



19 February 2020

MARIE CAROLYN B. VERANO
City Schools Superintendent
Department of Education- Baguio
Military Cut-Off, Baguio City

Dear Ma'am:

Warm greetings from PSTD-CAR Chapter!

The Philippine Society for Talent Development (PSTD) is the premier professional organization created and supervised by a community of talent development scholars and insightful practitioners, that provides an avenue for learning and development. It is a strategic learning partner, globally recognized assessor and certifier, enabling continuous performance improvements resulting into a transformed community of talents and trainers.

Cognizance of this and as part of its pioneering works, the PSTD - CAR Chapter spearheads a learning and expertise exchange platform dubbed as "Sab-atan" to advance the causes of training, talent development and organizational development in CAR.

As such, we are pleased to invite you and your employees to the Sab-atan on March 7, 2020 from 8:00 AM – 5:00 PM at The Chalet Baguio Hotel, Upper Military Cut Off, Baguio City.

A learning investment of PhP 1,300.00/person (members) and PhP 1,500.00/person (non-members), to cover meals, learning kit and certificate.

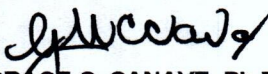
Please coordinate and confirm attendance for early reserved slots on or before March 3, 2020 to the names below. On site registrations may still be welcome.

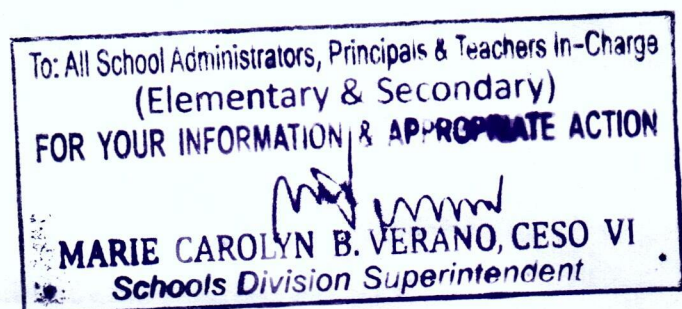
Dr. Grace C. Canave	Mobile: 0917-506-6043	Email: inkblotsbaguio@yahoo.com
Ms. Gail C. Velasco	Mobile: 0918-440-5095	Email: gail.velasco@aboitiz.com
Ms. Cecile A. Basawil	Mobile: 0929-824-6598	Email: cecilbasawil1979@gmail.com

We look forward to your positive response to this invitation.

Thank you and please accept our best regards.

Very truly yours,


GRACE C. CANAVE, Ph.D., FPM
PSTD - CAR Chapter President



PSTD CAR SAB-ATAN

March 7, 2020 8:00 am – 5:00 pm
The Chalet Baguio Hotel, Upper Military Cut Off, Baguio City

SESSION 1: WINNING YOUR AUDIENCE

Whether talking in a meeting or presenting in front of an audience, we all have to speak in public from time to time. We can do this well or we can do this badly, and the outcome strongly affects the way that people think about us. This is why public speaking causes some anxiety and concern. With thorough preparation and practice, you can overcome your fear and perform exceptionally well, thereby winning your audience. Being a good speaker can enhance your reputation, boost your self-confidence, and open up countless opportunities.

CONTENTS:

1. The Importance of Public Speaking
2. Strategies for Becoming a Better Speaker
3. Engaging and Winning Your Audience

SPEAKER: JOHN REILY D. BALUYOT, PSTD National President 2020; CEO of Positive Workplaces, Inc.

John graduated with distinction from Monash University, Australia with a degree in Master of Leadership specializing in Organizational Learning. Has an MBA from De La Salle University, Manila and a Bachelor's Degree in Behavioral Science from the University of Santo Tomas.

He was a Varsity Debater for the Monash Association of Debaters with two debate championships in 2019, a Varsity Debater for the University of Santo Tomas with a national championship and a consistent country and Asia best speaker placing from 2003 to 2006.

