

UP INSTITUTE FOR SMALL SCALE INDUSTRIES

Programs for 2008

<i>Title</i>	<i>Objectives</i>	<i>Schedule/ Participation Fee</i>
January 7th ADVANCED INSTRUMENTATION AND PROCESS CONTROL COURSE (AIPC)	Enables participants to design, implement and maintain process control systems; understand and control process parameters; and configure control systems with appropriate hardware and software.	January 26 – February 23 9:00 AM – 4:30 PM (5 Saturdays) P9,000
86th MANAGERS' COURSE (MC)	Enhances managerial competence of participants by exposing them to a broad selection of modern management functions, tools and techniques.	January 26 – June 21 9:00 AM - 4:30 PM (20 Saturdays) P20,000
14th ACCOUNTING FOR NON-ACCOUNTANTS (AfNA)	Enables participants with no accounting background to understand and apply the principles, basic tools and techniques of the accounting process.	January 28 – February 1 9:00 AM – 4:30 PM (Monday to Friday) P6,250
February 21st STRATEGIC MARKETING COURSE (SMC)	Equips marketing managers/leaders with skills and tools for formulating effective marketing strategies to improve their competitive position in the open market.	February 9 – March 15 9:00 AM - 4:30 PM (6 Saturdays) P8,000
29th PRODUCTIVITY THROUGH EFFECTIVE SUPERVISION (PES)	Develops interpersonal, planning and other supervisory skills among those holding or about to assume supervisory positions in order to improve productivity and morale in the organization.	February 23 - March 15 9:00 AM - 4:30 PM (4 Saturdays) P6, 000
March 45th PROGRAMMABLE LOGIC CONTROLLER COURSE (PLCC)	Enables participants to identify areas for application of programmable logic controllers in their industry operations; and choose, design and implement the necessary software and hardware systems.	March 8 - April 12 9:00 AM - 4:30 PM (5 Saturdays) P8,500
SMALL BUSINESS COUNSELING LEVEL 1- INTRODUCTION TO BUSINESS COUNSELING, ENTREPRENEURSHIP AND INFORMATION AND COMMUNICATION TECHNOLOGY ▪ LEVEL 2 - BUSINESS PLANNING ▪ LEVEL 3 – CONSULTING TOOLS AND TECHNIQUES ▪ LEVEL 4 – INDUSTRY LEVEL CONSULTANCY	Provides participants with basic skills, attitudes and knowledge to perform small business counseling functions, including computer tools and applications. Enables business counselors to assist small entrepreneurs prepare a business plan. Enables business counselors to apply consultancy techniques in marketing, production, human resource management and finance. Discusses consultant-client personalities and consultancy styles. Enables business counselors to prepare industry/sectoral studies and make policy recommendations.	March 24 –28 March 31 – April 4 April 7 - 11 April 14 - 18 9:00 AM – 4:30 PM (Monday to Friday) P7,000/level
14th EFFECTIVE BUSINESS COMMUNICATION (EBC)	Provides participants with skills and tools to write effective letters, memos, reports, and other documents in a business setting.	March 25- 27 9:00 AM– 4:30 PM (Tuesday to Thursday) P5,000

