

	<b>METROPOLITAN NAGA WATER DISTRICT</b>		Document Code: <b>ASDF13</b>
	<b>FORMS</b>		Revision No.: 0
	<b>TRAINING DESIGN</b>		Effectivity Date: March 2017
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FORMS + TEMPLATES  
6.1.2 TRAINING DESIGN



Republic of the Philippines  
**METROPOLITAN NAGA WATER DISTRICT**  
40 J. Miranda Avenue, Naga City

**HUMAN RESOURCE DIVISION**  
MANPOWER PLANNING, RECRUITMENT, TRAINING & DEVELOPMENT SECTION

**TRAINING DESIGN**  
February 16, 2017

**TITLE :** Work-Life Harmony in the Bureaucracy

**VENUE :** 3rd Floor MNWD Multi-Purpose Hall

**DATE :** February 23, 2017

**TIME :** 8:00am to 5:00pm

**I. PARTICIPANTS**

OGM	4
EWRD/PDCD	4
AD&TBD	4
WDRD	3
PLC&NRMD	3
CSD/CAD	4
AD&TBD	4
WP&EMD/WQD	4
HRD	4
Union Representative	1
HRD Facilitator	1
IT Staff	2
Learning Provider from CSC	1
CSC Staff	1
<b>TOTAL</b>	<b>40</b>

**II. COURSE DESCRIPTION**

Almost all civil servants struggle to achieve that work-life balance, trying hard to divide their time well between work and family. With the lean organizational structure of most agencies, this goal is becoming increasingly elusive as more and more become overwhelmed with the stress brought about by diverse workload and expanding demands for quality time by the family. This may lead to employee disengagement and lesser productivity.

This course will help employees identify their work-life stressor and develop skills and strategies to effectively prioritize their time and energy which can ultimately bring them harmony.

**III. PERFORMANCE OBJECTIVE**

By the end of the course, the participants will be able to identify the sources of their stress that poison their ability to perform well and develop personal skills and strategies through action plan to drive away these poisons.

**IV. LEARNING OBJECTIVES:**

1. Explain the concept of work-life balance vis-à-vis harmony
2. Define Stress
3. Demonstrate an understanding of how stress affects us
4. Recognize the faces of stress and why these affect us
5. Identify coping strategies that can be used in effectively handling stress
6. Prepare an action plan on how to manage stress and achieve harmony



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**IV. PROGRAM**

**Day 1**

<p>8:00 - 8:30 am</p> <p>8:30 - 12:00 nn</p> <p>12:00nn - 1:00pm</p> <p>1:00 - 5:00 pm</p>	<p>Registration of Participants Opening Remarks Leveling of Expectations</p> <p>Module 1 - Introduction • Work-life balance v. Work-life harmony</p> <p>Module 2 - Understanding Stress Module 3 - Effects of Stress • Psychological • Emotional • Behavioral • Job burnout</p> <p>Lunch Break Module 4 -Sources of stress • Poisons Module 5 - Ways to Manage Stress Module 6- Personal Action Plan on how to Manage Stress and Achieve Harmony</p>	<p>HRD Personnel GM Cesar H. Federizon Atty. Daisy P. Bragais Director III/Asst. Regional Director</p>
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**V. BUDGETARY REQUIREMENT**

<b>A. Meals &amp; Snacks for (39) Participants</b>						
Snack (AM)	50.00	x	40 Persons	x	1 day =	2,000.00
Lunch	200.00	x	40 Persons	x	1 day =	8,000.00
Snack (PM)	50.00	x	40 Persons	x	1 day =	2,000.00
					Sub Total	12,000.00
<b>B. Training Fee</b>	12,000/day	x	1 day		=	12,000.00
<b>C. Honorarium of Service Learning Provider</b>						
	1,100.00/hr.	x	8 hrs.		=	8,800.00
<b>D. Traveling Expenses</b>						
PUV Fare(Legazpi to Naga)	140/pax	x	1 person		=	140.00
PUV Fare (Naga to Legazpi)	140/pax	x	1 person		=	140.00
<b>E. Miscellaneous</b>						
						3,000.00
<b>TOTAL</b>						<b>36,080.00</b>

\*Chargeable against HR Training Expenses Account No. 833

Prepared by :

Checked by:

Recommending Approval:

**MARJORIE G. DAVID**  
Admin Services Aide

**CRISTINA S. TADURAN**  
Ind. Relations Mgt. Officer C

**RICARDO B. FELIX III**  
Division Manager A

With Funds Available:

Approved by:

**EMMA A. CUYO**  
Division Manager A  
Acctg. Div./Budget&Treasury Div.

**CESAR H. FEDERIZON**  
General Manager A