exeQserve

# Succeeding with P.O.L.C

## The Fundamental Tools of Managing and Supervising

## Online Workshop




**DATE & TIME**
December 22, 2026 | 8:00 AM - 5:00 PM

**PLATFORM**
Zoom

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# Program Rationale

Employees are often promoted to supervisory positions because they are technically competent and dependable. However, managing other people requires a different set of skills.

Supervisors must learn how to translate goals into action, organize work, delegate responsibilities, guide employees, monitor performance, and address problems before they become bigger.

Planning, Organizing, Leading, and Controlling—or **POLC**—provides supervisors and new managers with a practical framework for managing work and people effectively.

This one-day workshop will help participants apply POLC to their daily responsibilities using practical tools, workplace cases, discussions, and guided exercises. The program is based on the core supervisory management concepts used in ExeQserve's First-Line Management program.

# Program Description

**Succeeding with POLC** is an interactive online workshop designed to equip supervisors and new managers with the fundamental tools for managing team performance.

Participants will learn how to:

- Plan work and establish clear expectations
- Organize tasks, responsibilities, and resources
- Lead employees using the appropriate direction and support
- Monitor performance and take timely corrective action

Participants will also receive a **POLC Management Toolkit** containing worksheets, checklists, conversation guides, and action-planning templates that they can immediately use in the workplace.

# Target Participants

- Newly promoted supervisors and managers
- Team leaders and officers-in-charge
- Technical specialists transitioning into management roles
- High-potential employees preparing for supervisory responsibilities
- Experienced supervisors who need to strengthen their management fundamentals

# Learning Objectives

By the end of the workshop, participants will be able to:

1. Explain the shift from individual contributor to supervisor.
2. Use POLC as a framework for managing work and people.
3. Translate goals into clear and executable work plans.
4. Organize and delegate responsibilities effectively.
5. Provide employees with the appropriate direction and support.
6. Monitor performance and address gaps without micromanaging.
7. Develop a 30-day plan for applying POLC in the workplace.



# Learning Methodology

The workshop will use:

- Facilitated discussions
- Online polls and self-assessments
- Workplace cases
- Breakout-room activities
- Skills demonstrations and practice
- Practical management tools
- Workplace action planning

# POLC Management Toolkit

Participants will receive practical tools that include:

- POLC Management Self-Assessment
- Supervisor's Action Planning Worksheet
- Delegation and Accountability Map
- Direction and Support Conversation Guide
- Performance Check-In Guide
- Weekly POLC Management Review
- 30-Day POLC Application Plan

# What Participants Will Gain

Participants will leave the program with:

- A practical framework for managing work and people
- Tools for planning and delegating responsibilities
- A guide for providing appropriate direction and support
- A simple approach to monitoring performance without micromanaging
- A workplace toolkit for applying the lessons
- A 30-day personal management action plan

# Workshop Outline

| Time | Module | Key Topics/Activities |
|---|---|---|
| 8:00–8:30 AM | **Opening Activities**<br>• Program overview and expectations<br>• POLC Management Self-Assessment | Identify current management strengths and development needs. |
| 8:30–9:15 AM | **From Individual Contributor to Manager**<br>• Role of the supervisor<br>• Achieving results through others<br>• Introduction to POLC | Explain the changing responsibilities of supervisors and the importance of the POLC management cycle. |
| 9:15–10:30 AM | **Planning: Turning Goals into Action**<br>• Clarifying expected results<br>• Setting priorities, actions, responsibilities, and deadlines<br>• Anticipating obstacles<br>• Action-planning exercise | Translate a management direction into a clear and executable work plan. |
| 10:30–10:45 AM | **Morning Break** | |
| 10:45 AM–12:00 | **Organizing: Creating the Conditions for Execution**<br>• Organizing tasks and resources<br>• Clarifying roles and coordination<br>• Delegating responsibility, authority, and accountability<br>• Delegation exercise | Organize and delegate work by clarifying responsibilities, authority, resources, and follow-through. |
| 12:00–1:00 PM | **Lunch Break** | |
| 1:00–2:15 PM | **Leading: Providing Direction and Support**<br>• Assessing employee capability and commitment<br>• Directing, guiding, supporting, and empowering<br>• Communicating expectations and feedback<br>• Conversation practice | Adjust the level of direction and support provided to employees based on their needs and situation. |

