**Effective Employee Relations**

**and Labor Management Workshop**

**PROGRAM DESCRIPTION**

This workshop provides the various methods and concepts that comprise and significantly affect employee and labor relations.

Participants will gain better understanding on how to properly handle employee cases within the organization through actual administrative case studies, landmark labor cases and case simulations. Through these methods, the company will be able to use preventive measures that will help make case management legally defensible in Philippine Labor Court.

**LEARNING OBJECTIVES**

At the end of this session participants **will be able to**:

* Have a general awareness of the local legal process as well as its application within the workplace including factors that affect employment relationship including but not limited to: mediation, administrative cases and resolution conflict management.
* Learn the best legally defensible HR approach in handling and winning labor cases.
* Describe the basic framework of employee and labor relations management including: administrative procedure, grievance procedure, employee discipline, mediation and conflict management.
* Evaluate various employment cases and administrative methods within the context of industrial and labor relations.

**PROGRAM OUTLINE**

**I. Introduction**

·        Provide the basic foundation of HR Practice inEmployee-Employer Relationship

- Conditions of Employment

- Employee Engagement

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**II. Administrative Case Procedures**

·        Preliminary Investigation

·        Issuance of Show Cause

·        Issuance of Preventive Suspension

·        Issuance of Corrective Action

·        Administrative Hearing

·        Notice of Decision

·        Performance Action Plan

**III. Future Trends of Employee-Employer Relationship**

·        Alternate Dispute Resolution (ADR)

·        Mediation

·        Grievance Procedure

·        Administrative Hearing (with or without assistance of a counsel)

**IV. Laws on Termination**

·        Performance Management

·        Just Causes

·        Involuntary Causes

**V. Case Simulations and Role Play**

**PROGRAM FACILITATOR**

**Daisy Callanta**

*Seasoned HR Expert & Consultant*

Daisy is an inspirational speaker, trainer, and a seasoned HR practitioner with proven track record in the mastery of HR functions and strategies. With degrees in psychology and law, her qualification are well complemented by a strong background in Employee Relations, Policy Management, Diversity & Inclusion, Conflict Management, and Labor Relations.

She is adept at case management and winning labor related cases through experience-honed skills in administrative and alternative dispute resolutions. Tenacious in forging strong relationships with business partners through transparent and effective internal, external and public relations.

Her years of experience were gained from various industries such as travel, manufacturing, financial services, retail, BPO, shared services and most recently global firm, both from global to local enterprises for more than 22 years.

Daisy is also the president of Jesus HUGS Ministries, a non-profit Christian organization established for the purpose of sharing the good news of Jesus Christ, and providing free community support programs to help spread awareness and proper care for children with special needs.

She is also a certified facilitator of the Lead Like Jesus workshop/experience (a program designed by Ken Blanchard.) And most recently, she is certified as national facilitator for Haggai Philippines.

She wants to equip people within the workplace to adapt a “lifestyle of excellence” through effective application of proven HR best practice. Her personal advocacy is to help children with special needs and their families to be freed and transformed by the healing power of Jesus Christ.

Daisy is married to John, with whom she has two sons named Joshua and Josiah.

**RESERVE-NOW-BEFORE-IT'S-TOO-LATE! FORM**

**TO REGISTER:**

1. Fill out the form below and email us at [seminars@saltandlight.ph](mailto:seminars@saltandlight.ph)

2. Send the form together with your company check to

**Breakthrough Leadership Management Consultancy, Inc.**

**2/F HPL Building, 60 Sen. Gil Puyat Avenue, Makati**

**TO INQUIRE:**

1. Call 830 2191 or 813 2732/03, look for Juliet

2. Email us at [seminars@saltandlight.ph](mailto:seminars@saltandlight.ph)

**Effective Employee Relations**

**and Labor Management Workshop**

**Facilitated by Daisy Callanta**

November 29, 2019 | 9:00 AM to 5:00 PM |Joy~Nostalg Hotel & Suites Manila, Ortigas Center

*//source: Employee Relations and Labor Management1\_Daisy Callanta\_November 29, 2019\_OP\_09-12-19\_announce1*

**YES!** Please register \_\_ participant(s) for this seminar/workshop!

**LEARNING INVESTMENT:**

|  |  |
| --- | --- |
| [  ] **Best Buy Rate:**Php6,327 +12% VAT until October 10, 2019 | [ ] **Early Bird Rate:**Php 7,327 +12% VAT. |
| [  ] **Regular Rate:**Php 8,327 +12% VAT | [  ] **Walk-in Rate:**Php 8,827 +12% VAT |

[ ]  **Get 1 FREE SEAT by booking for 3 SEATS**

\*For current promo and to avail free seats, call us at **830 2191**, or email [seminars@saltandlight.ph](mailto:seminars@saltandlight.ph)

