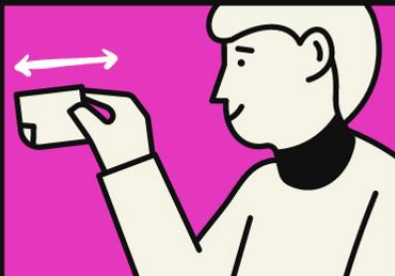




exeQserve  
HR SOLUTIONS

# ONLINE PUBLIC WORKSHOPS

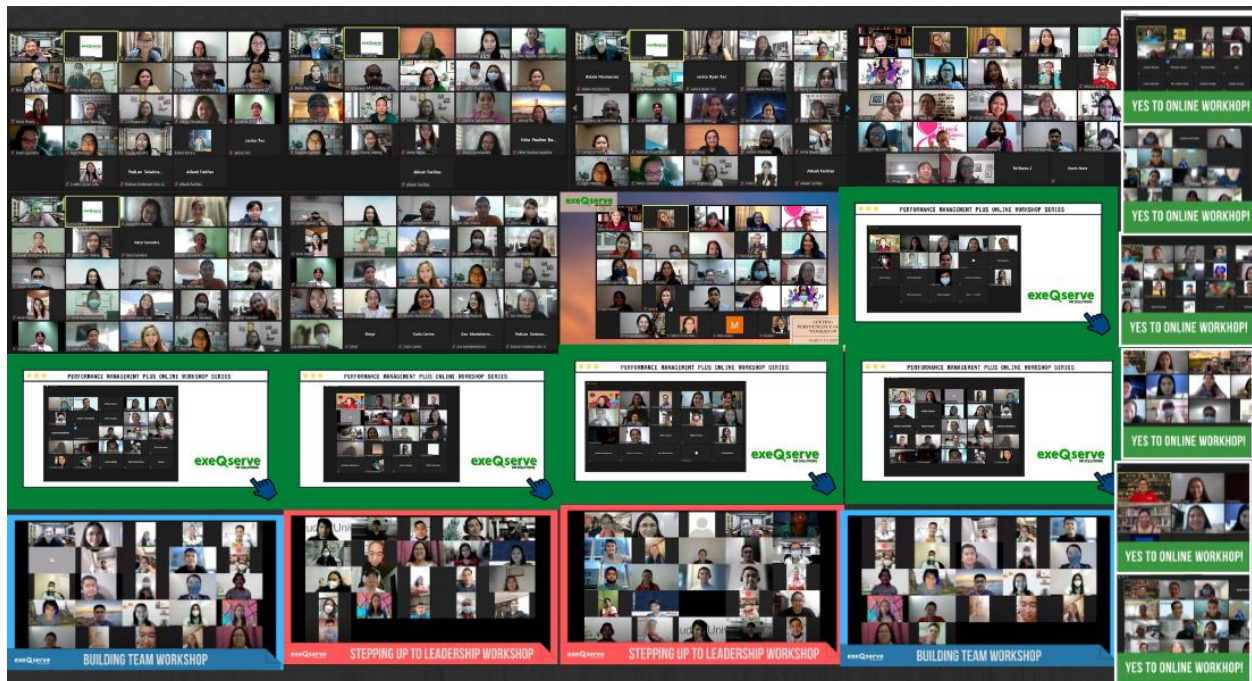


FEB-MAY 2024 | 1PM - 5PM



## Welcome to ExeQserve's dynamic learning landscape in 2024!

ExeQserve is on a transformative journey, committed to empowering learners through our Online Public Workshops focusing on leadership, talent development, and professional growth. Our dedication shines through in meticulously crafted sessions exploring the intricacies of leadership and talent management, with a strong emphasis on individualized development. We provide a dynamic platform for honing critical skills, gaining strategic insights, and fostering a culture of continuous learning. Join us on this enriching journey as we equip individuals with the tools to navigate the evolving landscape of leadership and talent, unlocking their full potential and driving success in their professional endeavours.