# Workshop Outline

| Time | Module | Key Topics/Activities |
|---|---|---|
| 2:15–2:30 PM | **Afternoon Break** | |
| 2:30–3:30 PM | **Controlling: Monitoring Without Micromanaging**<br>• Establishing performance standards<br>• Monitoring progress and identifying gaps<br>• Diagnosing causes and agreeing on corrective action<br>• Performance check-in exercise | Monitor performance, identify deviations, and agree on appropriate corrective actions. |
| 3:30–4:20 PM | **Integrated POLC Challenge**<br>• Application of Planning, Organizing, Leading, and Controlling to a supervisory case | Apply the complete POLC cycle to a realistic workplace situation. |
| 4:20–5:00 PM | **30-Day Workplace Application Plan and Closing**<br>• Personal application planning<br>• Learning review and commitments1 | Develop specific actions for applying POLC to an actual workplace responsibility or challenge. |

# Facilitator's Profile



## Edwin C. Ebreo

CEO & Founder of
ExeQserve Corporation

Why is Ed Ebreo your best choice for conducting this training?

Ed is recognized by the Philippine Society for Talent Development as a Certified Professional Training Designer(CPTD), and Certified Professional Training Facilitator (CPTF). He contributed significantly in the design and delivery of related certification courses to numerous practitioners.

Edwin is a seasoned expert in Organization Development and Talent Management with three decades of diverse experience spanning retail, financial, BPO, and HR consulting sectors. As President of the Philippine Society for Talent Development and host of "Usapang Training Atbp.", he plays a vital role in advancing the talent management practice in the country. Renowned for his proficiency in facilitating strategy formulations, policy development, and change management initiatives, Ed has led numerous projects aimed at enhancing organizational effectiveness and talent development. Widely recognized for his prowess in designing and implementing learning activities tailored to meet clients' unique needs across various industries, his commitment to empowering HR practitioners and individuals underscores his passion for nurturing talent and driving organizational success.

# Learning Investment

| Details | Duration | Early Bird Rate | Date |
|---|---|---|---|
| **Succeeding with P.O.L.C** | 8 hours | Php 1,680.00 (VAT Inclusive) | December 22, 2026 |

**Note:** The early bird rate is valid until December 15, 2026. After this date, the regular rate of PHP 2,240 per participant, VAT-inclusive, will apply.

# Payment and Registration

Register through our online registration form: https://forms.gle/veNntEyFPN3ppSiu7
And follow the instructions to settle your payment.

You may also opt to register through our Account Managers:

**Step 1** - Send us a list of participants you want to register. Kindly include their full names, designations, and email addresses.

**Step 2** - For the invoice, also provide the following:

- BIR 2303
- Key contact person (Full Name/Designation/Contact Number) for billing purposes.
- Billing Delivery Address

**Step 3** - Settle your payments through bank transfer or bank deposit, and send us a copy of the proof of payment.

## Bank Details

Account Name: EXEQSERVE CORPORATION
Account No. : 000-0005962-081
Bank: Security Bank (Dela Rosa Branch)

# About ExeQserve

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 training, public workshops, and other HROD interventions.

## 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.

## Consulting

ExeQserve HROD Consulting does its best to understand your organization, its goals, and aspirations, and 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 systems, and other interventions to help you achieve organizational alignment.



# Mission and Vision

## Our Vision

Powered by a successful team of professionals, ExeQserve shall be a sought-after partner of local and international organizations for our innovative and high quality talent and organization development solutions.

## 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 giving value-adding services through:

| | | |
|---|---|---|
| **Pursuit of Excellence** | **Creativity & Resourcefulness** | **Customer Intimacy** |
| **Flexibility** | **Teamwork** | **Fun** |