April 12th CREATIVE SELLING TECHNIQUES (CST)	Develops the ability of sales managers and staff to generate more sales by tapping their creative resources.	April 5 – May 3 9:00 AM – 4:30 PM (5 Saturdays) P7,000
24th START YOUR OWN BUSINESS (SYOB)	Provides participants with tools to assess their entrepreneurial readiness; identify, evaluate and select business ideas; and plan, start and manage their own new enterprises.	April 5 – May 10 9:00 AM - 4:00 PM (6 Saturdays) P8,000
12th MONITORING AND EVALUATING PROGRAMS AND PROJECTS (MEPP)	Provides participants with knowledge, skills and attitudes to effectively monitor and evaluate programs and projects.	April 14 -18 9:00 AM - 4:30 PM (Monday to Friday) P5,500
42nd COMPREHENSIVE COURSE ON INSTRUMENTATION AND PROCESS CONTROL (IPC)	Enables participants to design, implement and maintain process control systems; and understand and control process parameters like flow, temperature, pressure, and liquid level.	April 26 – May 31 9:00 AM – 4:30 PM (6 Saturdays) P8,500
May DESIGNING AND IMPLEMENTING ENTREPRENEURSHIP PROGRAMS (DIEP)	Aims to equip participants with the knowledge, attitudes, and skills required to train both potential entrepreneurs and existing ones who want to grow.	May 5 – 30 9:00 AM - 4:30 PM (Monday to Friday, 20 days) P20,000
87th MANAGERS' COURSE (MC)	Enhances managerial competence of participants by exposing them to a broad selection of modern management functions, tools and techniques.	May 10 – September 20 9:00 AM – 4:30 PM (20 Saturdays) P20,000
15th TOTAL QUALITY MANAGEMENT (TQM) COURSE	Takes participants through the various stages and steps in planning and developing a total quality management program in their respective organizations.	May 17 – June 21 9:00 AM - 4:30 PM (6 Saturdays) P8,000
E-COMMERCE FOR SMES	Enables small entrepreneurs to showcase, promote and sell their products and services online.	May 19 – 21 9:00 AM - 4:30 PM (Monday to Wednesday) P5,500
15th ACCOUNTING FOR NON-ACCOUNTANTS (AfNA)	Enables participants with no accounting background to understand and apply the principles and basic tools and techniques of the accounting process.	May 31 – June 28 9:00 AM – 4:30 PM (5 Saturdays) P7,000
June 46th PROGRAMMABLE LOGIC CONTROLLER COURSE (PLCC)	Enables participants to identify areas for application of programmable logic controllers in their industry operations; and choose, design and implement the necessary software and hardware systems	June 14 – July 12 9:00 AM - 4:30 PM (5 Saturdays) P8,500
28th APPRECIATION COURSE ON ENTREPRENEURSHIP (ACE)	Orients participants to the rewards and risks of entrepreneurship, the steps in assessing their entrepreneurial readiness, and sources of assistance in setting up a business.	June 27 8:00 AM - 5:00 PM (Friday) P500

July HUMAN RESOURCE MANAGEMENT (HRM)	Provides participants with tools and techniques used in handling human resources, from recruiting, hiring, training, motivating, up to terminating them.	July 5 – August 2 9:00 AM – 4:30 PM (5 Saturdays) P7,000
88th MANAGERS' COURSE (MC)	Enhances managerial competence of participants by exposing them to a broad selection of modern management functions, tools and techniques.	July 12 – November 29 9:00 AM – 4:30 PM (20 Saturdays) P20,000
22nd STRATEGIC MARKETING COURSE (SMC)	Equips marketing managers/leaders with skills and tools for formulating effective marketing strategies to improve their competitive position in the open market.	July 12 – August 16 9:00 AM – 4:30 PM (6 Saturdays) P8,000
43rd COMPREHENSIVE COURSE ON INSTRUMENTATION AND PROCESS CONTROL (IPC)	Enables participants to design, implement and maintain process control systems; and understand and control process parameters like flow, temperature, pressure, and liquid level.	July 26 – August 30 9:00 AM – 4:30 PM (6 Saturdays) P8,500
August 15th EFFECTIVE BUSINESS COMMUNICATION (EBC)	Provides participants with skills and tools to write effective letters, memos, reports, and other documents in a business setting	August 12 - 14 9:00 AM– 4:30 PM (Tuesday to Thursday) P5,000
16th PRODUCTION MANAGEMENT (PRODMAN)	Provides participants with tools and techniques for improving efficiency and productivity in production operations.	August 9 – September 13 9:00 AM– 4:30 PM (6 Saturdays) P8,000
September 25th START YOUR OWN BUSINESS (SYOB)	Provides participants with tools to assess their entrepreneurial readiness; identify, evaluate and select business ideas; and plan, start and manage their own new enterprises..	September 6 – October 11 9:00 AM - 4:00 PM (6 Saturdays) P8,000
13th CREATIVE SELLING TECHNIQUES (CST)	Develops the ability of sales managers and staff to generate more sales by tapping their creative resources.	September 13 – October 11 9:00 AM – 4:30 PM (5 Saturdays) P7,000
8th ADVANCED INSTRUMENTATION AND PROCESS CONTROL COURSE (AIPC)	Enables participants to design, implement and maintain process control systems; understand and control process parameters; and configure control systems with appropriate hardware and software.	September 13 – October 11 9:00 AM – 4:30 PM (5 Saturdays) P9,000
October 30th PRODUCTIVITY THROUGH EFFECTIVE SUPERVISION (PES)	Develops interpersonal, planning and other supervisory skills among those holding or about to assume supervisory positions in order to improve productivity and morale in the organization.	October 4 - 25 9:00 AM - 4:30 PM (4 Saturdays) P6, 000
16th ACCOUNTING FOR NON-ACCOUNTANTS (AfNA)	Enables participants with no accounting background to understand and apply the principles, basic tools and techniques of the accounting process.	October 6 - 10 9:00 AM – 4:30 PM (Monday to Friday) P6,250

