



SOUTHEAST ASIAN INSTITUTE OF EDUCATIONAL TRAINING, INC.

B3 L42 Love Street, St. Anthony, San Fernando City, Pampanga
Securities and Exchange Commission Registration No. CN201114829
Authorized Department of Education (DepEd) Learning Service Provider
Accredited CPD Provider of the Professional Regulation Commission

DepEd DIVISION OFFICE BAGUIO CITY

MAY 24 2021

DR. ESTELA L. CARIÑO

Regional Director

DepEd- Regional Office Cordillera Administrative Region

La Trinidad, Benguet



Dear Madam:

We have conducted trainings in the Philippines and some cities in Southeast Asia. We have also tapped the following foreign experts as our trainers: Dr. Ho Thanh My Phuong- Director, SEAMEO RETRAC, Ho Chi Mihn City, Vietnam; Dr. Ida Karnasih- Former Deputy Director, SEAMEO QUITEP, Jakarta, Indonesia; Dr. Dennis Berg- Professor, California State University Fullerton/ Fulbright Scholar, China University of Hong Kong; Dr. Stephanie Phillip- National University of Singapore; Dr. Radhika Haydev Ramachantanh- National University of Singapore; Engr. Timothy Wooi- Innovations, Malaysia; Josephine Gu Lao- Ministry of Education, Malaysia; Laura Riavitz, Austria; Dr. Ng Khar Thoe-SEAMEO-RECSAM. Penang, Malaysia; Dr. Piere Chong, University of Scien, Malaysia; Dr. Lawrence Buck, United Kingdom and Caitlin Manning Riley, USA.

Pursuant to DepEd Order No. 1, s 2020, the Southeast Asian Institute of Educational Training, Inc. has already been authorized as Learning Service Provider of the Department of Education- National Educators Academy of the Philippines (Authorization No. LSP- 2020-0001). We are also an Accredited CPD Provider of the Philippine Regulation Commission.

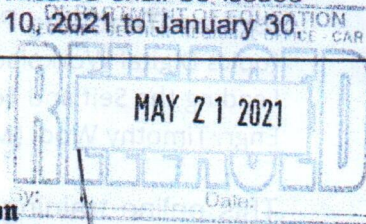
We are once again requesting for an advisory and at the same time invite your personnel to the **International Training on Digital Workplace Leadership: An Online Training Course for Non-Teaching Personnel in an Educational Organization**. The course tackles the topics Digital Workplace Leadership, Kaizen in Education, Creative Thinking in the Workplace, Leading the Self and Teamwork, Stress Management and Resilience. Resource persons include Engr. Timothy Wooi (Malaysia), Laura Riavitz (Austria) and Caitlyn Manning Riley (USA).

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This online training is Self- Paced. Participants may register anytime and start the program as soon as they want. They may work on the lectures and assessment activities at their own time and pace within one month. Certificates shall be issued upon completion of the course. It shall be offered from June 10, 2021 to January 30, 2022.



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



May 21, 2021

To: All Schools Division Superintendent
All Divisions
All Others Concerned

For information and appropriate action.

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

NEAPCAR/1PA/LBL

ESTELA L. CARIÑO EdD, CESO III
Regional Director

For the Regional Director

FLORANTE E. VERGARA
OIC-Assistant Regional Director





SOUTHEAST ASIAN INSTITUTE OF EDUCATIONAL TRAINING, INC.

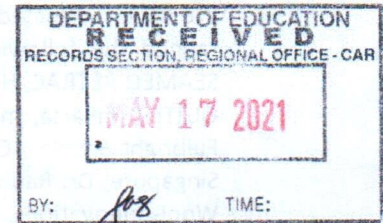
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The cost of the training per participant is Php 1500.00 inclusive of certificates, one-month access to courses, and downloadable transcribed materials. Payments may be done through the following:

G-Cash: 09175147952

BDO: Account Name: Southeast Asian Institute of Educational Training, Inc
Account No. 010198003143

For more information, please feel free to contact us at 09175147952 or email us at ed.soliman@seaieti.com. You may also verify other information by visiting our website www.seaieti.com

Attached is the training design for your reference. Thank you and stay safe.



Republic of the Philippines
Department of Education
National Educators Academy of the Philippines

awards this

Certificate of Authorization

to


Southeast Asian Institute of Educational Training, Inc.