**Workshop fee includes**:

* AM & PM snacks
* Lunch
* IDs
* Manuals
* Certificates

**TERMS:**

1. Participants availing of the **Best Buy Rate or Early Bird Rate** will be given five (5) working days to settle their fees after the promo deadline. Next applicable rate shall apply if the participant fails to settle his/her fee within the five (5) working day period.
2. **Gift Certificates/Discount Vouchers** from Breakthrough Leadership or Salt & Light Ventures shall only be applied on the Regular Rate. All other promos (2 or 3+1 promo, Group and Suki discounts) are not applicable when GCs or vouchers are applied.
3. **Cancellation** seven (7) working days before the event, whether paid or unpaid, or a no-show during the event will not be honored. Failure to inform of your cancellation before the seven-day deadline will result to 30% charge to your account. This will serve as secretariat and banquet fee. Cancellation should be in writing and emailed or faxed to us.
4. Seminar participation may be transferred to another person in the same company.
5. If you wish to move your reservation to another seminar happening within the calendar year, please note that the rate of your updated seminar choice will be applied. Should the prevailing rate be higher than the initial learning investment already paid for, please settle the balance prior to the seminar date. Promo seats cannot be moved or transferred to another date or seminar.
6. We reserve the option to cancel or reschedule an event if minimum number of participants is not reached.
7. This reservation form, when completed, may also serve as your billing invoice.
8. All seminar fees must be prepaid.

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| **COMPANY DETAILS** |
| **NAME OF COMPANY/ORGANIZATION(BIR-REGISTERED NAME)** |
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| **COMPLETE ADDRESS (Address:Flr/Bldg/St.Village/Bgy./City)** |
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| **INDUSTRY** |
|  |
| **PRODUCT/SERVICES OFFERED** |
|  |
| **WEBSITE                                                 COMPANY TIN# (REQUIRED)** |
| **[  ] VAT      [  ] Zero-Rated or VAT Exempt** |

*\*For zero-rated or VAT exempt companies, please include your Certificate of Exemption or PEZA registration. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of services.*

**RESERVING OFFICER'S DETAILS       [  ] MR      [  ] MS      [  ] MRS      [  ] DR      [  ] PROF**

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| --- |
| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
|  |
| **PERSONAL TIN *(for personal reservation)*** |

**PARTICIPANT'S DETAILS**

**PARTICIPANT 1                  [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
|  |
| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_ [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**PARTICIPANT 2              [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ] Single   [  ] Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_    [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**NOTE:**

* For more than two (2) participants, kindly add more sections to the registration form.
* Putting your mobile number is optional. It's only to be used in case we need to confirm or inform delegates of urgent, last minute changes and in case of emergencies, i.e. weather disturbances, speaker changes, etc.
* Kindly indicate your own TIN if making a personal reservation.
* Inform the secretariat by emailing [secretariat@saltandlight.ph](mailto:secretariat@saltandlight.ph) if the seminar seat will be transferred to another participant within the same company.
* **Billing processing** takes two to three (2 to 3) working days upon receipt of your reservation.
* Please reconfirm your reservation if you do not receive your billing or any confirmation from us through email, call, or SMS.
* For **invoice/OR/refund** concerns, please call Katherine Maglaque at (+632) 889-1111 local 765.

**KINDLY SELECT ONE OF THE FOLLOWING PAYMENT METHODS:**

[  ] **By Cheque.** I will send check payment to your office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[  ] **By Pick-up.** Please pick-up our check on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time/date).

***Made payable to Breakthrough Leadership Management Consultancy, Inc.***

[  ] **By Bank Deposit.** (Scan copy of deposit slip with your name and seminar title and send to seminars@saltandlight.ph)

     Kindly remit the money to the following. bank details:

     Company Name: Breakthrough Leadership Management Consultancy, Inc.

     TIN #: 008-524-715-VAT

     Account #: BPI CA#3711-0082-83, Gil Puyat, Makati Branch

     Account #: Chinabank CA#143-176931-7 Gil Puyat, Makati Branch

**GROUP DISCOUNTS:**

Knock off a couple of pesos off our rates when you register in groups! Call us to inquire about our group discounts.

\* 3 delegates - Less P 300 per delegate

\* 4 delegates - Less P 400 per delegate

\* 5 or more delegates - Less P 500 per delegate

**SUKI DISCOUNTS & INCENTIVES:**

Salt & Light Ventures' regular customers get an additional P500 discount per person when booking on top of Early Bird Rates and Group Discounts.

*Please note that our regular Group Discounts and Suki Discounts & Incentives are not applicable with our 2+1 and 3+1 promos.*

**IN-HOUSE:**

We'll bring this workshop right at your base - customized and personalized to fit your training needs. Grab this opportunity to train your whole staff and attain results faster and simultaneously. Call 830 2191 and look for Jenna or Kevin, or email trainings@breakthroughleadership.asia for more details.