

2024 LEARNING & DEVELOPMENT CALENDAR

Category	Program	Participants	Duration/ No. of hours	Type of Training	Mode of Training	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Center for Organizational Excellence (CORE)	Onboarding																
	LANDBANK in Perspective	New Hires	16 hours	Internal	Webinar												
	LEAP Onboarding Courses (Business of Banking, Bank Products & Services, Enterprise Risk Management, Proper Use of LANDBANK Facilities)	New Hires	8 hours	Internal	LEAP												
	Proactive Service	New Hires; Accredited Trainers; Field Unit-based personnel	4 hours	Internal	Webinar/ Face to Face												
	LANDBANK Learning Experience																
	Service Quality																
	Complaints Management	Branch Heads	8 hours	Internal	Face to Face												
	Culture Building Programs																
	Filipino Sign Language	Frontliners	2 hours	Internal	Webinar												
	Gender and Development	GAD Technical Working Group Members; Sector Representatives	16 hours	External	Webinar												
	Personal Finance Management	Employees below 50 years old	8 hours	Internal	Webinar												
	Integrated Management System																
	IMS Refresh	Selected Department/Field Unit Heads, one (1) Representative and EMS/IMS Focal Person	4 hours	Internal	Webinar												
	Emergency Preparedness & Response Procedures	Head Office-based personnel	6 hours	Internal	Face to Face												
	Basic Rescue Training	Incident Management Team	16 hours	Internal	Face to Face												
	Basic Life Support and First Aid Training	Incident Management Team	16 hours	Internal	Face to Face												
Occupational Safety and Health	Building Administrators; All Bank employees	4 hours	Internal/ External	Webinar/ LEAP													
Business Continuity Management	All Bank employees	4 hours	Internal	Webinar													

2024 LEARNING & DEVELOPMENT CALENDAR

Category	Program	Participants	Duration/ No. of hours	Type of Training	Mode of Training	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Center for Organizational Excellence (CORE)	Off-Boarding																
	Pre-Retirement Program: Towards New Horizon	Employees who are 50 years old and above with at least 15 years of service; ERIP potential applicants	16 hours	Internal	Webinar												
Center for Operational and Technical Excellence (COTE)	Digital Transformation (Dx) Learning Programs																
	Digital Literacy Program	All Bank employees	4 hours	Internal/ External	Webinar/ LEAP												
	Design Thinking	SKMG; TMG; DBS personnel (Members of the Dx Team); All Bank employees	4 hours	Internal/ External	Webinar/ LEAP												
	Inspire Growth and Nurture Innovative Transformation Towards Excellence (IGNITE)	MANCOM members and Group Heads	2 hours	External	Face to Face												
	Understanding LANDBANK Dx and IT Strategies	SKMG; TMG; DBS personnel (Members of the Dx Team)	8 hours	External	Webinar												
	Microsoft 365 and Data Analytics	Designated Data Analysts	Various	Internal	Webinar												
	Data Management, Dashboarding, Visualization and Storytelling	Designated Data Analysts	Various	Internal	Face to Face												
	Innovation Programs	Sector Representatives	4 hours	Internal	Face to Face/Webinar												
	Cloud Collaboration, KM and Office Productivity Retooling	M365 Users	8 hours	Internal	Face to Face/Webinar												
	Bank Operations Management (Branch Banking Operations)																
	Branch Operations Retooling for Branch personnel	Branch personnel	8 hours	Internal	Face to Face												
	Branch Operations for Non-Branch personnel	Branch personnel	4 hours	Internal	Webinar												
	Bank Frauds and Forgery Detection Updates	Branch personnel	8 hours	External	Face to Face												
	Counterfeit Detection Updates	Branch personnel	4 hours	Internal	Webinar												
	Bank Frauds and Forgery Detection for New Hires	Branch New Hires	8 hours	External	Face to Face												

