Attention: President/CEO/Admin/Manager/HR

**MANAGEMENT SKILLS ENHANCEMENT SEMINAR**

December 10-11, 2015 @ CITY SUITES RAMOS TOWER CEBU

Resource Speaker: Atty. Kim Grace Mendoza

**WORKSHOP OBJECTIVE**: Increase self-awareness, develop sensitivity and increase communication skills as effective measures for dealing with difficult people resolving conflicts and building and leading successful teams.

**1.Values and Ethics**

Behavior style assessment survey

Personal values and their impact on work relationships

Ethical professional conduct as a motivator

**2.Conflict Resolution**

Dimensions of conflict management

Analysis of conflict management techniques

Identify and enhance your preferred conflict resolution style

**3.Effective Delegation**

Different delegation styles

Understanding the steps in the delegation process

Methods for determining the appropriate delegation strategy

**4.Motivation**

Motivation factors and their important on behavior and productivity.

Influence and persuasion as motivation factors

Tailoring your techniques to fit employee and work situations

**5.Managing Change**

Assess business structure and organizational readiness

Understanding change management and the impact of change

Learning the key steps in the change management process

The role of communications in the change management process

Monitoring and managing the change management process

REGULAR RATE: P 7,500.00

EARLY BIRD RATE    6,500 until **November 13,2015**

(Inclusive learning materials, CD & certificate of attendance, lunch am /pm snacks)

R E G I S T R A T I O N   F O R M

 COMPANY NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT#:           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS:               \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADD:           \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF PARTICIPANTS & DESIGNATION:

 1.   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**FOR RESERVATION PLEASE CONTACT : JOSHUA VARGAS**

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**CHECK SHALL BE MADE PAYABLE TO : *ITI TRAINFOLINK* Acct.# 1520-03887-5**

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**About Speaker: ATTY. KIM GRACE MENDOZA**

**Degree Holder, Bachelor of Science in Accountancy(year 2000)**

**Degree Holder, Bachelor of Laws(year 2007)**

**Passed the Bar Year 2007**

**Professor, Commercial Laws, School of Business and Economics (University of San Carlos)**

**Trial Lawyer**

**Corporate Lawyer**

**Retained Lawyer of different corporations**

**Labor Lawyer for various employees from different industries**

**Specialization:**  
Corporate/Business Law, Labor Law, Civil Law, Criminal Law, Taxation   
**Experience:**  
Employment History   
  
1. Private Practicing Lawyer2007   
2. Innodata XML2008, Certified Document Reviewer   
3. Maambong Varela and Associates2007 – 2008, Paralegal  
4. Western Wats Philippines, 2003 – 2007- Researcher / Interviewer  
5. AINESIS EXPORT INC.2000 – 2003, Accountant / HRD Manager/ Administrative Officer  
6. BM CONSTRUCTION AND GENERAL SERVICES, 1999 – 2000, Accounting Clerk / Administrative

Note: Please wait for the seminar advisory before securing tickets. We cater in House Training.

Advisory will be sent only to registered participants. Thank you