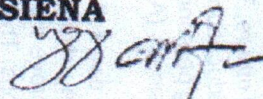
B3 L42 Love St., Saint Anthony Subdivision, City of San Fernando, Pampanga

for having complied with the requirements for the
NEAP Authorization of Learning Service Provider
in accordance with **DepEd Order No. 1, s. 2020**
also known as *Guidelines for NEAP Recognition of Professional Development
Programs and Courses for Teachers and School Leaders.*

Authorization No. LSP-2020-0001-1020

*Given this 20th day of October 2020.
Expires on 19th day of October 2023.*


JOHN ARNOLD S. SIENA
Director IV





Address: 2/F Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600
Telephone No.: (02) 8638-8638 / (02) 8633-7207 / (02) 8635-4796
Email Address: neap.od@deped.gov.ph / askneap@deped.gov.ph

INSTRUCTIONAL DESIGN

PROGRAM TITLE: INTERNATIONAL TRAINING ON DIGITAL WORKPLACE LEADERSHIP
An Online Training Course for Non-Teaching Personnel in an Educational Organization

PROGRAM DESCRIPTION:

The speed and scope of the current pandemic crisis poses extra challenges for education and necessitates good leadership more than ever (Brammer & Clark, 2020). The role of education leaders includes leadership authority and power, manager or officers, or may be loosely defined, such as a team leader who may not have an official authority but has responsibilities in the educational realm (Day & Sammons, 2016). And it should be made clear that the role of educational leadership is not only exclusive to school heads and teachers with academic positions. It also includes those that are involved in various areas of operation of the whole educational organization such as human resource and training, planning, budget and finance, procurement, guidance and counseling, health, maintenance, education support and others. Thus, this online training series is proposed to provide equal professional development opportunities to the non-teaching personnel of the Department of Education (DepEd). And pursuant to the agreement made by DepEd Management and DepEd- National Employees' Union (DepEd- NEU), DepEd's Non-Teaching personnel have been allowed to participate in activities to improve their skills...(May, 2018). Further, both parties agreed to have such activities on official business (Alidon, 2018).

The training is a three- day self- paced program that offers a practical, personalized learning approach, backed up by theory and research. Participants will be exposed with technology, digital tools and methodologies of Digital Leadership to sharpen up their digital leadership capabilities to understand how to capitalize on their strengths and improve their weaknesses. They will get a well-rounded understanding of leading in a digital age to pair their experience with leading digital educational organizations. The participants will also get the chance to learn thinking tools needed to become creative leaders. They will also be exposed to various types of teams and gain knowledge on the best practices of managing them. The program also offers valuable insights on how to manage relationships within the organization. Realizing that taking leadership roles is a heavy task, the Southeast Asian Institute of Educational Training, Inc. includes stress management and resilience as an integral part of this program. In this final part of the training program, the participants are expected to be introduced to concepts surrounding resilience and stress response.

Day 1: DIGITAL WORKPLACE LEADERSHIP AND KAIZEN IN EDUCATION
ENGR. TIMOTHY WOOL, Malaysia

Specific Objectives	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person'	Time Allotment For Each Topic	Methodology	Evaluation Method or Tools To Be Used
<p>Introduce participants to the requirements of the digital age.</p> <p>Discover concepts and tools in digital workplace.</p> <p>Be correctly guided on the principles and practices of digital workplace.</p> <p>Engage participants on the importance of technology in making work done</p>	<p>Explain the need for a technology leader.</p> <p>Identify demands and variables of digital workplace</p> <p>Gain understanding on the use of digital workplace in the organization.</p> <p>Discuss digital transformation and cultural change among employees.</p>	<p>Introduction to Leadership in the Digital Age</p> <p>Digital Workplace and its Definition</p> <p>Common Misconceptions about a Digital Workplace Platform</p> <p>Why do Organizations Need a Digital Workplace?</p>	8 hours	This course will adopt an instructor-led and facilitated e-learning model, where the content of the course will be delivered through elements and activities that are arranged into a chronological order and where each participant is expected to perform the same tasks and deliver the same outputs.	<p>Quiz</p> <p>Checklist</p> <p>Survey</p>
<p>Gain knowledge on accessing apps, business data and projects through a digital workplace's central platform.</p> <p>Identify areas of opportunities in the digital workplace.</p>	<p>Demonstrate how central platform works to improve work experience and save time.</p> <p>Cite examples on how digital workplace streamlines procedures to make work efficient.</p>	<p>Improving Employee Experience by Digitally Transforming the Workplace</p> <p>The Future of Work is the Digital Workplace</p> <p>The Five Pillars of Digital Workplace Strategy</p>		E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls,	<p>Quiz</p> <p>Performance Checklist</p> <p>Visual Reflection</p>

				application sharing, and audio and video conferencing to communicate and work together.	
Introduce participants to concepts of lean and kaizen.	Discuss where kaizen originated and how it has been applied in various industries.	The Concept of Lean and Kaizen and its Origin		Learning activities for the course will be delivered by Asynchronous method	Visible Thinking Exercises
Gain mastery of the kaizen improvement process.	Explain the application of kaizen principles in various industries.	The Five Principles of Kaizen: Seven Steps of Improvement Process		Asynchronous events are time-independent. A self-paced course is an example of asynchronous e-learning because online learning takes place at any time.	Guided Essay
Adapt kaizen strategies in the education setting	Adapt strategies to improve procedures in an educational organization	Strategic Application of Kaizen in an Educational Organization		E-mail or discussion forums are examples of asynchronous communication tools. <ul style="list-style-type: none"> Recorded presentation, 	Evaluation and Feedback

