



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

DIVISION ADVISORY
No. 042, s. 2021
May 24, 2021

*In compliance with DepEd Order No. 8, s. 2013,
This Advisory is issued not for endorsement as per DO No. 28, 2001
but for the information of DepEd Officials, Personnel Staff and the concerned public
(visit <https://depedelsalvadorcity.net>)*

**INTERNATIONAL TRAINING ON DIGITAL WORKPLACE LEADERSHIP: AN
ONLINE TRAINING COURSE FOR NON-TEACHING PERSONNEL IN AN
EDUCATIONAL ORGANIZATION**

The Southeast Asian Institute of Educational Training, Inc. is inviting non-teaching personnel and school leaders to join the International Training on Digital Workplace Leadership: An Online training Course for Non-Teaching Personnel in an Educational Organization on June 2020 – January 2022 via Zoom platform.

Further, this Office shall adhere to Equal Opportunity Principle (EOP) in indorsing participants to the International Training on Digital Workplace Leadership. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

Participation shall be subject to the *no-disruption-of-classes policy* stipulated in DepEd Order No. 09, s. 2005 entitled *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith*. Attached is the letter from the organizer for your reference.

For information and guidance.

OLGA C. ALONSABE, PhD, CESE
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Encl:

As stated

Reference:

Letter from the Organizer

To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAMS

SGOD/HRD/MPM





SOUTHEAST ASIAN INSTITUTE OF EDUCATIONAL TRAINING, INC.

B3 L42 Love Street, St. Anthony, San Fernando City, Pampanga
Securities and Exchange Commission Registration No. CN201114829
DepEd Learning Service Provider Authorization No. LSP-2000-0001

May 18, 2021

Olga C. Alonsabe PhD
Schools Division Superintendent
Division of El Salvador City

Dear Dr. Olga:

We have conducted trainings in the Philippines and some cities in Southeast Asia. We have also tapped the following foreign experts as our trainers: Dr. Ho Thanh My Phuong- Director, SEAMEO RETRAC, Ho Chi Minh City, Vietnam; Dr. Ida Karnasih- Former Deputy Director, SEAMEO QUITEP, Jakarta, Indonesia; Dr. Dennis Berg- Professor, California State University Fullerton/ Fulbright Scholar, China University of Hong Kong; Dr. Stephanie Phillip- National University of Singapore; Dr. Radhika Haydev Ramachantanh- National University of Singapore; Engr. Timothy Wool-Innovations, Malaysia; Josephine Gu Lao- Ministry of Education, Malaysia; Laura Riavitz, Austria; Dr. Ng Khar Thoe-SEAMEO-RECSAM. Penang, Malaysia; Dr. Piere Chong, University of Scien, Malaysia; Dr. Lawrence Buck, United Kingdom and Caitlin Manning Riley, USA. Dr. Lorna D. Dino, Dr. Erico Habijan, Dr. Celina Sarmiento are some of local speakers that also serve as our resource persons on select projects.

Pursuant to DepEd Order No. 1, s 2020, the Southeast Asian Institute of Educational Training, Inc. has already been authorized as Learning Service Provider of the Department of Education-National Educators Academy of the Philippines (Authorization No. LSP- 2020-0001). We are also an Accredited CPD Provider of the Philippine Regulation Commission.

We are proposing the **International Training on Digital Workplace Leadership: An Online Training Course for Non-Teaching Personnel in an Educational Organization**. The Self-Paced Online Training designed for Non-Teaching Personnel tackles the topics Digital Workplace Leadership, Kaizen in Education, Creative Thinking in the Workplace, and Stress Management and Resilience. Our pool of resource persons who will handle the programs are the following: Engr. Timothy Wooli (Malaysia), Laura Riavitz (Austria) and Caitlyn Manning Riley (USA).

We plan to start this training course on June 10, 2020- January 30, 2022. And we intend to partner with your division in providing this opportunity to your non-teaching personnel. The cost of the training is Php 1500.00 inclusive of certificates and one-month access to digital materials.