Our 2024 Online Public Workshops aim to elevate your professional journey, focusing on Supervisory Skills Development and the comprehensive Competency Development Workshop Series. Immerse yourself in the intricacies of talent management with the "Competency Development Workshop Series," exploring the fundamentals, recruitment strategy, learning and development, performance management, and succession planning. Join us in cultivating skills, fostering growth, and navigating the evolving landscape of professional excellence. Your journey towards success begins here.

The banner features the title 'Supervisory Skills Development' in a large, bold, blue font, with 'Public Workshop' in a smaller, cursive font below it. The exeQserve HR SOLUTIONS logo is in the top right corner. The central illustration shows a man in a white shirt sitting at a desk with a computer, looking confused with a question mark above his head. A man in a yellow shirt stands next to him, pointing at the screen and holding a folder, appearing to be a supervisor or facilitator. The background includes a clock, a bulletin board with papers, and a potted plant.

**Supervisory Skills Development**  
*Public Workshop*

**Facilitator: Mr. Edwin C. Ebreo**

**February 16, 23, March 1, 8, 2024**  
**1:00 PM - 5:00 PM | via Zoom**

Welcome to the Supervisory Skills Development Public Workshop! Join us in honing your leadership mindset, mastering essential management tools, and fostering teamwork dynamics. Get ready to elevate your supervisory skills and embark on a transformative journey toward leadership excellence!

Supervisory Skills Development Workshop is designed to help supervisors and managers assess their mindsets and adjust accordingly to the new leadership paradigms. It will also equip them with basic management tools like planning, organizing, leading, controlling, and communicating. It is also designed for them to appreciate not only their roles as leaders but also the dynamics of teams and what they need to do to encourage teamwork.