DAY 2: CREATIVE THINKING IN LEADERSHIP
LAURA RIAVITZ, Austria

Specific Objectives	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person ¹	Time Allotment For Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives ²
		INTRODUCTION TO CREATIVITY	8 hours	This course will adopt an instructor-led and facilitated	Quiz Checklist Survey
		Individual Creativity: Systemic Inventive Thinking and the Five Thinking Tools			

Discover concepts and tools in digital workplace.	Differentiate the different thinking tools.			e-learning model, where the content of the course will be delivered through elements and activities that are arranged into a chronological order and where each participant is expected to perform the same tasks and deliver the same outputs.	
Develop collaborative skills in performing the team	Demonstrate skills in working within a team.	Group Creativity: How to be Creative Together			
Improve participants' resilience skills.	Engage in activities leading to positive self-reinforcement.	LEADING ONE'S SELF Managing Mindset: Motivating and Leading Self in Tough Times			
Strengthen participants' grip on one's behavior.	Demonstrate self-rewarding activity.	Managing Behavior: Setting Goals, Rewarding and Leading Self out of Failure			
Realize the importance of relationships with both bosses and co-workers.	Describe characteristics of relationships needed to maintain relationships within the organization.	Managing Relationships: Managing the Boss, Colleagues and Leading by Example			
Equip participants with skills required in managing teams.	Describe the tasks of leaders with focus on sorting of expectations, setting goals, and motivating team members.	MANAGING TEAMS <ul style="list-style-type: none"> • Managers Lead the Course • Managers are Motivators • Managers Shape Each Person in their Team 		E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls,	Quiz Performance Checklist Visual Reflection
Adapt practices in creating performing teams.	Develop skills in communicating with the team.	Best Practices in Managing Teams			

<p>Overcome challenges in managing diverse personalities and cultures in a team.</p>	<p>Discuss how to best manage various teams based on their characteristics.</p>	<p>Managing Different Types of Teams</p> <p>DEVELOPING EXECUTIVE PRESENCE</p>		<p>application sharing, and audio and video conferencing to communicate and work together.</p>	
<p>Get participants oriented with the importance of executive presence.</p> <p>Equip participants with new knowledge on thinking patterns.</p> <p>Develop participants' emotional proactivity.</p> <p>Develop the discipline of making a projection.</p>	<p>Explain passion and positivity alongside factors of executive presence.</p> <p>Discuss relationship between thinking patterns and executive presence.</p> <p>Demonstrate actions that reflect self- confidence</p> <p>Strategize activities that lead to action patterns.</p>	<p>Understanding Executive Presence</p> <p>Thinking Perspectively</p> <p>Feeling Self- confident</p> <p>Making a Projection</p>		<p>Learning activities for the course will be delivered by Asynchronous method</p> <p>Asynchronous events are time-independent. A self-paced course is an example of asynchronous e-learning because online learning takes place at any time. E-mail or discussion forums are examples of asynchronous communication tools.</p> <ul style="list-style-type: none"> o Recorded presentation, such as slideshow and videos o Online quiz 	<p>Visible Thinking Exercises</p> <p>Self- Assessment Rubric</p> <p>Evaluation and Feedback</p>

DAY 3: STRESS MANAGEMENT AND RESILIENCE

CAITLIN MANNING RILEY, USA

Specific Objectives	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person ¹	Time Allotment For Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives ²
<p>Introduce participants to the course expectation</p> <p>Realize what stress response is and how it can be maladaptive in the modern world.</p> <p>Gain understanding the purpose of resilience</p> <p>Acquaint participants to the domains of personal resilience.</p>	<p>State objectives of the course.</p> <p>Explain how engaging with children complicates the more typical job-related stress</p> <p>Assess frequency of current self-care strategies</p> <p>Create SMART goals for strengthening each type of resilience</p>	<p>Introduction</p> <p>Stress Response and the Caring Professions</p> <p>Introduction to Resilience</p> <p>The Five Domains of Personal Resilience</p> <p>Psychological</p> <p>Physical</p> <p>Social- Emotional</p>	<p>8 hours</p>	<p>This course will adopt an instructor-led and facilitated e-learning model, where the content of the course will be delivered through elements and activities that are arranged into a chronological order and where each participant is expected to perform the same tasks and deliver the same outputs.</p>	<p>Quiz</p> <p>Checklist</p> <p>Survey</p>
		<p>Spiritual</p> <p>Occupational</p> <p>Conclusion</p>		<p>E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls, application sharing, and</p>	<p>Quiz</p> <p>Performance Checklist</p> <p>Visual Reflection</p> <p>Evaluation and Feedback</p>

