2022 LEARNING AND DEVELOPMENT CALENDAR

Program	Participants	Duration (in days)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Learning Resource
Counterfeit Detection	Branch Personnel	0.5		•	•	•	•	•	•	•	•	•	•	•	Internal
Bank Fraud and Forgery Detection	Branch Personnel	1		•	•	•	•	•	•	•	•	•	•	•	External
Branch Operations	Branch and Non-Branch Personnel	1		•	•	•	•	•	•	•	•	•	•	•	Internal
Trainors Training for Training Branch Personnel	Training Branch Personnel	1.5							•						Internal and External
Deaf Awareness Orientation	Branch Personnel	1		•	•	•	•	•	•	•	•	•	•	•	External
Anti-Money Laundering Act	Branch Personnel (New Hires)	0.5		•	•	•	•	•	•	•	•	•	•	•	Internal
Card and Electronic Products	Branch Personnel (New Hires)	0.5			•			•			•			•	Internal
Clearing Operations	Branch Personnel (New Hires)	0.5			•			•			•			•	Internal
ATM and Mobile Branches Operations	Branch Personnel (New Hires)	0.5			•			•			•			•	Internal
Payout of Government Financial Assistance	Branch Personnel (New Hires)	0.5			•			•			•			•	Internal
Branch Accounting Process	Branch Personnel (New Hires)	0.5			•			•			•			•	Internal
Remittance Operations	Branch Personnel (New Hires)	0.5			•			•			•			•	Internal
Oral Communications	Various	1				•		•		•		•	•		External
Basic Written Communications	Various	1		•			•		•		•		•		External
Advanced Written Communications	Various	1			•		•		•						External
Completed Staff Work	Supervisors to AVP	0.5	•	•	•	•	•	•							Internal
Client Relationship Management	Account Officers and Account Assistants	1					•			•					External
Selling and Marketing LBP Lending Products	Account Officers	2	•		•		•		•		•		•		Internal
Basic Accounting with Financial Statement Analysis	Account Assistants	2					•			•					Internal

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Program	Participants	Duration (in days)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Learning Resource
Financial Management	Various	1		●		●		●		●					Internal
Credit Management	Non-Branch Personnel	1		●					●						Internal
Basic Credit Management	Account Assistants	7	●		●	●	●								Internal
Advance Credit Management	Account Officers	5				●									Internal
Corporate Finance	Account Officers	3						●							Internal
Basic Economic Analysis	Account Officers	1			●							●			Internal
RA 9184 and its 2016 IRR	Board Directors and Senior Officers	5			●										External
Asset & Liability Management	Account Officers; Treasury Officers / All	1							●						Internal
Data Analytics	MIS Units	15			●										Internal
Business of Treasury[1]	Treasury Personnel	3													External
INVESTMENT, TRUST, & ESTATE MANAGEMENT (ITEM) or 1 year Course on Trust Operations and Investment Management[1]	Trust Banking Personnel	30 - 40													External
Treasury Certification Program[1]	Traders	10 - 14			●										External
Fixed Income Securities[1]	Fixed Income Salesmen	0.5 - 1													External
Project Financing[1]	Investment Bankers	3													External
Auditing Tools and Techniques[1]	Auditors	1													External
Cybersecurity[1]	IT Specialist	3													External
IT Governance and Management	IT Specialist	3						●							External
IT Service Management	IT Specialist	3							●						External
Network Fundamentals[1]	Network Operations Personnel	3													External
Programming[1]	Programmers	5			●										External

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Program	Participants	Duration (in days)	Schedule												Learning Resource
			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Payment Card Industry – Data Security Standard[1]	IT Personnel; Card Product Personnel; Project Managers	2 - 3						•			•		•		External
Systems Analysis & Design[1]	IT Personnel	5				•	•								External
IT Systems Implementation[1]	IT Systems Users	1													Internal
Industry Updates[1]	Industry Practitioners	1 - 3													External
Database Administration	Database Administrators	3 - 5		•	•										External
Information Systems Audit Fundamentals	Auditors	3			•										External
Information Systems & Technology Fundamentals	MIS Units	1			•			•							External
Statistics	MIS Units	4				•									External
Regulatory Issuances[1]	Compliance Monitoring Personnel	1											•		External
Mandatory Continuing Legal Education[1]	Lawyers	2													External
Operational Risk Management[1]	Risk Management Personnel	1 - 2													External
Credit Risk Management[1]	Risk Management Personnel	1 – 2													External
Market Risk Management[1]	Risk Management Personnel	1 - 2													External
Enterprise Risk Management[1]	Risk Management Personnel	1 - 2													External
Design Thinking[1]	Employees identified with gap on Development and Design	Duration and schedule upon receipt of invitation from provider													External
Industry Updates	Human Resource Management Personnel	Duration and schedule upon receipt of invitation from provider							•		•	•	•		External
Pre-Retirement Seminar	Employees who are at least 55 years old, and have at least 20 years of service.	2			•		•			•		•			Internal and External
Employee On-boarding Program	New Hires	3.5			•			•		•			•		Internal