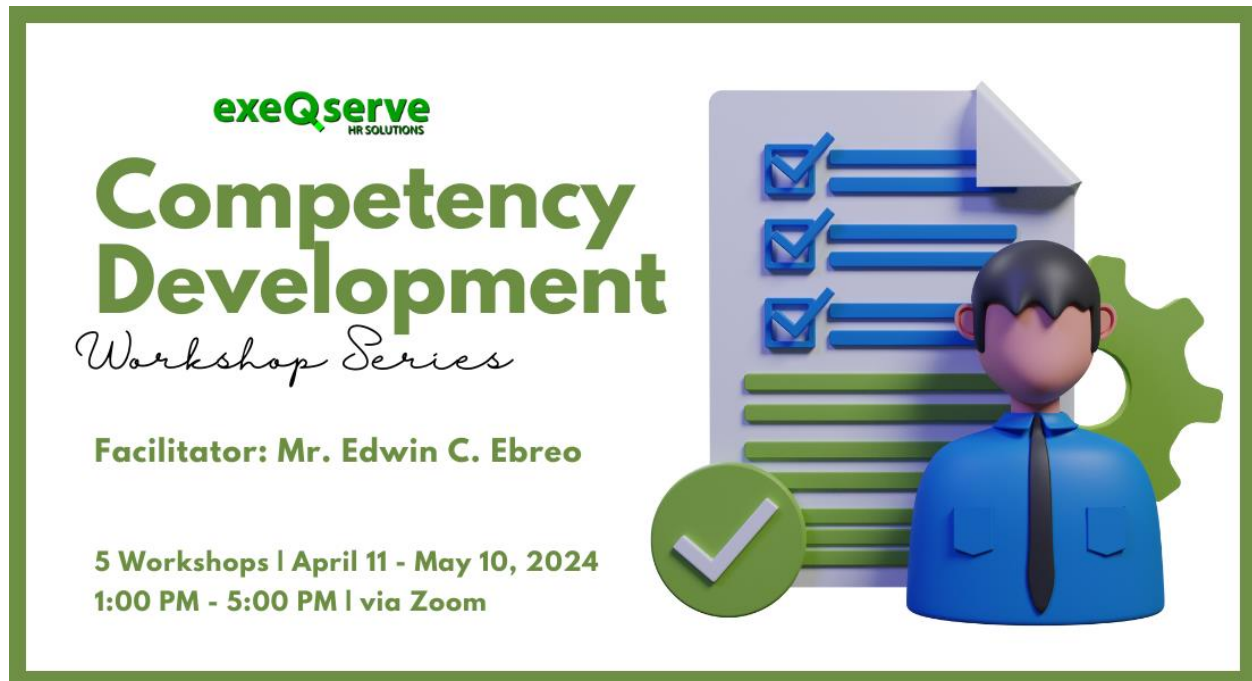
### Workshop Objectives

By the end of the workshop, the learners would be able to:

- Shift mindset from worker to leader and from boss to leader
- Shift mindset from powerless to empowered.
- Identify the needed competencies for effective leadership and supervision.
- Describe the steps in building high-performing teams.
- Develop action plans with SMART objectives and follow the PDCA framework.
- Demonstrate the application of Situational Leadership Model in developing employees' capacity to perform.
- Identify workplace application of motivational theories.
- Describe the role of supervisors in managing employee performance and maintaining discipline in the workplace.
- Use communication as an important leadership tool.

## Public Workshop Details

<b>Design &amp; Facilitation</b>	Mr. Edwin C. Ebreo (CEO & Founder of ExeQserve)
<b>Platform</b>	Instructor-led via Zoom
<b>Early Bird Rate</b>	Php 8,500 (all in) (Promo ends on January 31, 2024)
<b>Regular Rate</b>	Php 9,000 (all in)
<b>Schedule</b>	<ul style="list-style-type: none"> <li>• Session 1: February 16, 2024 (1:00 PM - 5:00 PM)</li> <li>• Session 2: February 23, 2024 (1:00 PM - 5:00 PM)</li> <li>• Session 3: March 1, 2024 (1:00 PM - 5:00 PM)</li> <li>• Session 4: March 8, 2024 (1:00 PM - 5:00 PM)</li> </ul>
<b>Inclusions</b>	<ul style="list-style-type: none"> <li>• Access to the four (4) live/instructor-led sessions via zoom</li> <li>• Tools and templates that can be used in the workplace</li> <li>• E-Certificate of Completion</li> <li>• PDF copy of the facilitator's presentation</li> <li>• Lifetime access to all of the recordings of the 4 sessions</li> </ul>
<b>Online Registration</b>	<a href="https://forms.gle/FaigApkVcAWdkQ6e7">https://forms.gle/FaigApkVcAWdkQ6e7</a>

The graphic features the exeQserve HR SOLUTIONS logo at the top left. The main title 'Competency Development' is in a large, bold, green font, with 'Workshop Series' in a smaller, cursive font below it. The facilitator's name, 'Facilitator: Mr. Edwin C. Ebreo', is listed. The dates and time are '5 Workshops | April 11 - May 10, 2024' and '1:00 PM - 5:00 PM | via Zoom'. On the right, there is a 3D illustration of a man in a blue shirt and tie, a green gear, a checklist with three blue checkmarks, and a green circle with a white checkmark.

**exeQserve**  
HR SOLUTIONS

# Competency Development

*Workshop Series*

**Facilitator: Mr. Edwin C. Ebreo**

**5 Workshops | April 11 - May 10, 2024**  
**1:00 PM - 5:00 PM | via Zoom**

Here is a comprehensive program for developing and implementing your company's competency-based HR Strategy.

Successful Talent Development is a product of an integrated strategy that begins at recruitment and branches out to all initiatives aimed at improving performance and preparing people for bigger responsibilities. Developing a competency-based system makes this integrated strategy possible.

People in charge of Talent Development must learn how to piece a competency framework together and learn how to use it to create a cohesive strategy for hiring, developing, and managing people's performance.

