarifications, please coordinate with Ms. Claribel B. Calagui Education Program Specialist II, NEAP/HRDD, through email hrdd.region2@deped.gov.ph
- Immediate dissemination and appropriate action in this memorandum are hereby directed.



BENJAMIN D. PARAGAS PhD, CESO III
Director IV/Regional Director

Encl: As stated

MEMORANDUM		Date: 6/24/25	Released (Records): <i>hrd</i>
To: <input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads		
<input type="checkbox"/> Private Schools	<input checked="" type="checkbox"/> Others;		
For: <input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination		
<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance		
ORLANDO E. MANUEL PhD., CESO V Office of the Schools Division Superintendent			
By: <input type="checkbox"/> ASDS	<input type="checkbox"/> CID Chief	<input type="checkbox"/> SGOD Chief	<input type="checkbox"/> AO <input type="checkbox"/> Atty



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



ANNEX A

ELDI COURSE OFFERINGS

Note: The BHROD-HRDD reserves the right to close the pre-registration deadline earlier or extend the same as the Office deems necessary.

A. ELDI for Core Competencies

- Eligible DepEd employees:
 - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
 - Currently employed in DepEd for a period of **six (6) months to three (3) years**
 - Currently involved in the management or implementation of various programs, activities, and projects (PAPs)
- Pre-registration Deadline: **June 30, 2025, 5:00 p.m.**

No.	Course Title & Relevant Link	Short Description	Course Schedule
External LSP: Udemy (self-paced e-learning course)			
Brochure Link: https://tinyurl.com/2024UdemyPrograms			
1.	Mastering Microsoft Office: A Comprehensive Online Training Program for All Skill Levels (Basic, Intermediate, and Advanced)	This comprehensive online training program is designed to build and enhance participants' proficiency in Microsoft Office 365 applications, tailored to various skill levels. It equips participants with the necessary skills to leverage the full potential of Microsoft Office 365, empowering them to work smarter and more effectively in their professional roles.	June 30, 2025 onwards
2.	Data Integrity: Enhancing Data and Records Management for Government Professionals	This program is designed to equip government professionals with the skills and knowledge needed to maintain the highest standards of data integrity in public service.	June 30, 2025 onwards
3.	Empower Within: Cultivating Self-Mastery for a Balanced Life	This program is designed to guide individuals on a transformative journey toward achieving self-mastery and balance in their personal and professional lives.	June 30, 2025 onwards
4.	Fostering Innovation and Creativity in the Government Sector	This course is designed to equip government professionals with the knowledge and tools necessary to drive innovation and creativity within their organizations.	June 30, 2025 onwards
5.	Public Impact: Effective Communication for	This program is designed to empower government	June 30, 2025 onwards

No.	Course Title & Relevant Link	Short Description	Course Schedule
	Government Professionals – Intermediate level	professionals with the communication tools needed to make a lasting impact in public service. By the end of the program, attendees will be equipped to navigate the complexities of public communication with greater ease and influence.	
6.	Gender and Development: Principles, Practices, and Mainstreaming in the Workplace	This program is designed to cover key concepts and principles of gender and development (GAD), including relevant laws and issuances that guide gender equality and inclusivity in the public and private sectors. Participants will also learn how to effectively work in a gender-diverse environment, develop gender sensitivity, and raise awareness to create a more inclusive and equitable workplace.	June 30, 2025 onwards
7.	Mastering Self-Management: Strategies for Personal and Professional Growth	This program is designed to equip participants with practical skills to better manage their time, emotions, and personal growth for sustained success in all areas of life.	June 30, 2025 onwards
8.	Mastering Attention to Detail: Techniques for Enhanced Focus and Prevision	The course will provide practical strategies for improving observation skills, enhancing concentration, and incorporating attention to detail into daily routines, contributing to greater personal and professional success.	June 30, 2025 onwards

B. ELDI for Functional Competencies

- *Eligible DepEd employees:*
 - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
 - Currently employed in DepEd for a period of **two (2) years or more**
 - Currently involved in the management or implementation of various programs, activities, and projects (PAPs)
- *Pre-registration Deadline: **June 30, 2025, 5:00 p.m.***

No.	Course Title & Relevant Link	Short Description	Course Schedule
External LSP: Udemy (self-paced e-learning course)			
Brochure Link: https://tinyurl.com/2024UdemyPrograms			
1.	Advanced Technical Competencies for Education Professionals: Program Management and Development	The training program is tailored to enhance the technical skills required for effective program management and development. Specifically, this program shall cover the following topics: Program Delivery and Management, Program Design and Development, Program Monitoring and Evaluation.	June 30, 2025 onwards
2.	Flourish at Work: Comprehensive Employee Development and Care – Employee Development and Welfare	This program is designed for employees to gain valuable tools to manage stress, balance work-life demands, and cultivate a positive mindset, all of which contribute to sustained professional success and personal well-being, ensuring that the employees are not only equipped to excel in their roles but are also supported in leading fulfilling, balanced lives.	June 30, 2025 onwards
3.	Strategic Financial Management: Optimizing Public Funds and Resources – Financial Management	This comprehensive training program is designed to equip government professionals with the essential skills and knowledge to manage public finances effectively. Specifically, this program shall cover the following topics: preparation and interpretation of financial statements and reports, management of accounts payable and receivable, fiscal planning and budget allocation and use of information technology in managing public finances.	June 30, 2025 onwards
4.	Strategic Governance: Shaping Policies for Impactful Outcomes – Policy and Strategic Planning	This program is designed to empower government professionals with the skills and knowledge needed to craft and implement policies that drive meaningful change. Specifically, this program shall cover the following topics: policy analysis and	June 30, 2025 onwards