2024 LEARNING & DEVELOPMENT CALENDAR

Category	Program	Participants	Duration/ No. of hours	Type of Training	Mode of Training	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Center for Operational and Technical Excellence (COTE)	Counterfeit Detection for New Hires	Branch New Hires	4 hours	Internal	Webinar													
	Branch Boost: Igniting Strategic Marketing Through Branch Business Intelligence and Analytics	Group and Branch Heads; BBSD personnel	16 hours	External	Face to Face													
	Bank Servicing (ATM, MDS, etc.)	Branch personnel	4 hours	Internal	Webinar/LEAP													
	Bank Operations Management (Credit and Lending Operations)																	
	Credit Officers Program for Excellence (COPE)	Senior Account Officers	120 hours	Internal/ External	Face to Face/ Webinar													
	Basic Credit Management	Account Assistants	80 hours	Internal	Face to Face/ Webinar/LEAP													
	Advanced Credit Management	Account Assistants; Account Officers	40 hours	Internal	Face to Face													
	Credit Management for Non-Lending Personnel	Non-Lending personnel	8 hours	Internal	Webinar													
	Bank Operations Management (Trust and Treasury Operations)																	
	Finance Market Analysis/ Basic Economic Analysis	Account Officers; SKMG Personnel; Chief Economist	8 hours	External	Webinar													
	Liquidity Management Program: Asset & Liability Management	Account Officers; Treasury Officers	8 hours	Internal	Face to Face													
	Programs for Liquidity Management, Trading/Investing, Portfolio Management, Business of Treasury	Treasury personnel	24 hours	External	Face to Face/ Webinar													
	Programs for Trading/Investing, Portfolio Management																	
	- Fixed Income Securities	Trust Banking personnel	3 hours	External	Face to Face/ Webinar													
	- Investment Trust and Estate Management (ITEM) or 1-year Course on Trust Operations and Investment Management	Trust Banking personnel	84 hours	External	Face to Face/ Webinar													
	Treasury Certification Program	Traders	93 hours	External	Face to Face/ Webinar													
	Program for Loan Syndication: Project Financing	Investment Bankers	18 hours	External	Face to Face/ Webinar													

2024 LEARNING & DEVELOPMENT CALENDAR

Category	Program	Participants	Duration/ No. of hours	Type of Training	Mode of Training	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Center for Operational and Technical Excellence (COTE)	Bank Operations Management (Financial Management)																	
	Basic Accounting with Financial Statement Analysis	Lending personnel	24 hours	Internal	Face to Face													
	Financial Management	Non-Lending personnel	8 hours	Internal	Webinar													
	Corporate Finance	Lending personnel	24 hours	External	Face to Face/ Webinar													
	Functional Competencies																	
	Risk Management	Risk Management Personnel; All Bank employees	Various	External/ Internal	Face to Face/ Webinar/LEAP													
	Committee Secretariat Training Program	Committee Secretariat Members	8 hours	Internal	Face to Face													
	Written Communication	All Bank employees	16 hours	External	Face to Face													
	Oral Communication	All Bank employees	16 hours	External	Face to Face													
	Completed Staff Work	All Bank employees	4 hours	Internal	Webinar/LEAP													
	Enhancing Secretaries and Administrative Support Service Skills Training	Executive Assistants	8 hours	External	Webinar													
	Auditing Standard Training Programs	Audit personnel	8-24 hours	External/ Internal	Face to Face/Webinar													
	IT Controls Training Programs	ISAD & HOAD personnel	8-16 hours	External	Face to Face/Webinar													
	Pollution Control Officer-related Trainings	Pollution Control Officers	16-40 hours	External	Face to Face/ Webinar													
	Effective News Writing Techniques	CAG personnel	16 hours	External	Face to Face													
	The Art of Feature Writing	CAG personnel	16 hours	External	Face to Face													
	Essentials of CopyWriting and Search Engine Optimization	CAG personnel	7 hours	External	Face to Face													
	Creating Effective Online Content	CAG personnel	7 hours	External	Face to Face													
Crisis Management Workshop	CAG personnel	8 hours	External	Face to Face														
Social Media Crisis Workshop	CAG personnel	9 hours	External	Face to Face														