This highly interactive online course has been specifically tailored to aid those who must design, develop, or implement competence-based HR Systems within their organization. Through this course, you will be able to use tools and templates supplied by us to develop your company's framework and catalog, apply it in your recruitment process, develop a competency-based learning and development needs analysis and plans, convert your performance management strategy, and use it to aid your succession management efforts. This online course is divided into 5 Parts:

1. Fundamentals of Competency Development
2. Competency-based Recruitment Strategy
3. Competency-based Learning & Development Strategy
4. Competency-based Performance Management
5. Competency-based Succession Management

# Fundamentals of Competency Development



A must-attend 2-session course that offers tools and templates you can use to do the following:

- a. Develop your competency Framework and Catalog.
- b. Facilitate Position Profiling

Topics	Learning Objectives	Free Tools and Templates
<p><b>Overview of Competency-Based HR</b></p> <ul style="list-style-type: none"> <li>• Why Competency-based</li> <li>• Applying the competency-based approach to various Talent Development Areas                             <ul style="list-style-type: none"> <li>○ Recruitment</li> <li>○ Learning and Development</li> <li>○ Performance Management</li> <li>○ Succession Management</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Explain what Competency-based HRD is and its uses</li> </ul>	
<p><b>A Walkthrough of Organizational Competency Framework Development</b></p> <ul style="list-style-type: none"> <li>• Developing a Model</li> <li>• Determining your competency mapping strategy</li> <li>• Identifying the Company’s Core Competencies</li> <li>• Identifying the leadership competencies</li> <li>• Identifying Technical Competencies</li> <li>• Identifying Leadership Competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Explain the process of identifying core, organizational, technical, and leadership competencies</li> </ul>	<ul style="list-style-type: none"> <li>• Competency Dictionary</li> </ul>
<p><b>Position Profiling</b></p> <ul style="list-style-type: none"> <li>• Dos and Don’ts</li> <li>• Methodologies                             <ul style="list-style-type: none"> <li>○ Job Analysis</li> <li>○ FGD Simulation</li> <li>○ Behavioral event interview</li> <li>○ Roleplaying</li> </ul> </li> <li>• Establishing Competency Matrix</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the process in position and talent profiling.</li> <li>• Explain the competency validation process</li> </ul>	<ul style="list-style-type: none"> <li>• Position Profiling tools</li> </ul>
<p><b>Talent Profiling and Competency Assessment</b></p> <ul style="list-style-type: none"> <li>• Pitfalls to avoid.</li> <li>• Walking through the process of talent profiling</li> <li>• Using Multi-rater assessment</li> <li>• Validating Results</li> </ul>	<ul style="list-style-type: none"> <li>• Describe the process in position and talent profiling.</li> <li>• Explain the competency validation process</li> </ul>	<ul style="list-style-type: none"> <li>• Competency assessment templates</li> </ul>

## Competency-based Recruitment Strategy

<p><b>Competency-based Recruitment Strategy</b></p> <p>Facilitator: Mr. Edwin C. Ebreo</p> <p>April 19, 2024 1:00 PM - 5:00 PM   via Zoom</p>	<p>A 4-hour session to help you use your competency framework in candidate profiling and developing screening tools.</p>
---	--

Topics	Learning Objectives	Free Tools and Templates
<ul style="list-style-type: none"> <li>• Mapping out your end-to-end recruitment process</li> <li>• Using competencies to profile positions</li> <li>• Identifying methods for data-gathering</li> <li>• Developing and acquiring screening tools</li> <li>• Conducting behavioral event interview to surface competencies</li> <li>• Making hiring decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Apply the competency framework in position profiling, screening of candidates, and making hiring decisions.</li> </ul>	<ul style="list-style-type: none"> <li>• Competency-based job description template</li> <li>• Competency-based screening tools and templates.</li> </ul>

## Competency-based Learning & Development

<p><b>Competency-based Learning and Development</b></p> <p>Facilitator: Mr. Edwin C. Ebreo</p> <p>April 26, 2024 1:00 PM - 5:00 PM   via Zoom</p>	<p>A 4-hour session to help you facilitate the following:</p> <ul style="list-style-type: none"> <li>• Talent Profiling</li> <li>• Competency-based L&amp;D Needs Analysis</li> <li>• L&amp;D Planning</li> </ul>
---	---