No.	Course Title & Relevant Link	Short Description	Course Schedule
		development, organizational and procurement planning, and risk assessment and management.	
5.	Audit Pro: Elevating Standards in Quality Assurance – Auditing and Quality Assurance	This training program is designed to elevate the standards of auditing by focusing on continuous improvement and enhancing investigation and research skills. By the end of this program, attendees will be prepared to lead in the field of auditing, consistently raising the bar for quality and excellence in their work.	June 30, 2025 onwards
6.	Strategic Synergy: Mastering Market and Category Dynamics – Market and Category Management	This program is designed for participants to explore advanced market analysis techniques to uncover key insights, trends, and opportunities that drive business growth. It also delves into the intricacies of category management, equipping attendees with strategies to optimize product categories, align with consumer needs, and enhance overall market positioning.	June 30, 2025 onwards
7.	The Learning Matrix: Integrating Curriculum Design and Resources	This program is designed for participants to explore the principles of curriculum design, learning how to structure educational content to meet diverse learner needs and align with educational standards. This program also emphasizes the integration of curriculum with various learning resources that will enhance the learning experience.	June 30, 2025 onwards

C. ELDI for Leadership Competencies

- *Eligible DepEd employees:*
 - Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (SG-18 and above)
 - Performing managerial and supervisory function as may be inherent to the position, designated, or certified by Chief/Director
 - Overseeing program/s and managing/supervising at least two (2) subordinates)
- *Pre-registration Deadline: June 30, 2025; 5:00 p.m.*

No.	Course Title & Relevant Link	Short Description	Course Schedule
External LSP: Udemy (self-paced e-learning course) Link: https://tinyurl.com/2024UdemyPrograms			
1.	Leadership Excellence: Building Resilient and High-Performing Organizations	This comprehensive training program is designed to equip leaders and managers with the skills and knowledge needed to build and sustain high-performing organizations. This program is divided into four (4) subprograms, each of which contains carefully crafted topics: <ul style="list-style-type: none"> • Organizational Leadership and Development • Crisis and Risk Management • Strategic Planning and Execution • Communication and Relationship Building 	N/A
	a. Organizational Leadership and Development	This subprogram shall cover the following topics: creating and nurturing a high-performing organization, succession planning, leading the teams' learning and development, managing performance and coaching for results, and leading change	June 30, 2025 onwards
	b. Crisis and Risk Management	This subprogram shall cover the following topics: crisis preparedness and management, and managing team's mental health and well-being	June 30, 2025 onwards
	c. Strategic Planning and Execution	This subprogram shall cover the following topics: planning and organizing for greater impact, thinking strategically and creatively, and data gathering and analytics for better decision-making	June 30, 2025 onwards
	d. Communication and Relationship Building	This subprogram shall cover the following topics: communication management, partnership building and strengthening, and building collaborative and inclusive working relationships	June 30, 2025 onwards

ANNEX B

ELDI REGISTRATION PROCEDURES

To ensure relevance of the ELDI course offering to be attended by DepEd NTP and to manage the registration of participants for each course, please be advised of the following details and procedures:

I. PRE-REGISTRATION

1. The availment of ELDI through e-learning platform is open to the following eligible employees:
 - a. Non-teaching personnel (CO, RO, and SDO) with **permanent, contractual, or co-terminus** status (Salary Grade 24 and below)
 - b. Currently employed in DepEd for a period of **six (6) months or more** depending on the chosen course
 - c. Currently involved in the management or implementation of various programs, activities, and projects (PAPs)

2. To pre-register, kindly follow these steps:

- a. Accomplish the online pre-registration form through this link: <https://tinyurl.com/2025ElearningPreReg> using your **DepEd email address**;

Note: Regional applicants **must** be first screened by the **regional Personnel Development Committee (PDC)** and approved by the Regional Director before accomplishing the pre-registration form.

- b. Upload the following necessary documents:

- i. **Approved Authority to Participate** duly signed by the Head of Office:

- For Central Office – Bureau or Service Director
- For Regional and Schools Division Office – Regional Director

- ii. **Approved Service Obligation Form**

Note: All forms and templates can be found through this link: <https://tinyurl.com/2025ELDIForms>

3. The deadline of pre-registration is on **June 30, 2025, 5:00 p.m.** Meanwhile, the relevant information for the specific course is detailed in **Annex A**. The Bureau of Human Resource and Organizational Development – Human Resource Development Division (BHROD-HRDD) shall close the pre-registration when the slots have already been filled or when the external Learning Service Provider (LSP) has already closed the registration.

II. EVALUATION

1. All pre-registrations lodged on or before the set deadline shall be assessed by the BHROD-HRDD. The evaluation shall strictly adhere to the deadline of pre-registration to ensure timely processing of the registration to all courses and to facilitate payment of the registration fees.
2. Acceptance of pre-registered DepEd NTP to the chosen course shall be based on the following:

- a. **Relevance:** The chosen course must meet any of the following, as may be certified by the Head of Office:
 - i. Responsive to the L&D needs of the employee as reflected in their Individual Development Plans (IDP) in FY 2024;
 - ii. Relevant to their current duties and responsibilities; or
 - iii. Supportive in the fulfillment of their office mandate to achieve strategic goals of the Department.
- b. **Availability:**
 - i. Acceptance to the e-learning platform shall be on a **first-come, first served basis**.
 - ii. Confirmed DepEd NTP may participate in any of the available self-paced e-learning courses once given access to the platform.

III. NOTIFICATION AND CONFIRMATION

1. The BHROD-HRDD shall notify, through the official DepEd email address, the DepEd NTP who have been accepted and have secured slots to each of the courses. This notification email shall include further details of the specific course, deadline for confirmation of participation, and additional documentary requirements, if necessary.
2. Upon receipt of the email, the concerned personnel **must confirm** their participation by replying to the notification email and submit the **hardcopies of the required documents with wet signature** to the **BHROD-HRDD Office**, Room 411, 4th Floor, Mabini Building, within the set deadline.
3. To manage work and learning, confirmed participants are advised to dedicate a **maximum of 2 working hours per day and/or during non-working hours** for the chosen course. No additional overtime payment shall be given for accessing the courses.

IV. PROCESSING OF PAYMENT AND OFFICIAL REGISTRATION

1. The BHROD-HRDD shall process the registration of confirmed participants to specific ELDI courses and shall facilitate the processing of registration fees.
2. The registration fees for the courses shall be charged under the Organizational and Professional Development for Non-Teaching Personnel (OPDNTN) Fund, subject to existing budgeting, accounting, and auditing rules and regulations.

