

TRAINING CALENDAR 2025  
Cultural Center of the Philippines

PROGRAM	DATE	BRIEF DESCRIPTION	EQUIVALENT TRAINING HOURS	TARGET PARTICIPANTS	VENUE
Knowledge Sharing Series 1: Orientation on Contract Basics and Management	February 7	To appraise those employees who drafts and prepares contracts based on contract law, what needs to be observed, and how to effectively manage a contract once it is being implemented.	2	All employees and those who drafts contracts.	CCP Annex Lobby
Knowledge Sharing Series 2: Project Management and Budgeting	March 7	This provides valuable insights into budgeting principles, strategies, and best practices to ensure effective financial management.	2	All employees involved in budget planning, financial management, and decision-making.	CCP Annex Lobby
Gender and Development (GAD) Program – Art Appreciation Workshop	March 21	This program aims to provide creative and reflection space for employees to explore emotions, engage in meaningful discussion and express themselves through art.	8	All Employees	Tanghalang Ignacio Gimenez Lobby

GAD Planning and Budgeting and Accomplishment Report	March 28	This workshop will help the GAD Committee and TWG members to ensure that gender mainstreaming efforts are planned, implemented, and monitored effectively	8	GAD Committee and TWG Members	Tanghalang Ignacio Gimenez Lobby
Effective Communication Strategies and Planning: Developing Clear and Impactful Messages that Resonate with Various Audiences	May 15-16	This training aims to enhance the communication skills of participants by equipping them with the ability to craft, structure, and deliver messages that effectively engage diverse audiences.	16	Employees from the Corporate Communication Department, Marketing Department and others	Philippine Information Agency Conference Room, Visayas Avenue, Quezon City
Wellness Talk on Upper Respiratory Tract Infection	May 28	<p>This wellness talk provides employees with essential information on Upper Respiratory Tract Infections, including common causes, signs and symptoms, prevention strategies, and when to seek medical attention.</p> <p>This is to promote awareness, encourage healthy practices, and equip with practical tips to protect themselves and reduce risk of infection in the workplace and at home.</p>	2	All employees	Via Zoom

<b>ISO Training Course</b>					
Quality Management System Awareness	June 5	<p>Provide a clear understanding of the ISO 9001:2015 principles, requirements and benefits</p> <p>Enhance awareness of organization's quality policy, objectives, and the role of employees in achieving them.</p>	8	ISO Core Team Department Representatives	Administrative Building 2 Lobby
Internal Quality Audit	June 10-11	<p>Develop the participants' capability to plan, conduct, report, and follow up on internal audits based on ISO 9001:2015 guidelines.</p> <p>Promote a risk-based thinking approach in auditing practices to support continual improvement.</p>	16	ISO Core Team Department Representatives	Administrative Building 2 Lobby
How to become an Effective Document Control	June 26	<p>Guide participants on the proper creation, control, maintenance, and disposal of documented information.</p> <p>Define the roles and responsibilities of document controllers in ensuring version control, accessibility, and</p>	8	ISO Core Team Department Representatives	Administrative Building 2 Lobby

		<p>compliance with ISO requirements.</p> <p>Ensure that the participants understand the principles and practices of effective documentation in accordance with ISO 9001:2015 requirements.</p>			
A Wellness Talk on Urinary Tract Infection	September 2	<p>This wellness talks focuses on understanding Urinary Tract Infections, including their common causes, symptoms, risk factors, and preventive measures.</p> <p>This talk aims to raise awareness, promote early detection, and encourage healthier habits to prevent recurrent infections.</p>	2	All employees	Via Zoom
GPPB- National Government Procurement Act Caravan	September 22-24	A capacity-building initiative seeks to ensure that the CCP's procurement practitioners and end-users are equipped with updated knowledge and skills that complies with the new procurement framework, thereby ensuring consistent and efficient	24	BAC Committee Departments Representative	GPPB-TSO Building Commonwealth Avenue, Quezon City

		implementation of procurement transactions and activities of the Center.			
<b>Leadership Program Series</b>					
Leadership Series 1 Strategic Thinking and Leadership	October 23-24	A program that highlights the importance of strategic leadership in an organization, developing the participants to think multi-dimensionally and help them envision the future through innovative strategies and solutions. It will also engage key concepts in the vital application of critical thinking and problem solving in analyzing, evaluating and making sound decisions.	16	Employees with gap on the leadership competencies identified in the recent Competency Assessment conducted.  Other employees with SG 15 and above.	Tanghalang Ignacio Gimenez-Bulwagang Roberto Chabet
Leadership Series 2 Organizational Change, People Development, and Performance Management	November 14 & 18	A program that will tackle the skills needed for leaders and managers to lead and adapt to organizational changes, key competencies to develop people, and create an enabling environment to nurture and manage performance.	16	Employees with gap on the leadership competencies identified in the recent Competency Assessment conducted. Other employees with	Tanghalang Ignacio Gimenez-Bulwagang Roberto Chabet

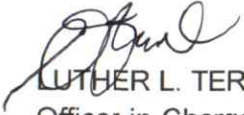
				SG 15 and above.	
Leadership Series 3 Establishing Network and Partnership	November 26-27	A program that aims to strengthen the competencies of the participants in establishing network and partnership with other agencies and entities by collaborating and building a network or reciprocal, high trust and synergistic working relationships within the organization and across government and relevant sectors.	16	Employees with gap on the leadership competencies identified in the recent Competency Assessment conducted.  Other employees with SG 15 and above.	Tanghalang Ignacio Gimenez-Bulwagang Roberto Chabet
Speaking Effectively and Presentation Skills Program	November 12-13	The Speaking Effectively and Presentation Skills training will highlight various communication skills competencies that must be strengthened or developed to close the gaps identified in the competency assessment.	16	Employees with gap on the speaking and presentation skills identified in the recent Competency Assessment conducted.  Employees from the Corporate Communication Department, Marketing	

				Department and others	
Laws and Rules on Government Expenditures (LARGE)	November 24-27	This training is part of our continuous efforts to enhance the competencies of our personnel and to ensure they remain updated with the current rules and policies on government expenditures.	32	Employees from the Financial Services Department	Via Zoom Administration Building 1 – Conference Room

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