He has fourteen years of well-mentored experience in strategic planning, leadership development and customer experience management. He is one of the youngest Global Managers in Swiss multinational Company, the SGS Group and awarded as Star Employee in 2011.

SESSION 2: TRAINING FUNDAMENTALS

Training Fundamentals aims to introduce the concepts and principles of learning and develop the technical competencies of trainers, learning and development specialists, educators, human resource practitioners, organizational development specialists, and talent managers. It shall provide concepts to both novice and seasoned learning professionals the key learning principles espoused by PSTD and best practices in training and development that employ learning principles.

CONTENTS:

1. Overview of Training and Development
2. Analyzing the Need for Training
3. Training Design Process
4. Formulating Measurable Learning Objectives
5. Preparing the Key Elements of a Training Design Matrix

SPEAKER: EVIE H. TADEFA, PSTD Board of Trustees and Vice President/Chairperson for Chapter Development; Independent HR, OD and Learning and Development Consultant

Evie is an experienced corporate manager and leader, with experience on organizational and people development spanning 30 years with major corporations like the Development Academy of the Philippines, Digital Communications, St. Luke's Medical Center, among others. She is also a member of OD Practitioners' Network.

Her expertise covers talent development, workplace learning and performance, customer service, competency development, performance management, coaching and mentoring, trainers' training and team development.



PSTD CAR SAB-ATAN
March 7, 2020 8:00 AM - 5:00 PM
The Chalet Baguio Hotel, Upper Military Cut Off, Baguio City

PROGRAM

8:00 - 8:30 am	Registration	PSTD Secretariat
8:30 - 9:00	Invocation	Ms. Liza L. Kaniteng
	Pambansang Awit	in video
	Welcome Remarks	Dr. Grace C. Canave PSTD CAR Chapter President
9:00 - 9:30	2020 PSTD Framework & Updates	Mr. John Reily D. Baluyot PSTD National President
9:30 - 9:45	Break	
9:45 - 12:00	“WINNING YOUR AUDIENCE”	Mr. John Reily D. Baluyot
12:00 - 1:00 pm	Lunch Break	
1:00 - 3:00	“TRAINING FUNDAMENTALS”	Ms. Evie H. Tadeffa PSTD National Vice President for Internal Affairs
3:00 - 3:15	Break Time	
3:15 - 4:30	“TRAINING FUNDAMENTALS”	Ms. Evie H. Tadeffa PSTD National Vice President for Internal Affairs
4:30 - 5:00	Wrap up and Closing	Ms. Nimfa B. Calera HR Manager, Far Southeast Gold Resources, Inc.

Master of Ceremonies: Mr. Leo N. del Castillo (am)
Coun. Vladimir D. Cayabas (pm)



REGISTRATION FORM

ACTIVITY TITLE _____

Date _____ **Venue** _____

PARTICIPANT DETAILS

(Note: The name that you register is exactly what will be printed in the activity ID and Certificate of Attendance if one will be issued)

Participant 1

Name _____ **Nickname** _____

Position _____ **E-mail** _____

Land Line No. _____ **Mobile No.** _____

Participant 2

Name _____ **Nickname** _____

Position _____ **E-mail** _____

Land Line No. _____ **Mobile No.** _____

Please use separate sheet for additional participants providing the information requested above.

Organization Details

Company Name _____

Name of Head of Company _____

Address _____

E-mail _____ **Land Line No.** _____

Mobile No. _____

Type of Industry: _____ **Micro** ___ **Small** ___ **Medium** ___ **Large** ___

REGISTRATION FEE:

Please check: **PSTD MEMBER** _____ **NON-PSTD** _____

PSTD MEMBER PhP 1,300.00/participant (member) and PhP 1,500 (non- member) inclusive of activity materials, 1 lunch, 2 snacks, and certificate.

Total no. of delegates: _____ **Total amount for all delegates:** _____

Date paid: _____ (for PSTD use)

Please address check payment to Philippine Society for Training and Development (PSTD) Foundation Inc.

To be paid on or before the activity date.