Together, let us continue to **cultivate, elevate, and motivate** one another towards a more progressive learning and development program in the Department.

Thank you.



Republic of the Philippines
Department of Education
Region II – Cagayan Valley

MEMORANDUM

FOR : **WILFREDO E. CABRAL**
Undersecretary
Human Resource and Organizational Development

THROUGH : **MARIO M. BERMUDEZ**
Director III
Officer-In-Charge, Office of the Director IV
Bureau of Human Resource and Organizational Development

FROM : **BENJAMIN D. PARAGAS, PhD, CESO III**
Regional Director

SUBJECT : **AUTHORITY TO PARTICIPATE IN THE EXTERNAL LEARNING AND DEVELOPMENT INTERVENTION (ELDI)**

DATE : [Date]

This is in reference to the Memorandum **OM-OUHROD-2025-1520** titled Registration to the FY 2025 LINANG E-Learning Courses: External Learning and Development Interventions (ELDI) for Deped Non-Teaching Personnel dated June 30, 2025.

This Office hereby authorizes the participation of **[Name of employee OR if more than one (1) employee, kindly list them in Annex A]** in his/her/their preferred External Learning & Development Intervention (ELDI) titled *[title of the program/course]* scheduled on **[date of the program/course]**.

This authority is granted to the employee/s concerned on the basis that this/these program/s are responsive to his/her/their L&D needs as reflected in their Individual Development Plans (IDP) in FY 2024, relevant to his/her/their current duties and responsibilities, and supportive in the fulfillment of his/her/their office mandate to achieve strategic goals of the Department.

For any concerns or clarifications, kindly contact **Ms. Claribel B. Calagui, Education Program Specialist II** of the Human Resource Development Division or through email at hrdd.region2@deped.gov.ph.

For your review and approval.

Attached: as stated



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500
Telephone Nos.: (078) 304-3855; (078) 396-9728
Email Address: region2@deped.gov.ph
Website: region2.deped.gov.ph



ANNEX A

LIST OF AUTHORIZED [OFFICE/DIVISION] EMPLOYEES TO PARTICIPATE IN ELDIs

NAME OF EMPLOYEE	POSITION / DESIGNATION	PREFERRED ELDI
1.		
2.		
3.		
4.		
5.		
6.		
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17.		
18.		
19.		
20. (Please add additional rows as necessary)		

(Please accomplish **one (1) form per course for each employee.**)



Service Obligation Form
(For External L&D Intervention)

Full Name of Personnel : _____
Position/Designation : _____
Governance Level : _____
Region & SDO : _____
(if applicable)
Office/Division : _____
Bureau/Service : _____
(if applicable)
DepEd Email Address : _____

This is to certify that by participating in the _____

(Title of Activity/ Program)

on _____, 2025 to be facilitated by _____
(inclusive dates) (name of sponsoring office/organization/entity)

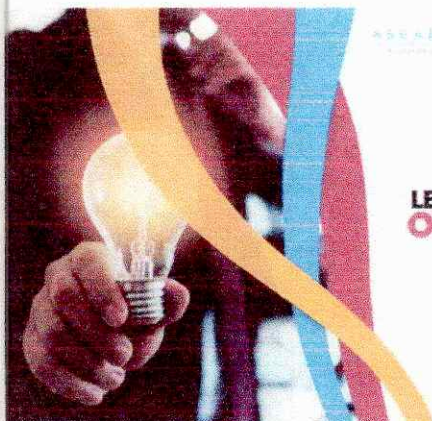
the undersigned agrees to undertake the following terms and conditions:

- a. Complete **ALL** requirements for the program and maintain standards set forth by the sponsoring office/organization and DepEd;
- b. upon completion of the activity/program, accomplish the re-entry action plan and activity evaluation containing individual assessment of the learning experience, observations, and recommendations for the improvement of the training delivery in the future
 - a. Evaluation Form: <https://bit.ly/Eval-ExternalLDI>
 - b. Learning Action Plan Template: <https://bit.ly/COLandDREAP> ;
- c. shall serve a compulsory obligation of six (6) months or the remaining months of the fiscal year in the DepEd after the awarding of the Certificate of Completion to ensure return of investment (ROI)- (subject to assessment of the Personnel Division); and
- d. shall pay the cost of the training expense for failure to meet the conditions.

Name and Signature of participant

Name and Signature of Immediate Supervisor

(Submit signed copy to BHRD-HRDD for filing)



ASEA METRICS
Aseometrics, Inc. 2024

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EMPOWERING PROFESSIONAL STAFF: A COMPREHENSIVE E- LEARNING PROGRAM FOR ORGANIZATIONAL EXCELLENCE

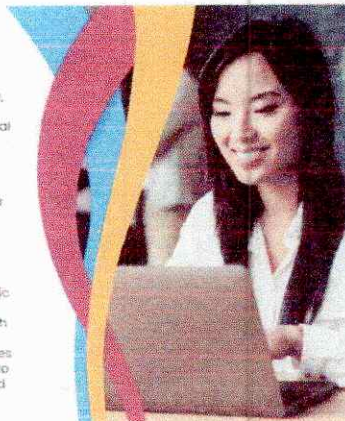
2024 - 2025

OUR OUR PURPOSE
www.aseometrics.com

Program Description:

This e-learning program is designed to enhance the core, functional, and leadership competencies of professional staff in the public sector. Participants will develop essential skills in digital productivity, innovation, and strategic management, covering key areas such as advanced computer skills, data management, communication, program design, financial planning, and policy analysis. The program also emphasizes self-management, gender, and development awareness, and attention to detail, ensuring well-rounded proficiency in both technical and interpersonal abilities.

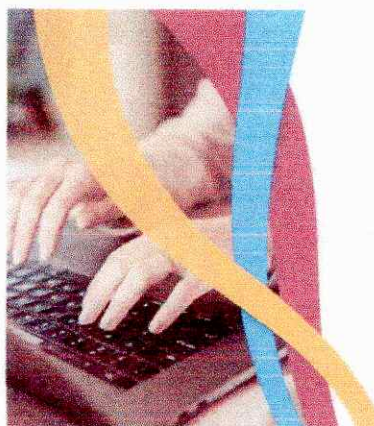
Leadership competencies focus on fostering high-performing teams, managing crises, and making strategic decisions. The program prepares staff to lead change, manage performance, and build strong partnerships, with a particular emphasis on promoting mental health and well-being within their teams. Through interactive modules and practical exercises, participants will be empowered to excel in their roles, contributing to the overall success and resilience of their organizations.