16th TOTAL QUALITY MANAGEMENT (TQM) COURSE	Takes participants through the various stages and steps in planning and developing a total quality management program in their organizations.	October 18 – November 29 9:00 AM – 4:30 PM (6 Saturdays) P8,000
47th PROGRAMMABLE LOGIC CONTROLLER COURSE (PLCC)	Enables participants to identify areas for application of programmable logic controllers in their industry operations; and choose, design and implement the necessary software and hardware systems	October 25 – November 29 9:00 AM - 4:30 PM (5 Saturdays) P8,500

Note: Special training programs can be developed and conducted upon request of agencies, firms and international organizations to address specific needs. The UPISSI reserves the right to make changes in training fees and other matters covered by this publication as it deems necessary.

By authority of the Asia Pacific Economic Cooperation (APEC), be an **International Certified Business Counselor** in the APEC Region through self-directed modules and workshops administered by UP-ISSI. Register in the Program: TRAINING and CERTIFICATION FOR BUSINESS COUNSELORS. Telephone nos. (632) 9279238 (direct line) and (632) 9287076 to 79 and ask for the SPAN Dept. Email apec.issi@up.edu.ph or access www.apec.biz.org and click Philippines.”

Industrial Guarantee and Loan Fund, Capability Enhancement Seminar for Participating Financial Institutions (PFIs) and Small and Medium Enterprises (SMEs). The program is designed to improve access to IGLF credit by small and medium enterprises (SMEs) and to increase PFI participation lending activities and increase loan availments. Participants will be provided with information on the Philippine SME Development Plan, IGLF policies and service programs of the Business Assistance Centers (BACs).

Small Enterprises Development for Sustainable Employment Program (GTZ-SMEDSEP) – Training Programs for rural and thrift banks.

- **Credit Appraisal and Monitoring** – shall provide a proven solution for quality credit portfolios and increase the operational efficiency of financial institutions. (10 days) Batangas (January 14-25), UP-ISSI, Diliman (February 4-15)

Other Financing Training Courses:

- **SME Finance for Executive** : trends in SME lending and principles, good practices, portfolio management, risks and needs of SMEs. (1 day)
- **Credit Risk Management** : credit monitoring, risk prevention, rating and scoring, risk calculation and types of risks in banking. (4 days)
- **SME Strategy and Marketing** : communication, business planning, marketing financial services, SMEs as clients- SME lending, market research and intro. to SME finance. (4 days)
- **Credit Pricing** : product design, price determination, core processes of lending, cost allocation, capital restrictions and loan risks, ratios and general aspects. (3 days)

Programs for Business Support Organizations (BSOs) and Investment Promotion Centers (IPCs): in cooperation with Private Enterprise Accelerated Resource Linkages Project Phase 2 (**Pearl2**), a project of the Canadian International Development Agency (**CIDA**).

- **Strategic Social Entrepreneurship (SSE) for Board of Directors (BODs)** for officers of Business support Organizations (BSOs) to gain concepts and tools for the effective top-level operations and control of their organization. (March 2008, 2 days)
- **Strategic Social Entrepreneurship (SSE) for Executive Directors (EDs)** of not-for-profit organization to acquire the skills and knowledge for effective operations of their Business Support Organizations (BSOs). (May 2008, 6 days)