Topics	Learning Objectives	Free Tools and Templates
<ul style="list-style-type: none"> <li>• Elements of an L&amp;D Strategy</li> <li>• Roles and Responsibility</li> <li>• Conducting a Competency-based LNA</li> <li>• Structure of a well-designed learning intervention</li> <li>• Designing interventions based on the 70-20-10 Principle.</li> <li>• Applying tools for 4-level evaluation</li> </ul>	<ul style="list-style-type: none"> <li>• Use the competency framework to identify learning and development needs.</li> <li>• Develop a competency-based learning and development strategy</li> </ul>	<ul style="list-style-type: none"> <li>• Talent Profiling tool</li> <li>• Competency Gaps Assessment Tool</li> <li>• Sample Competency-based IDP</li> <li>• L&amp;D Plan and Strategy Template</li> </ul>

## Competency-based Performance Management

<p><i>Competency-based</i> <b>Performance Management</b></p> <p><b>Facilitator: Mr. Edwin C. Ebreo</b></p> <p>May 3, 2024 1:00 PM - 5:00 PM   via Zoom</p>	<p>A 4-hour session on how to integrate your competency framework in your performance management system. This course will help you do the following:</p> <ol style="list-style-type: none"> <li>Align competencies with KRAs and performance targets.</li> <li>Establish competency-based monitoring and feedback strategy.</li> <li>Link learning and development with performance management.</li> </ol>
--	--

Topics	Learning Objectives	Free Tools and Templates
<ul style="list-style-type: none"> <li>Overview of the Competency-based Performance Management Framework</li> <li>Aligning Competencies with Performance Objectives</li> <li>Using critical incidents to monitor competency demonstration.</li> <li>Linking competency-based PMS with L&amp;D</li> </ul>	<ul style="list-style-type: none"> <li>Apply a competency-based approach to managing employee performance</li> </ul>	<ul style="list-style-type: none"> <li>Competency-based Performance Management Policy Template</li> </ul>

## Competency-based Succession Planning

<p><i>Competency-based</i> <b>Succession Planning</b></p> <p><b>Facilitator: Mr. Edwin C. Ebreo</b></p> <p>May 10, 2024 1:00 PM - 5:00 PM   via Zoom</p>	<p>A 4-hour session on developing a competency-based career and succession management program that allows you to do the following:</p> <ol style="list-style-type: none"> <li>Develop a competency-based career development plan for employees.</li> <li>Use your competency framework to establish paths for high potential employees.</li> <li>Develop a competency-based succession strategy.</li> </ol>
--	---

Topics	Learning Objectives	Free Tools and Templates
<ul style="list-style-type: none"> <li>Designing the policy</li> <li>Linking Strategic and Workforce planning decisions</li> <li>Analyzing gaps</li> <li>Identifying talent pools</li> <li>Developing succession strategies</li> <li>Implementing Succession Strategies</li> <li>Monitoring and evaluating</li> </ul>	<ul style="list-style-type: none"> <li>Apply the competency framework for identifying strategy and process of preparing high potential employees for bigger responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>Succession Planning tools and templates</li> </ul>



