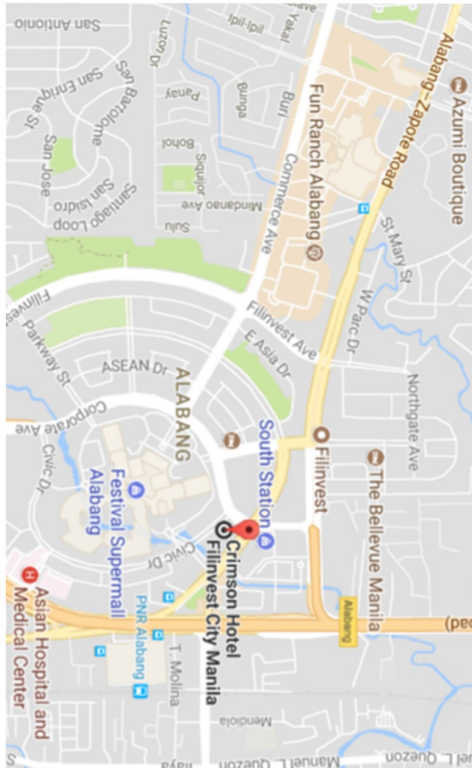


LEARNING SESSION VENUE MAP



**Asian Association of School HRMD Practitioners, Inc. (AASHPI)**  
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1281 Tropical Avenue, corner Luxembourg Street,  
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**AASHPI**  
Asian Association of School  
HRMD Practitioners, Inc.

**TRACK 1**

**The Art of School Leadership:  
Effective Ways to Lead and Manage  
Faculty and Staff in the Academe**  
JANUARY 25, 2018  
9:00 AM - 4:00 PM

**TRACK 2**

**Designing Employee Manual and  
Managing Employee Records: A  
Legal Guide for HR Practitioners  
(Includes Data Privacy Act Perspectives)**  
JANUARY 26, 2018  
9:00 AM - 4:00 PM

**TRACK 3**

**Journey to Retirement:  
Preparing for What is Ahead**  
JANUARY 25 - 26, 2018  
9:00 AM - 4:00 PM

**VENUE: CRIMSON HOTEL** | 2609 Civic Drive, Alabang,  
Muntinlupa, Metro Manila

**REGISTER NOW!!!**  
EARLY BIRD RATE IS ONLY UNTIL  
**DECEMBER 9, 2017**

✉ aashpi.org@gmail.com  
🌐 www.aashpi.org.ph  
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## The Art of School Leadership: Effective Ways to Lead and Manage Faculty and Staff in the Academe

Track 1

JANUARY 25, 2018 | 9:00 AM - 4:00 PM

Schools need leaders who possess the vision to improve the quality of learning outcomes while effective and efficient in management and administrative tasks. Identify your transformative leaders who can create an impact to the institution. Develop and hone your skills to overcome the challenges and create a positive influence to your workforce.

Participants of this learning session will be able to:

- develop and nurture innate leadership potentials;
- establish positive influence among members of the organization;
- grow your own pool of talents through succession planning; and
- learn best practices in managing and developing talents.

**Lead your workforce toward productivity and achieve your organizational goals.**

### TOPICS INCLUDED:

- I. Establishing Leadership and Influence
  - A. Traits of Influential Leaders
  - B. "The Myths of Leading from the Middle" and Overcoming the Challenges
  - C. Coaching and Mentoring the Multi-Generations
  - D. Workshop/ Case Study
- II. Developing Leadership Talent: A Guide to Succession Planning
  - A. Talent Assessment: Identifying Employees with Leadership Potential
  - B. Frameworks in Succession Planning Effective in the Academe
  - C. Best Practices in Talent Management and Succession Planning