Mastering Microsoft Office: A Comprehensive Online Training Program for All Skill Levels

This comprehensive online training program is designed to build and enhance participants' proficiency in Microsoft Office 365 applications, tailored to various skill levels. Beginning with foundational computer skills, participants will learn the basics of MS Word, Excel, PowerPoint, Teams, Outlook, and Forms, gaining essential knowledge to perform everyday tasks efficiently.

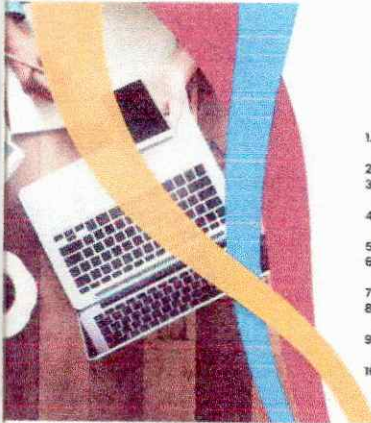
As participants progress to intermediate and advanced levels, they will delve into more complex features such as advanced Excel functions, PowerPoint customization, MS Teams management, and the integration of tools like Power BI, SharePoint, and Power Automate. This program equips participants with the necessary skills to leverage the full potential of Microsoft Office 365, empowering them to work smarter and more effectively in their professional roles.



Mastering Microsoft Office: A Comprehensive Online Training Program for All Skill Levels

Basic

1. Microsoft 365 Fundamentals | Microsoft 365 Essentials, 9.5 hrs
2. Mastering Microsoft Word 365, 1.5 hrs
3. Excel for Beginners, 2 hrs
4. Microsoft Excel Essentials & Excel Fundamentals: Excel 101, 2.5 hrs
5. Microsoft PowerPoint for 2024: 3 Hour Crash Course!, 3 hrs
6. Microsoft PowerPoint Essentials: Effective PowerPoint Slides, 1.5 hrs
7. Microsoft Teams: Teams Essentials for the Workplace, 2.5 hrs
8. Microsoft Outlook 2019/365: Master Your Email, 6.5 hrs
9. 15+ Microsoft Power Automate Business Use Cases, 12.5 hrs
10. Microsoft Office Shortcuts and Speed Tips, 1 hr



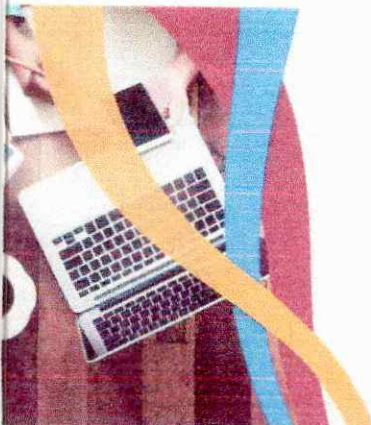
Mastering Microsoft Office: A Comprehensive Online Training Program for All Skill Levels
Intermediate

1. Microsoft Word I: 9 Hours to Specialist (Intermediate) Level, 9 hours
2. Microsoft Word & Excel: Productivity Tips, 1.5 hrs
3. Microsoft PowerPoint – Advanced PowerPoint 2016 2019 2021, 1 hr
4. PowerPoint Masterclass - Presentation Design & Animation, 9.5 hrs
5. Up and Running with Microsoft Teams, 2 hrs
6. Microsoft Outlook 2016: Beginner and Intermediate Training, 1 hr
7. Microsoft Power BI: Beginner to Pro, 7.5 hrs
8. Mastering Microsoft 365 SharePoint Online: Essential Guide, 4 hrs
9. Power Automate: Complete Guide to Microsoft Power Automate, 10 hrs
10. Learn Microsoft Publisher 2013 Training, 6 hrs



Mastering Microsoft Office: A Comprehensive Online Training Program for All Skill Levels
Advanced

1. Comprehensive Microsoft Word, 1.5 hrs
2. Master Microsoft Word Beginner to Advanced, 7 hrs
3. Advance Analytics with Excel – Data Analytics Toolpak/Solver, 3 hrs
4. Microsoft Excel: Advanced Excel Formulas & Functions, 9.5 hrs
5. Master Microsoft Excel Macros and Excel VBA, 5.5 hrs
6. Microsoft Excel: Data Analysis with Excel Pivot Tables, 7 hrs
7. PowerPoint Business Presentations & Data Visualizations,
8. Advanced PowerPoint – Elite Level Presentation & Animation, 4 hrs
9. MS-700 Managing Microsoft Teams Training & Lab Simulations, 12 hrs
10. Microsoft Copilot Masterclass I Microsoft 365 Copilot Office, 4 hrs



Data Integrity: Enhancing Data and Records Management for Government Professionals

This program is designed to equip government professionals with the skills and knowledge needed to maintain the highest standards of data integrity in public service. Participants will explore best practices in data and records management, focusing on accuracy, security, and compliance. The course will cover strategies for organizing, storing, and retrieving records efficiently, ensuring that critical information remains accessible and protected.

Through hands-on exercises and real-world scenarios, attendees will learn how to enhance their organization's data management processes, safeguard sensitive information, and contribute to transparent and accountable governance. By the end of the program, participants will be prepared to uphold the integrity of public records in an increasingly digital world.