## Public Workshop Details

<b>Design &amp; Facilitation</b>	Mr. Edwin C. Ebreo (CEO & Founder of ExeQserve)
<b>Platform</b>	Instructor-led via Zoom
<b>Early Bird Rate</b>	<ul style="list-style-type: none"> <li>• Whole Series: Php 21,000 (all in) (Promo ends on March 22, 2024)</li> <li>• Fundamentals of Competency Development: Php 6,500 (all in) (Promo ends on March 22, 2024)</li> <li>• Other Modules: Php 4,000/module (all in) (Promo ends on March 22, 2024)</li> </ul>
<b>Regular Rate</b>	<ul style="list-style-type: none"> <li>• Whole Series: Php 23,000 (all in)</li> <li>• Fundamentals of Competency Development: Php 7,000 (all in)</li> <li>• Other Modules: Php 4,500/module (all in)</li> </ul>
<b>Schedule</b>	<ul style="list-style-type: none"> <li>• Fundamentals of Competency Development April 11-12, 2024 (1:00 PM - 5:00 PM)</li> <li>• Competency-based Recruitment Strategy April 19, 2024 (1:00 PM - 5:00 PM)</li> <li>• Competency-based Learning &amp; Development April 26, 2024 (1:00 PM - 5:00 PM)</li> <li>• Competency-based Performance Management May 3, 2024 (1:00 PM - 5:00 PM)</li> <li>• Competency-based Succession Planning May 10, 2024 (1:00 PM - 5:00 PM)</li> </ul>
<b>Inclusions</b>	<ul style="list-style-type: none"> <li>• Access to the live/instructor-led sessions via zoom</li> <li>• Tools and templates that can be used in the workplace</li> <li>• E-Certificate of Completion</li> <li>• PDF copy of the facilitator's presentation</li> <li>• Lifetime access to all of the recordings of the sessions you enrolled in</li> </ul>
<b>Online Registration</b>	<a href="https://forms.gle/J1DhCJkZAr8i5NQR6">https://forms.gle/J1DhCJkZAr8i5NQR6</a>

## Payment Process

**BEFORE PAYMENT:** For those who are registering under their company, kindly submit the following once you have finished the registration:

- BIR Certificate of Registration (2303)
- Certificate of Creditable Tax Withheld at Source (2307) - if applicable

### **STEP 1 - TRANSFER FUND OR DEPOSIT CASH OR CHECK TO THE FOLLOWING EXEQSERVE ACCOUNTS:**

- Account Name: ExeQserve Corporation  
Account No.: 110-23-000242-8  
Bank: Robinsons Saving Bank (Gil Puyat, Makati branch)
- Account Name: ExeQserve Corporation  
Account No.: 000-0005962-081  
Bank: Security Bank (Dela Rosa Branch)

### **STEP 2 - VALIDATION OF PAYMENT**

After depositing the payment, please email a photo of the deposit slip or proof of payment to [information@exeqserve.com](mailto:information@exeqserve.com). Make sure you've filled out the correct information on the Name, TIN, and address to be written on the receipt on this online registration form. An email will be sent to you.

### **STEP 3 - ISSUANCE OFFICIAL RECEIPT**

Official Receipt will be issued together with the Billing Invoice after the workshop.



## Edwin C. Ebreo

### President, ExeQserve, Corporation

**Edwin** is the founder and President of ExeQserve, Corporation, an HR Solutions Company. He is also the company's head consultant for Organization Development and Human Resource Development.

Ed developed his skills in training, recruitment, human resource management, organization development and management consulting through twenty years of collective experience in the retail, financial, BPO and HR consulting business.

Before his founding of ExeQserve, Ed was HR Director/Manager for CheQ Systems, Athena E-Services and PET Plans' Subsidiary Companies. He was also Head of Training for SPI Technologies, Inc. and Philippine Seven Corporation, the local franchise owner of 7-Eleven Convenience Stores.

### HRMD Strategies Development and Implementation

Ed facilitated a number of strategy formulation, policy writing and change management for the implementation of employee handbooks, compensation programs, performance management system, competency-based HRD, incentive schemes and retention programs for companies like CORE, Mobext, Numlock, ALC holdings, SEARCA, Tenkiebox, Provincial Governments of Bohol and Guimaras.

### Learning Activity Design and Implementation

Ed developed dozens of courses and workshops on topics like high performance leadership, supervision, management, change, creativity, coaching, personal effectiveness, values alignment, career planning, maintaining discipline in the workplace, trainers' training, presentation skills enhancement, assertive communication, strategic planning and team building. His creativity and skill in learning activity design enables Ed to customize programs based on the identified needs of clients.

