



**REPORT AFTER ATTENDANCE TO TRAINING/
CONFERENCE/SEMINAR/WORKSHOP/FORUM**

I. Title of training, conference, seminar/workshop, and forum attended:

**“EMPLOYEE SKILL ENHANCEMENT: A SUPERVISORY DEVELOPMENT
SEMINAR”**

II. Date & Venue:

June 13-16, 2023 at A&A Plaza Hotel, Puerto Princesa City.

III. Organizer/Sponsor:

Personnel Officers Association of the Philippines, Inc.

IV. What are the most important learnings you got during this activity?

- **People Handling Skill.** This is the most important skill that one should develop. Technical skills can be learned and changed easily but handling people skills could only be learned as time goes and as one is willing to improve as he/she relates with people.
- **Time and Priority Management Skills.** As employee to maximize time for efficiency and productivity. As employee one should know what are time wasters but rather focus first to what is important and urgent.
- **How do generation work together.** Today, employees belong to different generation. In order for generations to work together, organization must foster environment that will encourage collaboration, teamwork that support each other, promote generational understanding so that the unique strength of every generation can be mined for the greater good of the entire team.
- **How to bridge the workplace age group.** This can be achieved through:
 - focusing on similarities, not on the differences
 - keeping the communication open
 - mentoring is encouraged
 - giving values to seniors
 - expectations should be set out clearly. Age diversity improves performance and productivity. Research shows that productivity is higher in both older and younger mixed age work teams

V. How can you apply the said learnings you gained to improved your performance?

- Make it as one of the objective (those mentioned above) as an employee.
- Practice what I learned in my workplace daily.
- Give time to reflect for evaluation in order to improve.

VIII. Attachment: Photocopy of Certificate of Participation/Attendance/
Appreciation, and Photographs, if available

Submitted by:

LORNA B. ABAMO

Admin Aide VI

Noted:

CHARLIE S. ANDAN

Head, DMet

JANNET C. BENCURE

Dean, CET

Approved:

BEATRIZ S. BELONIAS

Vice President, Academic Affairs

(This report shall be submitted in lieu of the Travel Report which is required prior to the COVID 19 pandemic. It shall be submitted to the L & D Office of the ODHRM within 30 days from date of attendance. Future request to attend trainings/workshops/fora will not be processed unless the report from previous attendance has been submitted).