Data Integrity: Enhancing Data and Records Management for Government Professionals

1. Getting Started with Data Management, 2.5 hrs
2. Data Governance Fundamentals, 1 hr
3. Master Data Management (MDM) – The Complete Course, 4 hrs
4. Data Quality Masterclass, 6 hrs
5. Master Organization: Your Digital and Physical Stuff Organized, 12 hrs
6. National Archives of the Philippines Act of 2007 (R.A. 9470) ([Click this link to see resources.](#))
7. Data Privacy Act of 2012 (R.A. 10713) ([Click this link to see resources.](#))
8. Executive Orders and Administrative Orders ([Click this link to see resources.](#))
9. National Archives of the Philippines (NAP) Guidelines ([Click this link to see resources.](#))
10. Commission on Audit (COA) Circulars ([Click this link to see resources.](#))



Empower Within: Cultivating Self-Mastery for a Balanced Life

This program is designed to guide individuals on a transformative journey toward achieving self-mastery and balance in their personal and professional lives. Participants will delve into the key concepts of self-management and personal development, gaining insights into how to set meaningful personal goals and chart a clear direction for growth. The course will emphasize the importance of understanding and addressing personal needs while fostering the development necessary to reach higher aspirations.

Participants will learn to improve their emotional maturity, cultivating enthusiasm and resilience in pursuit of their goals. The program also provides practical tools and strategies for prioritizing work tasks and managing schedules effectively, ensuring that participants can maintain a balanced approach to their responsibilities.



Empower Within: Cultivating Self-Mastery for a Balanced Life

1. Success: How to Set and Achieve Goals, 1.5 hrs
2. Goal Setting Mastery Course, 1.5 hrs
3. Management Skills, Self Leadership & Personal Transformation, 1.5 hrs
4. Smart Tips: Time Management & Productivity, 3 hrs
5. A Mindful Path to Emotional Intelligence, 2 hrs
6. Emotional Intelligence at Work: Learn from Your Emotions, 1 hr
7. Growth Mindset: The Key to Confidence, Impact & Fulfillment, 1 hr
8. How to Build Self-Discipline, 1 hr
9. Work-Life Balance: Prioritize Yourself & Avoid Burnout!, 2.5 hrs
10. Motivation 10X - The Complete Guide to Get Ultra Motivation, 3 hrs



Fostering Innovation and Creativity in the Government Sector

This course is designed to equip government professionals with the knowledge and tools necessary to drive innovation and creativity within their organizations. Participants will explore the fundamental concepts of innovation and creativity, understanding their critical role in enhancing public sector efficiency and effectiveness.

The program will cover strategies for fostering a culture of creativity in the workplace, methods for generating and refining innovative ideas, and practical tools to implement and sustain creative solutions. By the end of this course, participants will be empowered to lead transformative initiatives and contribute to a more dynamic and responsive government.



Fostering Innovation and Creativity in the Government Sector

1. Building A Culture of Innovation, 1 hr
2. Innovation Master Class, 3.5 hrs
3. Creativity, Problem-Solving, and Generating Alternatives, 1.5 hrs
4. Accelerate Ideas and Innovation, A Research-Based Guide, 3.5 hrs
5. Disruptive Innovation Theory and Practice, Plain and Simple, 1.5 hrs
6. Skyrocket Your Creativity and Get Better Ideas: 7 Easy Ways, 2hrs
7. Strategic Innovation and Execution, 4 hrs
8. Disciplined Dreaming: Lead Breakthrough Creativity at Work, 1.5 hrs
9. Design Thinking for Beginners: Develop Innovative Ideas, 1 hr
10. Creative Problem Solving Tools, 1 hr



Public Impact: Effective Communication for Government Professionals

Intermediate

This program is designed to empower government professionals with the communication tools needed to make a lasting impact in public service. Participants will learn how to craft clear, persuasive messages, deliver presentations with confidence, and engage diverse audiences effectively. Through practical exercises, real-world examples, and expert guidance, this course will enhance participants' ability to communicate policies, present data, and articulate ideas in a way that resonates with the public and stakeholders.

By the end of the program, attendees will be equipped to navigate the complexities of public communication with greater ease and influence.



Public Impact: Effective Communication for Government Professionals

Intermediate

1. Communication Fundamentals: How to Communicate Better, 1.5 hrs
2. Communication Skills: Become Clear, Concise and Confident, 1 hr
3. The Art of Communications: Become A Master Communicator, 3 hrs
4. Active Listening: You Can Be A Great Listener, 2.5 hrs
5. Negotiation Fundamentals: How to Communicate Effectively, 1.5 hrs
6. Master Public Speaking and Presentation Skills with Confidence, 1.5 hrs
7. Presenting with Confidence: Prepare, Practice and Perform!, 2 hrs
8. Storytelling Fundamentals for All - 1 Hour Super Course, 1.5 hrs
9. The Public Speaker's Guide to Storytelling, 2.5 hrs
10. Public Speaking Energy: Reduce Presentation Stress & Fatigue, 2 hrs

Gender and Development: Principles, Practices, and Mainstreaming in the Workplace

This program is designed to enhance participants' understanding of gender and development (GAD) and the principles of gender mainstreaming within the workplace. It covers key concepts and principles of GAD, including relevant laws and issuances that guide gender equality and inclusivity in the public and private sectors. Participants will learn how to effectively work in a gender-diverse environment, develop gender sensitivity, and raise awareness to create a more inclusive and equitable workplace.

Through this program, attendees will be equipped with the knowledge and skills needed to promote and implement gender-responsive strategies and policies in their organizations.



Gender and Development: Principles, Practices, and Mainstreaming in the Workplace

1. Fundamentals of Gender Equality, 5 hrs
2. Women's Confidence and Mindset, 2.5 hrs
3. Personal Branding for Women, 31 mins
4. Diversity, Equity and Inclusion: A Beginners Guide, 1 hr
5. Identify and Avoid Unconscious Bias, 1 hr
6. Understanding the LGBTQ+ Client, Co-Worker, Friend, and relative, 1 hr
7. Introduction to Basic GAD Concepts and SOGIESC, 5 hrs
8. GAD Webinar 3: Towards A Gender-Responsive Agency: The 7 Steps of Formulating the GAD Agenda
9. ABNKKHGDG NA AKO?!: Gamit ng HSDG sa Pagpapaulat ng GAD sa mga Proyekto at Programa ng Pamahalaan
10. GAD Webinar 5: In Fairness! Communicating the Language of GAD in the Workplace and in the Community





Mastering Self-Management: Strategies for Personal and Professional Growth

This program is designed to help individuals develop strong self-management skills to enhance both personal and professional success. Participants will explore the key concepts of self-management and self-mastery, learning how to set clear personal goals and align them with their developmental needs. The course also focuses on improving emotional maturity, fostering enthusiasm for achieving higher objectives, and mastering the art of prioritizing tasks and managing schedules using various effective tools and strategies. By the end of the program, attendees will be equipped with practical skills to better manage their time, emotions, and personal growth for sustained success in all areas of life.



