



**LBP LEASING AND FINANCE CORPORATION**

(A LANDBANK SUBSIDIARY)

**MEMORANDUM**

**FOR :** THE BOARD OF DIRECTORS  
**THRU :** THE CORPORATE GOVERNANCE COMMITTEE  
THE MANAGEMENT COMMITTEE  
MICHAEL P. ARAÑAS  
PRESIDENT/CEO  
**FROM :** THE HEAD – CORPORATE SERVICES GROUP  
THE PERSONNEL SPECIALIST II  
**SUBJECT :** CORPORATE TRAINING PLAN FOR 2024  
**DATE :** 16 APRIL 2024

**REQUEST:**

Approval of the Corporate Training Plan for 2024.

**BACKGROUND:**

This Corporate Training Plan has been crafted based on a thorough needs and skills analysis, ensuring alignment with our strategic objectives and operational demands. It addresses critical skill gaps and prepares our personnel for progressive roles within the organization. Moreover, the plan utilizes both in-house and external resources to provide diverse and impactful learning experiences.

Implementing this plan will not only elevate our employees' capabilities but also significantly contribute to our competitive positioning in the industry. It is designed to foster a culture of continuous improvement and innovation, crucial for our sustained success.

**Highlights of the 2024 Corporate Training Plan:**

1. Every employee will participate in at least one technical training session during the year. This initiative will boost our technical capabilities, fostering a more competent and versatile workforce.
2. All training sessions will be integrated with the Learning Management System (LMS) to facilitate efficient tracking of employee progress and provide a structured platform for online learning and assessment.
3. The plan includes provisions for pop-up trainings tailored to emerging needs throughout the year. This flexibility allows us to promptly address any unforeseen challenges and keep pace with industry developments.

Detailed plan per head, including specific dates, training outlines, and partnering institutions, is in the HR Unit and may be changed as necessary upon implementation.

For the Board's consideration and approval please.

  
**CLARIZA G. GONZALES**

  
**RAIZZA L. GONZALES**



## **TRAINING PLAN 2024**

### **I. INTRODUCTION**

#### **A. Background Scope**

The training plan aims to enhance the knowledge, skills, and attitudes of LBP Leasing and Finance Corporation's (LLFC) talent pool, thereby improving performance quality and productivity. This will aid in building the organizational structure, bridging gaps, and equipping personnel for current and advanced positions.

This year-long training plan is essential for the development of both personnel and the organization. The training, which ranges from rank-and-file to officers, has been identified through organizational development interviews, new competency profiles, and an analysis of employees' duties and responsibilities.

1. Organizational Training
  - a. LLFC Business Operations
  - b. Core Values
  - c. Code of Conduct
  - d. Job and Workplace Safety and Security
  - e. Highlights of Relevant Office Circular, Special Order, and CPI
  - f. Annual Anti-Money Laundering Act
  - g. Business Continuity Management
  - h. ISO Training
  - i. GAD Training
2. Functional Training

These are the targeted training programs that aim to improve the specific competencies and skills employees need to perform their job roles effectively.
3. Individual Training

These are the special training identified per personnel based on the assessment in performance and behavior. The individual/special training targets the drastic competency gaps, problematic behavior, unsatisfactory performance, and special projects.

#### **B. Point of Contact**

1. Quality Assurance Manager – Ensures that the developed training is aligned to the organizational objectives. The QA Manager recommends changes or revision when necessary.
2. Training Manager – Oversees the overall Training activities – analysis, design, development, implementation, and evaluation. He/she is also responsible for the effective Training budget utilization.
3. Training Administrator – Implement and coordinates in-house and external Training. He/she is responsible in monitoring the LLFC Personnel's Training progress, performance improvement, and project output. The



Training Administrator will also assist the whole Training Committee in moderating the Training Quality Standards and Parameters.

4. Training Developer and Facilitator – Responsible in designing Training Manuals, presentations, and examinations in partnership with the Training Manager/Administrator. The Training Developer and Facilitator shall keep current with the field and industry by attending relevant seminars, meetings, and conferences.