2024 LEARNING & DEVELOPMENT CALENDAR

Category	Program	Participants	Duration/ No. of hours	Type of Training	Mode of Training	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Center for Operational and Technical Excellence (COTE)	Property Appraisal and Credit Investigation	Property Valuation and Credit Information personnel	16 hours	Internal/ External	Face to Face													
	Client Relationship Management	Account Assistants	8 hours	External	Webinar													
	Professional and Technical Development																	
	Breach and Cybersecurity Programs	IT Specialists	24 hours	External	Face to Face/ Webinar													
	IT Systems Standard Programs																	
	- IT Governance and Management	IT Specialists	24 hours	External	Face to Face/ Webinar													
	- IT Service Management	IT Specialists	24 hours	External	Face to Face/ Webinar													
	IT Systems Administration Training Programs: Payment Card Industry – Data Security Standard	IT Personnel; Card Product Personnel; Project Managers	16-24 hours	External	Face to Face/ Webinar													
	Network Design and Architecture Training Programs: Network Fundamentals	Network Operations personnel	24 hours	External	Face to Face/ Webinar													
	Systems Analysis and Design																	
	- Programming	Programmers	40 hours	External	Face to Face/ Webinar													
	- IT Systems and Design	IT personnel	40 hours	External	Face to Face/ Webinar													
	Mainframe/UNIX/Storage/Database Training Programs																	
	- Database Administration	Database Administrators	8-24 hours	External	Face to Face/ Webinar													
	- Industry Updates	Industry Practitioners	8-24 hours	External	Face to Face/ Webinar													
	Regulatory Requirements																	
	Updating on Anti-Money Laundering Awareness	Branch personnel	4 hours	Internal	Webinar													
		Non Branch personnel	4 hours	Internal	LEAP													
	Anti-Money Laundering Act Awareness for Branch New Hires	Branch New Hires	4 hours	Internal	Webinar													
	Laws, Rules, and Regulations Training Program	Compliance Monitoring personnel	8 hours	External	Webinar													
Internal and External Outsourcing Arrangements	Head Office-based personnel (Personnel occupying AVP positions and below)	4 hours	Internal	Webinar														

2024 LEARNING & DEVELOPMENT CALENDAR

Category	Program	Participants	Duration/ No. of hours	Type of Training	Mode of Training	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Center for Leadership Excellence (CLE)	Supervisory																
	Basic Supervisory Skills Development	Personnel occupying PG 7 position	8 hours	Internal	Face to Face												
	Advanced Supervisory Skills Development	Personnel occupying PG 8 position	16 hours	External	Face to Face												
	Analytical Thinking and Problem Solving	Personnel with Competency Gaps based on CIDP	16 hours	External	Face to Face												
	Leading High Performing Teams	Personnel occupying PG 9 and up positions/with PG 10	8 hours	External	Face to Face												
	Management Training Program (MTP)	Personnel occupying PG 6 & 7 positions	9 months	Internal/ External	Face to Face												
	Officers Development Program (ODP)	Personnel occupying PG 8 positions who have been designated in acting capacity (e.g. Acting Head, Acting BSO/BOO, Acting AO, and equivalent supervisory role) for a cumulative period of at least six (6) months; Personnel occupying PG 9 positions	9 months	Internal/ External	Face to Face												
	Operational Leadership																
	Coaching as a Leadership Tool	Personnel occupying PG 10 & 11 positions	16 hours	External	Face to Face												
	Accelerated Branch Officers Program (ABOP)	BOOs occupying PG 10 & 11 positions	26 days	Internal/ External	Face to Face/ Webinar												
	Leadership Development Program (LDP) Batch 17 (commenced in November 2023)	Department Heads	12 months/ 193 hours	External	Webinar												
	Middle Managers Class	Personnel occupying PG 9 position	6 months	External	Face to Face												
Adaptive Leadership																	
Management Development Program by Asian Institute of Management (AIM)	Group Heads	21 days/ 157.5 hours	External	Face to Face/ Webinar													

2024 LEARNING & DEVELOPMENT CALENDAR

Category	Program	Participants	Duration/ No. of hours	Type of Training	Mode of Training	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Center for Leadership Excellence (CLE)	SEC Shuttle Course (SSC)	Department Heads	5 days/ 40 hours	External	Face to Face													
	SEC Phronetic Leadership Class (PLC)	Group Heads	10 days/ 80 hours	External	Face to Face													
	Blended Leadership Program by John Clemens	Group Heads	24 days	External	Webinar													
	Business Focus Area: Digital Transformation and Innovation	Group Heads	5 days	External Foreign	Face to Face													
	Business Focus Area: Finance	Group Heads	5 days	External Foreign	Face to Face													
	Business Focus Area: Marketing	Group Heads	5 days	External Foreign	Face to Face													
	Business Focus Area: Human Resources	Group Heads	5 days	External Foreign	Face to Face													
	Business Focus Area: Risk Management	Group Heads	5 days	External Foreign	Face to Face													
	Resonant Leadership																	
	General Management Program for Senior Leaders and Leaders of the Organization (Pacific Rim Bankers Program, Michigan Ross Executive Education Online and National University of Singapore)	Sector Heads; Identified Senior Leaders	5 days	External Foreign	Face to Face													