Mastering Self-Management: Strategies for Personal and Professional Growth

1. The Self Improvement Blueprint, 6.5 hrs
2. Develop Your Self-Awareness with Emotional Intelligence, 3 hrs
3. Goal Setting Mastery Course, 1.5 hrs
4. Growth Mindset: The Key to Confidence, Impact and Fulfillment, 1 hr
5. Gain Self-Discipline, Willpower, Self-Control and Resilience, 1 hr
6. Journaling Mastery: Become Your Best Self, 2 hrs.
7. Leading Self, 42 mins
8. Time Management Mastery: Do More, Less Stress, 2 hrs
9. Emotional Intelligence at Work: Learn from your Emotions, 1 hr.
10. Confession of an ex-procrastinator, 1 hr

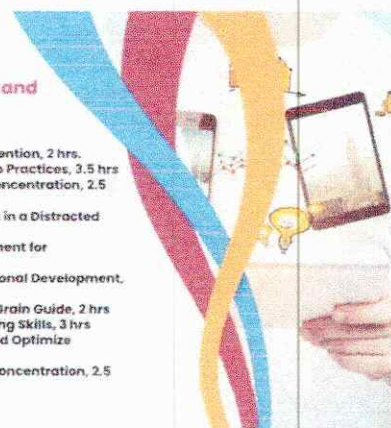
Mastering Attention to Detail: Techniques for Enhanced Focus and Precision

This program is designed to help professionals develop and refine their attention to detail, an essential skill for achieving accuracy and excellence in the workplace. Participants will be introduced to the fundamental concepts of attention to detail, including an understanding of cognitive processes that impact observation and focus. The course will provide practical strategies for improving observation skills, enhancing concentration, and incorporating attention to detail into daily routines. By the end of the program, attendees will be equipped with the tools and techniques to maintain high levels of precision and accuracy in all their tasks, contributing to greater personal and professional success.



Mastering Attention to Detail: Techniques for Enhanced Focus and Precision

1. Improve your Focus and Control Your Attention, 2 hrs.
2. Attention and Concentration with Intense Practices, 3.5 hrs
3. How to Strengthen Focus and Improve Concentration, 2.5 hrs
4. Modern Productivity: Superhuman Focus in a Distracted World, 2 hrs
5. Focus: Mindfulness and Stress Management for Productivity, 2.5 hrs
6. Master Your Brain: Neuroscience for Personal Development, 8 hrs
7. Focus and Flow State: A Comprehensive Brain Guide, 2 hrs
8. How to Improve Your Memory and Learning Skills, 3 hrs
9. Focus Mastery: Maximize Productivity and Optimize Routine, 1.5 hrs
10. How to Strengthen Focus and Improve Concentration, 2.5 hrs



Leadership Excellence: Building Resilient and High-Performing Organizations

This comprehensive training program is designed to equip leaders and managers with the skills and knowledge needed to build and sustain high-performing organizations. Participants will learn essential strategies for crisis preparedness and management, effective planning and organization for impactful results, and succession planning to ensure long-term success. The program focuses on leading teams in continuous learning and development, managing performance, and coaching for optimal results.

Participants will also develop expertise in program and project monitoring and evaluation, building and strengthening partnerships, and fostering collaborative and inclusive work environments. The training will enhance strategic and creative thinking skills, as well as effective communication management to drive organizational success. This program is ideal for those looking to lead with confidence, foster innovation, and create resilient and adaptable teams.



Leadership Excellence: Building Resilient and High-Performing Organizations

Organizational Leadership and Development
(Creating and Nurturing a High-Performing Organization, Succession Planning, Leading the Teams, Learning and Development, Managing Performance and Coaching for Results, Leading Change)

1. The Manager's Guide to Driving High Performance, 1.5 hrs
2. Performance Management: Build a High Performing Teams, 2 hrs
3. How to Become a Workplace Coach, The Fundamentals, 1.5 hrs
4. Conscious Business: Building Collaborative and Engaged Teams, 1.5 hrs
5. Talent Development for Leaders: Develop Your High Potentials, 1 hr
6. Succession Planning: A Global Corporate HR Challenge
7. Change Agility in the Workplace: Become a Change Agent, 1 hr
8. Change Management: Real World Strategies and Tools, 2 hrs
9. Performance
10. How to Lead and Coach Millennials and Gen Z Employees, 1 hr



Leadership Excellence: Building Resilient and High-Performing Organizations

Crisis and Risk Management

(Crisis Preparedness and Management, Managing Team's Mental Health and Well-being)

1. Learn Risk Analysis, Evaluation & Assessment - from A to Z
2. Certified Risk Management FMEA ISO 31000 Expert | Accredited, 3 hrs
3. Risk Management: Hazard Identification & Risk Assessment, 1 hr
4. Project Risk Management, 2.5 hrs
5. Health and Safety Risk Management, 1 hr
6. Emergency Management, 1 hr
7. Effective Accident Investigation and Reporting in EHS, 1 hr
8. Workplace Mental Health: A Manager's Ultimate Guide, 3 hrs
9. Mental Health First Aid Skills, 3 hrs
10. Employee Self Care Guide: Build Resilience And Wellbeing, 3 hrs



Leadership Excellence: Building Resilient and High-Performing Organizations

Strategic Planning and Execution

(Planning and Organizing for Greater Impact, Thinking Strategically and Creatively, Data Gathering and Analytics for Better Decision-Making)

1. Strategic Planning Skills, 2 hrs
2. Master Strategic Thinking and Problem Solving Skills, 2.5 hrs
3. Being Strategic: Thinking and Acting with Impact, 1.5 hrs
4. Think Strategically and Make Your Ideas a Reality, 1.5 hrs
5. Beginner's Guide to Data & Data Analytics, 1.5 hrs
6. The Data Literacy Course: Learn How to Work With Data, 4 hrs
7. Data Storytelling and Data Visualization Mastery, 6 hrs
8. Data-Driven Decision Making for Managers, 36 mins
9. Master Decision making with "Excel What-If Analysis", 1.5 hrs
10. Practical Data Literacy for Leaders, 5 hrs