**C. Document Organization**

QA Manager	:	President
Training Manager	:	Head – Corporate Services Group
Training Administrator	:	Human Resource Unit
Training Developer and Facilitators	:	Executive Vice President Head – Accounts Management Group Head – Account Servicing Group Head -Corporate Service Group General Counsel Head – Risk Management Unit Head – Internal Audit Unit Compliance Coordinator Unit Heads Human Resource Personnel Senior Level Account Officers *External Training Employee Representative/s

**II. INSTRUCTIONAL ANALYSIS**

**A. DEVELOPMENT APPROACH**

Through data gathered from the interviews and research for organizational development study, the Training Plan was developed to align with the training needs of LLFC personnel.

The Training Plan will be implemented by sending employee representative(s) to external training sessions, including those conducted by the Land Bank of the Philippines, inviting speakers for in-house sessions, and organizing learning sessions conducted by subject matter experts within the organization. The employee representative(s) must then conduct an echo session for other personnel designated for the specified training.

In-house training may be developed specifically to meet the unique needs of LLFC. These established in-house training programs shall be reviewed and verified by the Quality Assurance Manager, Training Manager, and/or other trusted subject matter experts as necessary.

To ensure the quality of the training, Pre- and Post-Training Examinations (in-house), Post-Training Feedback, and Training Effectiveness (Monitoring and Project) are part of the requirements before advancing to the next level of training, certification for a position, or qualification for a higher position level.

**B. ISSUES AND RECOMMENDATIONS**



The Training Developers and Facilitators will attend the Train the Trainers to ensure a well-developed Training and prevent foreseeable issues.

The LLFC will also adapt webinars, synchronous and asynchronous Training through the Learning Management System (LMS) as part of the continuous learning plan in times of the inability of face-to-face Training Interactions.

**C. NEEDS AND SKILLS ANALYSIS**

A consultant and/or skilled HR professional for Training and Development will first conduct a needs and skills analysis before creating the Training Plan. This ensures that the corporation's training investments align with the duties and responsibilities of the employees and the organizational objectives.

**III. INSTRUCTIONAL METHODS**

**A. Training Methodology**

1. **Instructor-led Training**  
A classroom or face to face learning interactions between the participants and the trainer. It is the traditional training method where the trainer presents the teaching material.
2. **Hands-on Training**  
This method is for the personnel who are new to the job or tasks and is commonly used to learn the procedures.
3. **Coaching/Mentoring**  
It is the one-on-one teaching method to develop the performance of the mentee. The Coach/Mentor is the one who has expertise in the specific field.
4. **Group Discussions and Activities**  
The collaborative approach of teaching within the group of people. This can be done through virtual or instructor-led Training.
5. **Webinar**  
The Training is being held in Virtual Live Cast and to be attended by the online audience.
6. **Learning Management System/Asynchronous Learning**  
An online learning in which each learner studies the course, recorded videos, and instructional materials at their own pace.

**B. Training Database**

The Training Administrator/HR shall use the HRIS and/or develop an efficient alternative monitoring for the updates of personnel's Training Database.

**C. Testing and Evaluation**



The Pre and Post Training Examination will be developed by the Training Developer and Facilitator, reviewed, and verified by the Quality Assurance Manager, Training Manager, and/or other trusted subject matter experts when necessary.

**IV. TRAINING RESOURCES**

**A. Course Administration**

The Training Administrator/HR is responsible for the enrollment of LLFC Personnel, monitoring of training programs, records, and certificate completion of employees.

**B. Resources and Facilities**

The Training Administrator/HR is responsible for ensuring that all training logistics are prepared prior to the conduct of the training. These logistics include budget allocation, enrollment, food, venue, documentation, and engagement of the training participants. Expenses related to the training will be charged to the training budget provided for in the Annual Corporate Operating Budget.

**C. Future Training**

Future training will be based on the modifications and improvements in Training Plan and Calendar, changes in priorities, periodic updating of course contents, and regulatory issuances.

**V. TRAINING CURRICULUM**

The Training Curriculum may come from an external trainer, speaker, or institution, or it may be developed by the Corporation's subject matter expert which should be according to the needs of the organization and the development plans.

**VI. EXTERNAL TRAINING ENROLLMENT**

All employees of the Corporation may enroll in or attend external training, provided that it has been approved and complies with the pre- and post-training requirements, as well as the training bond for training that requires a higher training investment.

**VII. EVALUATION AND REVIEW OF TRAINING PLAN**

Periodic review of the trainings conducted shall be done by the Human Resource Unit. Appropriate changes in the training plan may be recommended to ensure its suitability to the needs of LLFC personnel. Any changes and modifications in the training plan shall be submitted to the Management Committee for approval.