### AASHPI BOOKS

### PRICE

A Compendium of Job Descriptions for Positions in the School Setting	650.00
2014 Compensation and Benefits Survey in Schools in the Philippines	1,500.00
Managing Human Resource Management: Local and Global Perspectives (Outcomes-based Learning)	478.00
Job Ranking and Salary Schemes for Schools (3rd Ed.)	600.00
Focused Interview Selection Technology for School Administrators, Officers, Faculty and Staff	450.00
An Education Culture Manual	600.00
Institutional Productivity and School Quality Through Key Results Areas and Rubrics	650.00
WPS: An Effective Tool for Organizational Efficiency	550.00
A Handbook on How to Develop an Effective Performance Management System	250.00
Human Resource Management: Local and Global Perspectives	398.00

\*\*\*Price is exclusive of the delivery cost

### AASHPI MEMBERSHIP

MEMBERSHIP	RATE
INSTITUTIONAL	1,500.00
INDIVIDUAL	1,000.00

We accept membership application and renewal for year 2018 as early as today.

### OTHER AASHPI EVENTS TO WATCH OUT FOR:

- **MARCH 2, 2018**  
JUNIOR AASHPI 3rd National Convention  
- Building Leadership Skills of the Millennials
- **APRIL 26 - 27, 2018**  
AASHPI LEARNING SESSIONS  
- Training the Trainers  
- Tax Updates in the Academe  
- Compensation and Benefits Administration



## Journey to Retirement: Preparing for What is Ahead

JANUARY 25 - 26, 2018 | 9:00 AM - 4:00 PM

Retirement is an inevitable stage for any employee. It can be a distant paradise or a burden to be anxious about. How ready are your employees in embracing retirement? What are your programs to prepare employees to look forward to retirement?

This special learning session is intended for retirees or soon-to-be retirees. It aims to:

- prepare them to face retirement with an open heart and mind;
- provide a guide on what to expect upon retirement;
- gain practical tips in processing retirement claims; and
- enhance their growth spiritually, socially, financially and physically even at this stage.

**Whole-heartedly face retirement with a smile. Join the journey to new adventure called "retirement". Send your retirees-to-be (a few months to three years from retirement).**

### TOPICS INCLUDED:

- I. Onward and Deeper: Spiritual Surprises in Retirement
  - A. Growing in Wisdom, Age and Grace
  - B. Journey Towards Wholeness
- II. Retirement Wellness
  - A. Financial Wellness
    1. Practical Tips in Processing Retirement Claims (SSS, HDMF, PhilHealth)
    2. Practical Tips in Processing Retirement Documents
      - a. Government Benefits
      - b. Senior Citizens ID
    3. What to do with Retirement Fund: Individual Financial Counseling
  - B. Health and Wellness
    1. Health Survey: How Healthy Are You?
    2. Establishing Health Goals
    3. Interest Survey (What are the Things You Enjoy Doing?)
    4. Lifestyle Planning
- III. A New Life after Retirement: Sharing of Happily Retired Individuals

**A must-attend for soon-to- retire faculty, staff and officers!**



## Designing Employee Manual and Managing Employee Records: A Legal Guide for HR Practitioners (Includes Data Privacy Act Perspectives)

JANUARY 26, 2018 | 9:00 AM - 4:00 PM

How important is an employee manual? What are the considerations in writing it? Employee manual documents the processes and policies of any institution. It serves as the constitution of the institution which employees must follow to align practices that will establish a culture and proper governance for the institution.

On the other hand, records management ensures a systematic documentation and control of files. What needs to be removed, distributed, safeguarded and archived in compliance to government mandates must always be known to the institution. The strategies in records management should be anchored on the Data Privacy Act (DPA).

The best way to know the processes and implications of these is through this learning session. Participants will

- create a customized manual suitable for the institution;
- gain awareness on the legal considerations in creating an employee manual;
- establish controls and organize records in maintaining data;
- learn best practices in writing an employee manual and managing records.

### TOPICS INCLUDED:

- I. Writing the Employee Manual
  - A. What are the Legal Considerations in Designing a Manual?
  - B. What are the Types of Manuals in Schools and their Relevance to HR?
  - C. How to Create a Manual?
  - D. Pitfalls to Avoid in Writing a Manual
- II. Managing Employee Records
  - A. How to Plan, Develop and Implement a Records Retention Program?
  - B. How to Secure Records?
  - C. What are the Implications of Data Privacy Act (DPA) in the Academe?