Leadership Excellence: Building Resilient and High-Performing Organizations

Communication and Relationship Building
(Communication Management, Partnership Building and Strengthening, and Building Collaborative, Inclusive Working Relationships)

1. Essential Workplace Communication and Team Management, 34 mins
2. Mastering Workplace Communication Skills, 40 mins
3. Effective Interpersonal Skills, 1.5 hrs
4. The Complete Business Communication Masterclass, 3 hrs
5. Relationship Building: Mastering Connections in Life & Work, 7 hrs
6. Partners and Partnerships, 1 hr
7. Conscious Business: Building Positive Relationships, 2 hrs
8. Inclusive Leadership: Working with Equality and Diversity, 3 hrs
9. Diversity, Inclusion & Unconscious Bias: Essential Training, 1 hr
10. Developing successful Professional Relationships, 1.5 hrs



Advanced Technical Competencies for Education Professionals

The training program is tailored to enhance the technical skills required for effective education management and leadership. Covering a broad range of competencies, this program focuses on program management and development, including the design, delivery, and evaluation of educational programs. It emphasizes employee development and welfare, ensuring staff assessments and well-being are key priorities. Participants will also develop expertise in financial management, including interpreting financial statements, managing accounts, and utilizing technology for public finances. The program provides in-depth training on policy analysis, strategic planning, and risk management to support informed decision-making and effective organizational planning. Additionally, it covers auditing and quality assurance practices, market analysis, curriculum development, and the use of digital tools and visualization techniques. This training is designed to empower education professionals with the technical competencies necessary to excel in their roles and drive educational success.



Advanced Technical Competencies for Education Professionals

Program Management and Development
(Program Delivery and Management, Program Design and Development, Program Monitoring and Evaluation)

1. Technical Program Management, 1.5 hrs
2. Program Management The Complete Agile & Scrum Project Management Course
3. Program Manager Course - Program Manager Essentials, 3 hrs
4. Program Management Interview Course, 3.5 hrs
5. RESULTS-BASED MANAGEMENT, MONITORING & EVALUATION, 4 hrs
6. The Project Management Course: Beginner to PROject Manager, 7.5 hrs
7. Agile Project Management in 30 Minutes!, 32 mins
8. Beginning Project Management: Project Management Level One, 3 hrs
9. Project Management Fundamentals, 2.5 hrs
10. Project Management: Simple Software Project Management, 1.5 hrs



Flourish at Work: Comprehensive Employee Development and Care

This program is designed to create an environment where employees can truly flourish by integrating professional development with comprehensive care. Participants will explore strategies for personal growth and career advancement, while also learning the importance of maintaining their well-being in the workplace. The course will cover key areas such as skill enhancement, goal setting, and career planning, alongside practices that support mental and physical health. Employees will gain valuable tools to manage stress, balance work-life demands, and cultivate a positive mindset, all of which contribute to sustained professional success and personal well-being. Through a holistic approach, this program ensures that employees are not only equipped to excel in their roles but are also supported in leading fulfilling, balanced lives.



Flourish at Work: Comprehensive Employee Development and Care

Employee Development and Welfare
(Employee Assessment, Employee Welfare and Well-being)

1. Develop your Self Awareness with Emotional Intelligence, 3 hrs
2. Stress Management & Mindfulness for Success in Life and Work, 1.5 hrs
3. Employee Self Care Guide: Build Resilience And Wellbeing, 3 hrs
4. Work-Life Balance: Prioritize Yourself & Avoid Burnout!, 2.5 hrs
5. Career Assessments, 1 hr
6. Coaching for Growth and Success, 1.5 hrs
7. Embracing a Culture of Feedback, 1 hr
8. Courageous Allyship: Learn How to Build Inclusive Workplaces, 1.5 hr
9. Mindfulness for Productivity, 2 hrs
10. The Key to Happiness: Self Care, 1.5 hrs



Strategic Financial Management: Optimizing Public Funds and Resources

This comprehensive training program is designed to equip government professionals with the essential skills and knowledge to manage public finances effectively. Participants will gain expertise in the preparation and interpretation of financial statements and reports, ensuring transparency and accuracy in financial documentation. The course will delve into the management of accounts payable and receivable, highlighting best practices for maintaining fiscal responsibility and efficiency.

A key focus of the program is fiscal planning and budget allocation, where attendees will learn how to strategically allocate resources to meet public needs while maintaining financial stability. Additionally, the program will explore the use of information technology in managing public finances, demonstrating how modern tools can enhance financial oversight, streamline processes, and improve decision-making.



Strategic Financial Management: Optimizing Public Funds and Resources

Financial Management
(Preparation and interpretation of financial statements and reports, management of accounts payable and receivable, fiscal planning and budget allocation and use of information technology in managing public finances)

1. Bookkeeping Basics Explained (Bookkeeping & Accounting), 4.5 hrs
2. Accounting Made Easy: A Quick Guide to Financial Accounting, 1.5 hrs
3. Managerial (Cost) Accounting for Beginners
4. Financial Statements: Balance Sheets, Income Statements, Cash Flow, 1.5 hrs
5. Financial Reporting & Analysis: Complete Preparation, 11 hrs
6. Accounting 101: Learn Accounts Receivable from A to Z, 1 hr
7. Accounting 101: Accounts Payable Best Practices for 2023
8. Financial Budgeting and Forecasting in Excel Complete Course, 6 hrs
9. Governmental Accounting 300 Proprietary & Fiduciary Funds, 16 hrs
10. AI In Action: Transforming Financial Operations, 2 hrs



Strategic Governance: Shaping Policies for Impactful Outcomes

This program is designed to empower government professionals with the skills and knowledge needed to craft and implement policies that drive meaningful change. Participants will delve into the intricacies of policy analysis and development, learning how to critically evaluate and design policies that align with organizational goals and public needs. The program also covers organizational and procurement planning, equipping participants with the tools to strategically plan resources and procurement processes that support efficient and effective policy implementation.