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Program	Participants	Duration (in days)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Learning Resource
Values Integration Program	Non-Supervisors	4			•			•			•			•	Internal
Personal Finance Management	Employees who are below 55 years old	0.5		•		•			•		•				Internal
Competency-based Human Resource Systems[1]	HR personnel	2-3													External
Gender and Development	GAD Technical Working Group Members and Sector Representatives	4		•	•	•	•	•	•		•	•			Internal and External
Take the L.E.A.D. in Customer Service	Head Office Unit Personnel	0.5			•	•	•	•	•	•	•	•	•	•	Internal
Integrated Management System Orientation	Building/Site Representatives	0.5				•	•	•	•						Internal
Emergency Preparedness/Awareness	Incident Management Team Members	0.5				•	•	•	•	•		•			External
Pollution Control Officer-related Trainings[1]	PCOs and Managing Heads	1 or 5													External
Basic Occupational Safety and Health[1]	Incident Management Team Members and Occupational Safety and Health Committee Members	5													External
AMLA For Senior Management	Senior Officers (PG14 & above)	0.5									•				Internal
Corporate Governance	AVPs and newly-appointed BODs	2					•				•				External
Leadership Fundamentals	All personnel occupying PG 9 position and up	1		•	•	•	•			•					External
Applied Human Resource Management	Department Heads	3			•			•			•				External
Coaching	PG 8-9 with supervisory functions	1					•		•			•			External
Basic Supervisory	PG 7 or 8 with Supervisory Functions	0.5			•	•		•	•		•	•			Internal
Advance Supervisory	PG 8 with Supervisory Functions	1		•			•		•			•			External
Problem-Solving and Decision-Making	All personnel assessed with competency gap	1				•		•	•		•				External
Project Management	Project Team Leads	2						•		•		•		•	External

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Program	Participants	Duration (in days)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Learning Resource
Branch Officers Development Program	BSO/BOO (PG 9 & above)										●				Internal and External
Leadership Development Program	Department/Group Heads	53									●	●			External
GROWing NxtGen Leaders	Mentors and Mentees	0.5			●	●	●	●					●		Internal and External
AML for Branch Personnel	Branch Personnel	-													LEAP
AML for non-Branch Personnel	Non-Branch Personnel	-													LEAP
BBS Online Assessment Program	Branch Personnel	-													LEAP
Data Privacy	All										●				LEAP
Employee Onboarding Program	New Hires	-	●	●	●	●	●	●	●	●	●	●	●	●	LEAP

1/ To be announced

UCPB LEASING & FINANCE CORPORATION
A Wholly-Owned Subsidiary of LAND BANK OF THE PHILIPPINES
Recommended Trainings for Marketing Personnel

	Program	Participants per LBP	Recommended participants from Marketing Dept.	Remarks
1	Bank Fraud & Forgery Detection	Branch Personnel	AOs and AAs	For authentication of clients' signatures on loan related documents
2	Branch Operations	Branch & Non-Branch Personnel	Team Heads & Marketing Head	
3	Oral Communications	Various	AOs and AAs	
4	Basic Written Communications	Various	AAs	
5	Advanced Written Communications	Various	AOs	
6	Completed Staff Work	Supervisors to AVP	Team Heads & Marketing Head	
7	Client Relationship Management	Accounts Oficers and Account Assistants	AOs and AAs	
8	Selling and Marketing LBP Lending Products	Account Officers	AOs , Team Heads & Marketing Head	
9	Basic Accounting with Financial Statement Analysis	Account Assistants	AAs	
10	Financial Management	Various	All	
11	Credit Management	Non-Branch Personnel	AOs and Team Heads	
12	Basic Credit Management	Accounts Assistants	AAs	
13	Advance Credit Management	Account Officers	AOs and Team Heads	
14	Corporate Finance	Account Officers	AOs and Team Heads	
15	Basic Economic Analysis	Account Officers	AOs and Team Heads	
16	Asset and Liability Management	Account Officers; Treasury Officers/ All	AOs , Team Heads & Marketing Head	
17	Industry Updates	Industry Practitioners	AOs , Team Heads & Marketing Head	Required in credit evaluation as part of RAAC
18	Employee On-boarding Program	New Hires	All	
19	Values Integration Program	Non-Supervisors	AAs	
20	Personal Finance Management	Employees who are below 55 years old	All	
21	Take the L.E.A.D. in Customer Service	Head Office Unit Personnel	AOs, AAs and Team Heads	
22	Leadership Fundamentals	All personnel occupying PG9 position and up	AOs , Team Heads & Marketing Head	
23	Applied Human Resource Management	Department Heads	Marketing Head	
24	Coaching	PG 8-9 with Supervisory Functions	AOs &/or Team Heads	
25	Basic Supervisory	PG 7 or 8 with Supervisory Functions	AOs &/or Team Heads	
26	Advance Supervisory	PG 8 with Supervisory Functions	AOs &/or Team Heads	
27	Problem Solving & Decision-Making	All personnel assessed with competency gap	AOs and AAs	
28	Project Management	Project Team Leads	Team Heads & Marketing Head	
29	Leadership Development Program	Department/Group Heads	Marketing Head	
30	Data Privacy	All	All	