### Industry Experience

Ed has worked with organizations in various industries and sectors. He is an accredited learning service provider of Philippine-Australia Human Resource and Organization Development Facility (PAHRODF) and has done work for OPAPP, NEDA, NAMRIA, DILG and two provincial governments through the facility. He worked closely with companies in the IT, Financial, Marketing, Manufacturing and other service industries in identifying their needs, formulating, customizing and delivering solutions that lead to desired results.

### Personal Advocacies

Ed is particularly passionate about helping develop skills of the HR practitioners in the country and develop the careers of individuals through his blogs <http://anythinghr.blogspot.com> and <http://pinoycareercoach.blogspot.com>. He is also an active member of Toastmasters where he helps mentor members who wish to enhance their public speaking skills.

Ed took up Mass Communication at New Era University and has completed various training programs that helped him develop his competence in leading and training. His most important education is his experience as human resource development professional helping companies achieve their full potential through their people.

## Corporate Profile

EXEQSERVE CORPORATION is an HR and Organization Development solutions provider that has been operating since 2007. As a strategic partner, we have helped our clients build high performing teams by offering recruitment, training, public workshops, and other HROD interventions.

### OUR VISION

To become a company of world-class HR professionals

### OUR MISSION

We are committed to providing outstanding services to help companies build teams of high performing individuals

### OUR VALUES

Our people are committed to give value adding services through teamwork, customer intimacy, pursuit of excellence, creativity and resourcefulness, flexibility, and fun.

#### Teamwork



Success can only be achieved through synergistic collaboration among members of our team. We value each of them as unique individuals, their trust, and their contribution in ensuring exeQserve's delivery of quality service to our clients.

#### Customer Intimacy



We treat each organization as unique in terms of its business model, strategies and culture. We strive to work as closely as we can with our clients in finding ways to deliver the right products and services according to their needs.

#### Pursuit of Excellence



We know that excellent service can only come from people who pursue excellence. Our team members accept it as their personal responsibility to the company and to our clients to seek improvement in their knowledge, skills and performance.

#### Creativity and Resourcefulness



Our business requires that we think within the box as well as outside the box. We continually welcome and apply new ideas and technologies to aid us in serving our clients.

#### Flexibility



Our ultimate goal is to keep our customers satisfied. We go the extra mile, go beyond the boundaries of our job descriptions and defy conventions without breaking the rules in order to achieve this goal.

#### Fun



We believe that happy employees are productive employees, hence we strive to include fun in our agenda no matter how busy we are and no matter how challenging the work is.

## OUR SERVICES

### TRAINING

ExeQserve Training will work closely with you to identify your training needs. We tailor-fit our programs to ensure that your employees get exactly what they need. With our passion for fun, balanced with our practical and skills-focused approach, we deliver training that is right for you.

At ExeQserve, we believe that the best way to develop employees’ capacity to perform is through a strategic talent development approach.

Over the years, we have developed and customized of a hundred courses on the following topics:

Leadership and Management Development	Sales and Marketing	Personal Mastery/ Leadership
HR Competency Development	Customer Service	Project Management
Personal Image Enhancement	Communication	Culture Bulding
Coaching and Mentoring	Problem-solving and decisiion-making	Creativity and innovation

### CONSULTING

ExeQserve HROD Consulting does its best to understand your organization, its goals and aspirations, its current situation and identify the best solution to help enable and empower your employees to contribute to goal achievement. We design employment policies, incentive programs, performance management system, and other interventions to help you achieve organizational alignment.

HR Management	Organizational Development	Talent Development
<ul style="list-style-type: none"> <li>• HR Audit</li> <li>• Policy Writing</li> <li>• Recruitment</li> <li>• Performance Management System Implementation</li> <li>• Job analysis/ Job Description Writing</li> </ul>	<ul style="list-style-type: none"> <li>• Visioning</li> <li>• Organizational Structure Assessment</li> <li>• Strategic Planning</li> <li>• Culture building/alignment</li> <li>• Team Development</li> </ul>	<ul style="list-style-type: none"> <li>• Competency Development</li> <li>• Talent Development Strategy</li> <li>• Learning and Development Strategy Development</li> </ul>