



**APRACA CENTRAB
in partnership with
Investors in People, Philippines
cordially invites nomination
to the**



investorsinpeople.ph

**International Program on Transforming Performance
through Coaching and Mentoring
Manila, Philippines
April 2 - 5, 2019
(excluding of travel time)**

INTRODUCTION

Every executive has his or her own style of leadership and management. Traditional styles rely more on authoritarian and transactional styles where a clear hierarchy and duties are spelled out. Depending on the leader, these styles can become harsh, with unrealistic expectations killing employee morale. A friendlier style of leadership is the coaching and mentoring style wherein it lets the leader build effective teams. While there always should be a clear chain of command, coaching helps foster employee skills and mentoring grooms employees for higher level responsibilities.

Mentoring and coaching both play an important role in today's workplace. Depending on the situation, one may be preferred over the other. As defined by International Mentoring Group, mentoring is a process of direct transfer of experience and knowledge from one person to another." In the workplace, a mentor provides guidance and direction to a mentee—usually a junior-level employee with similar interests who may aspire to the position of the mentor. The mentor has achieved success within the industry, and voluntarily shares his or her expertise with the colleague. Whereas in coaching, it is a method of achieving set goals. A coach may be an employee of the organization or an outsider who helps clients achieve specific, immediate goals as defined by the organization. (www.smallbusiness.chron.com)

Mentoring is being considered if the company wants to develop a promising internal talent, when there is shortage of potential leaders in the corporate pipeline, when the organization wants to remove barrier that prevent advancement of certain group such as women and minorities, when it becomes important to preserve internal expertise and knowledge as part of succession planning or when established senior leaders are altruistically motivated to give back.

While companies resort to coaching when talented employees are not meeting expectations, when staff members are required to master or acquire specific skills or competencies, when the company needs to improve performance in a short period of time, when the organization is introducing a new system or program or attempting something new or untested strategies. (www.learningsolutionsmag.com)

FOCUS

This four day learning experience comprise of classroom learning sessions, interactive table talk with inspiring mentors/leaders, and visit to outstanding organizations with focus on sharing their good people management practices and programs and conversation on "what works" when it

comes to people management and leadership. The companies to be selected are Investors-in-People (IIP) accredited organizations which systematically pursues a journey of continuous excellence in people management.

PARTICIPANTS

The programme may be attended by male and female executives, managers, officers, heads and other emerging executives who have the potential for career growth.

TENTATIVE PROGRAM OF ACTIVITIES

April 1, Monday

- ✚ Arrival of Participants in Manila, Philippines

April 2, Tuesday

- ✚ Administrative Briefing
- ✚ Introduction, Brief review of “GROW” model
- ✚ Coaching and Mentoring within the Performance Management System
- ✚ Growth Mindset vs. Fixed Mindset
- ✚ Building Rapport/Developing Trust

April 3, Wednesday

- ✚ Different Levels of Listening
- ✚ Creating Now Thinking and Insight
- ✚ Leading with Questions
- ✚ Giving Supportive Feedback
- ✚ Team Coaching
- ✚ A Deep Look at Mentoring

April 4, Thursday

- ✚ Visit to an Inspiring IIP certified organization
- ✚ Table Talk Session
 - Interactive Discussion with Practitioners/Executives relating to their experiences on the topics discussed

April 5, Friday

- ✚ Closing, Evaluation and Awarding of Certificates
- ✚ Cultural Exposure

April 6, Saturday

✚ Departure of Participants to Home Country

ADMINISTRATIVE ARRANGEMENTS

Schedule and Venue

The program will be conducted in **Manila, Philippines from April 2 – 5, 2019**, exclusive of travel time.

Training Fee

The fee for the study visit is **US\$1,255.00** per participant. This covers meals (Dinner on April 1 up to Dinner on April 5), speakers/facilitator's fees, training venue and materials, local transfers (airport reception, send-off, field visits and cultural exposure), and other administrative costs.

The fee does not include the international round trip air ticket, cost of hotel accommodation, and other incidental expenses. These will be for the account of the nominating organization.

The training fee should be remitted by telegraphic transfer to APRACA CENTRAB. However, all bank charges including that of the intermediary bank shall be for the account of the remitter.

Please be advised that after CENTRAB's confirmation of the nomination of your officer/s to attend the program, and for any reason, the nominee cancels his/her participation, the nominating bank/institution will still be required to pay the full training fee.

Accommodation

All confirmed delegates are advised NOT to book their hotel accommodation because APRACA CENTRAB will be the one to reserve the hotel accommodation of all the delegates.

The name of the hotel and its rate will be provided once booking has been confirmed. The participants will pay their respective hotel accommodation upon their hotel check in.

Dress Code

Formal attire is suitable for the opening ceremonies. For the other days of the study visit program, smart casual wear is alright unless requested by the host.

Travel and Airport Reception

Participants will be met by APRACA CENTRAB staff provided flight schedules are sent in advance.

Travel Requirement

The participant must be in possession of a passport valid for at least six months from time of travel with proof of **confirmed** return tickets. The participant is requested to work out his/her visa with

the nearest Philippine Embassy in his/her own country. Formal invitation shall be sent upon confirmation of the nomination of the participant by APRACA CENTRAB.

Travel and Medical Insurance

The nominating institution should cover for the participants' comprehensive health/accident insurance. APRACA CENTRAB and its officers will not be responsible for any costs related thereto.

Reservations and Nominations

Kindly accomplish the registration form and send to the contact person not later than **February 25, 2019**.

Contact Person

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Language

The official language is Filipino but English is widely spoken.

Climate

Philippines has a tropical wet maritime climate characterized by months of rainy, dry and cool seasons. The summer monsoon brings heavy rains and starts from May to October, whereas the winter monsoon brings cooler and drier air from December to February. Manila and most of the lowland areas are hot and dusty from February to May. Average temperatures range from 27 to 32°C and humidity is around 77%.

Electricity

The Philippines uses the U.S. two-pronged, U.S. three-pronged, and European two-pronged plugs (see examples), check if you need to buy an adapter for your electrical equipment. The voltage in the Philippines is 220V. Check your device to see what voltage range it handles.

Communications

The international access code for the Philippines is +63. The outgoing code is 00 followed by the relevant country code (e.g. 001 for the United States). City/area codes are in use, e.g. (0)2 for Manila. The major towns, cities and popular tourist spots are covered by GSM 900 and 1800 mobile phone networks. CENTRAB will provide the participants a free local sim card for their mobile use. Loads are available in Php100, Php 300, Php500 and can be bought at any 711 convenient stores.

Internet

There are coffee shops, mall areas, hotels which provide wifi connection. There is also an internet hub in the hotel lobby for your perusal but charges Php 150.00 per hour.

Money and Currency

The Philippine currency is the Philippine Peso (PHP). Major credit cards are widely accepted in the cities and tourist destinations. However, few banks accept traveller cheques. ATMs are available in the malls and in major cities. US dollars are widely accepted in Manila and other tourist areas and are the easiest currency to exchange. Banks open from 9am to 3pm, Monday to Friday, but their ATMs are open 24 hours. It is advised to carry pesos when travelling outside of major centres.

Airport Facilities

Passenger services at Manila airport include shops, restaurants and bars; ATMs, banks with currency exchange, left-luggage and postal services.

Travel Health

Comprehensive medical insurance is advised. No special vaccination certificates are required upon entry, except by travellers entering the Philippines from an area infected with yellow fever.

Tipping

Tipping is expected for most services in the Philippines. The standard practice is 10% of the total bill. Tipping is optional on bills that already include a 10% service charge.