Additionally, the course will explore risk assessment and management, teaching attendees how to identify potential risks and develop strategies to mitigate them, ensuring that policies are not only effective but also resilient.



Strategic Governance: Shaping Policies for Impactful Outcomes

Policy and Strategic Planning

(Policy Analysis and Development, organizational and procurement planning, risk assessment and management)

1. Master Public Policy Analysis in Six Easy Steps: The Basics, 1 hr
2. Strategic Planning & Strategic Thinking | Business Strategy, 1.5 hrs
3. Economics Policy Analysis Through Supply and Demand, 1 hr
4. Organizational Design, 6.5 hrs
5. Procurement Management, 8 hrs
6. Four Steps to Future Procurement: Become a Procurement Expert!, 8 hrs
7. Learn Risk Analysis, Evaluation and Assessment, 1 hr
8. Project Management - How to Respond To Project Risks, 1 hr
9. Operational Risk Management Professional Masterclass, 5.5 hrs
10. Procurement & Supply Planning tools and techniques, 14 hrs



Audit Pro: Elevating Standards in Quality Assurance

This training program is designed to elevate the standards of auditing by focusing on continuous improvement and enhancing investigation and research skills. Participants will learn advanced techniques for the continuous improvement of audit quality, ensuring that auditing processes are not only thorough but also adaptive to emerging challenges and standards.

The program also emphasizes the development of strong investigation and research skills, essential for auditors to effectively uncover insights, verify data, and ensure compliance. By honing these skills, participants will be equipped to conduct audits with greater precision, contributing to higher levels of quality assurance within their organizations. By the end of this program, attendees will be prepared to lead in the field of auditing, consistently raising the bar for quality and excellence in their work.



Audit Pro: Elevating Standards in Quality Assurance

Auditing and Quality Assurance

(Continuous Improvement of Audit Quality, Investigation and Research Skills)

1. ISO 9001:2015 Quality management system auditor, 5 hrs
2. ISO 9001:2015 QMS Implementation and Auditing Practices, 5 hrs
3. Quality Management Systems, Tools and Strategies, 12 hrs
4. Internal Audit for Beginners, 1 hr
5. How to Perform an Internal Audit, 4.5 hrs
6. Internal Audit: A Guide for Management, 1.5 hrs
7. Modern Internal Audit Leadership, 1.5 hrs
8. Learn Risk Analysis, Evaluation & Assessment from A to Z, 1 hr
9. Forensic Accounting: Fraud Investigation (Course 1 of 4), 1.5 hrs
10. Artificial Intelligence for Finance, Accounting & Auditing, 5.5 hrs



Strategic Synergy: Mastering Market and Category Dynamics

This program is designed to provide professionals with the essential tools and knowledge to excel in both market analysis and category management. Participants will explore advanced market analysis techniques to uncover key insights, trends, and opportunities that drive business growth. The program also delves into the intricacies of category management, equipping attendees with strategies to optimize product categories, align with consumer needs, and enhance overall market positioning.

By mastering these dynamics, participants will be able to create synergistic strategies that leverage both market insights and category management to achieve competitive advantage. At the end of this program, participants will have a comprehensive understanding of how to effectively analyze markets.



Strategic Synergy: Mastering Market and Category Dynamics

Market and Category Management (Market Analysis and Category Management)

1. Marketing Analytics: Stand Out by Becoming an Analytics Pro!, 5 hrs
2. Marketing Customer Analytics, Segmentation and Targeting, 2.5 hrs
3. Marketing Analytics Mastery: From Strategy Application, 16.5 hrs
4. Go to Market Strategy: Practical Guide to Launch New Product, 2 hrs
5. Market Research Analyst Course (Financial Market), 8 hrs
6. Market Research: Dekker's Complete Marketing Research Course, 13.5 hrs
7. Market Research for Management Consultants and Analysts, 5 hrs
8. Marketing Research: Support Your Marketing Decisions, 11.5 hrs
9. Identify & Define the Problem with Business Analysis, 3.5 hrs
10. Procurement and Contract Negotiation in Supply Chain, 6.5 hrs



The Learning Matrix: Integrating Curriculum Design and Resources

This program is designed to equip educators and instructional designers with the skills and knowledge to create effective and engaging curricula. Participants will explore the principles of curriculum design, learning how to structure educational content to meet diverse learner needs and align with educational standards.

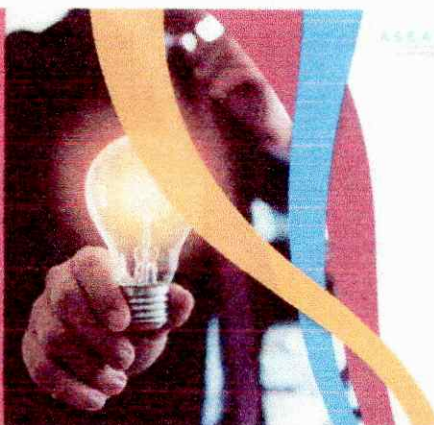
The program emphasizes the integration of curriculum with various learning resources, providing strategies to select, develop, and utilize materials that enhance the learning experience. Attendees will learn to balance traditional and digital resources, incorporate multimedia elements, and adapt resources to different learning environments.



The Learning Matrix: Integrating Curriculum Design and Resources

Curriculum and Learning Resources

1. The Complete Instructional Designer Course, 8 hrs
2. Pedagogy in Teaching, Lesson Plan and Classroom Management, 1 hr
3. Instructional Design for Classroom Training, 3.5 hrs
4. Instructional Design for ELearning, 5 hrs
5. Instructional Design Pro (Part 1): No Beginners Allowed!, 6.5 hrs
6. Instructional Design Pro (Part 2): No Beginners Allowed!, 5 hrs
7. How to Design Effective Training Programs, 1 hr
8. Writing Effective Questions for Instructional Design, 1 hr
9. Gamification for Learning, Performance & Change, 1.5 hrs
10. Strategies for Applying ADDIE Instructional Design Model, 4.5 hrs



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