For more information, please feel free to contact me at 09175147952 or email us at ed.soliman@seaieti.com. You may also verify other information by visiting our website www.seaieti.com

Attach is the training design for your reference.

Thank you very much and stay safe.

Respectfully,

Eduardo M. Soliman
Managing Director



INSTRUCTIONAL DESIGN

PROGRAM TITLE: INTERNATIONAL TRAINING ON DIGITAL WORKPLACE LEADERSHIP
An Online Training Course for Non-Teaching Personnel in an Educational Organization

PROGRAM DESCRIPTION:

The speed and scope of the current pandemic crisis poses extra challenges for education and necessitates good leadership more than ever (Brammer & Clark, 2020). The role of education leaders includes leadership authority and power, manager or officers, or may be loosely defined, such as a team leader who may not have an official authority but has responsibilities in the educational realm (Day & Sammons, 2016). And it should be made clear that the role of educational leadership is not only exclusive to school heads and teachers with academic positions. It also includes those that are involved in various areas of operation of the whole educational organization such as human resource and training, planning, budget and finance, procurement, guidance and counseling, health, maintenance, education support and others. Thus, this online training series is proposed to provide equal professional development opportunities to the non-teaching personnel of the Department of Education (DepEd). And pursuant to the agreement made by DepEd Management and DepEd- National Employees' Union (DepEd- NEU), DepEd's Non-teaching personnel have been allowed to participate in activities to improve their skills... (May, 2018). Further, both parties agreed to have such activities on official business (Alidon, 2018).

The training is a three- day self- paced program that offers a practical, personalized learning approach, backed up by theory and research. Participants will be exposed with technology, digital tools and methodologies of Digital Leadership to sharpen up their digital leadership capabilities to understand how to capitalize on their strengths and improve their weaknesses. They will get a well-rounded understanding of leading in a digital age to pair their experience with leading digital educational organizations. The participants will also get the chance to learn thinking tools needed to become creative leaders. They will also be exposed to various types of teams and gain knowledge on the best practices of managing them. The program also offers valuable insights on how to manage stress management and organization. Realizing that taking leadership roles is a heavy task, the Southeast Asian Institute of Educational Training, Inc. includes stress management and resilience as an integral part of this program. In this final part of the training program, the participants are expected to be introduced to concepts surrounding resilience and stress response.

<p>Gain knowledge on accessing apps, business data and projects through a digital workplace's central platform.</p> <p>Identify areas of opportunities in the digital workplace.</p>	<p>Demonstrate how central platform works to improve work experience and save time.</p> <p>Cite examples on how digital workplace streamlines procedures to make work efficient.</p>	<p>Improving Employee Experience by Digitally Transforming the Workplace</p> <p>The Future of Work is the Digital Workplace</p> <p>The Five Pillars of Digital Workplace Strategy</p>	<p>E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls, application sharing, and audio and video conferencing to communicate and work together.</p>	<p>Quiz</p> <p>Performance Check</p> <p>Visual Reflection</p>
<p>Introduce participants to concepts of lean and kaizen.</p> <p>Gain mastery of the kaizen improvement process.</p> <p>Adapt kaizen strategies in the education setting</p>	<p>Discuss where kaizen originated and how it has been applied in various industries.</p> <p>Explain the application of kaizen principles in various industries.</p> <p>Adapt strategies to improve procedures in an educational organization</p>	<p>The Concept of Lean and Kaizen and its Origin</p> <p>The Five Principles of Kaizen: Seven Steps of Improvement Process</p> <p>Creation of Kaizen Culture</p> <p>Strategic Application of Kaizen in an Educational Organization</p>	<p>Learning activities for the course will be delivered by Asynchronous method</p> <p>Asynchronous events are time-independent. A self-paced course is an example of asynchronous e-learning because online learning takes place at any time. E-mail or discussion forums are examples of asynchronous communication tools.</p> <ul style="list-style-type: none"> Recorded presentation, 	<p>Visible Thinking Exercises</p> <p>Guided Essay</p> <p>Evaluation and Feedback</p>

DAY 2: CREATIVE THINKING IN LEADERSHIP
LAURA RIAVITZ, Austria

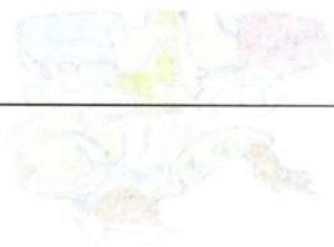
Specific Objectives	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person ¹	Time Allotment For Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives ²
Discover concepts and tools in digital workplace.	Differentiate the different thinking tools.	INTRODUCTION TO CREATIVITY	8 hours	This course will adopt an instructor-led and facilitated e-learning model, where the content of the course will be delivered through elements and activities that are arranged into a chronological order and where each participant is expected to perform the same tasks and deliver the same outputs.	Quiz Checklist Survey
Develop collaborative skills in performing the team	Demonstrate skills in working within a team.	Individual Creativity: Systemic Inventive Thinking and the Five Thinking Tools			
Improve participants' resilience skills.	Engage in activities leading to positive self-reinforcement.	Group Creativity: How to be Creative Together			
Strengthen participants' grip on one's behavior.	Demonstrate self-rewarding activity.	LEADING ONE'S SELF			
Realize the importance of relationships with both bosses and co-workers.	Describe characteristics of relationships needed to maintain relationships within the organization.	Managing Mindset: Motivating and Leading Self in Tough Times			
		Managing Behavior: Setting Goals, Rewarding and Leading Self out of Failure			
		Managing Relationships: Managing the Boss, Colleagues and Leading by Example			

<p>Equip participants with skills required in managing teams.</p> <p>Adapt practices in creating performing teams.</p> <p>Overcome challenges in managing diverse personalities and cultures in a team.</p>	<p>Describe the tasks of leaders with focus on sorting of expectations, setting goals, and motivating team members.</p> <p>Develop skills in communicating with the team.</p> <p>Discuss how to best manage various teams based on their characteristics.</p>	<p>MANAGING TEAMS</p> <ul style="list-style-type: none"> Managers Lead the Course Managers are Motivators Managers Shape Each Person in their Team <p>Best Practices in Managing Teams</p> <p>Managing Different Types of Teams</p> <p>DEVELOPING EXECUTIVE PRESENCE</p>	<p>E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls, application sharing, and audio and video conferencing to communicate and work together.</p>	<p>Quiz Performance Checklist Visual Reflection</p>
<p>Get participants oriented with the importance of executive presence.</p> <p>Equip participants with new knowledge on thinking patterns.</p> <p>Develop participants' emotional proactivity.</p>	<p>Explain passion and positivity alongside factors of executive presence.</p> <p>Discuss relationship between thinking patterns and executive presence.</p> <p>Demonstrate actions that reflect self-confidence</p>	<p>Understanding Executive Presence</p> <p>Thinking Perspectively</p> <p>Feeling Self-confident</p>	<p>Learning activities for the course will be delivered by Asynchronous method Asynchronous events are time-independent. A self-paced course is an example of asynchronous e-learning because online learning takes place at</p>	<p>Visible Thinking Exercises Self-Assessment Rubric</p>

Develop the discipline of making a projection.	Strategize activities that lead to action patterns.	Making a Projection		any time. E-mail or discussion forums are examples of asynchronous communication tools. <ul style="list-style-type: none"> o Recorded presentation, such as slideshow and videos Online quiz 	Evaluation and Feedback
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**DAY 3: STRESS MANAGEMENT AND RESILIENCE
CAITLIN MANNING RILEY, USA**

Specific Objectives	Learning Outcomes per Topic	Topics To Be Discussed / Resource Person¹	Time Allotment For Each Topic	Teaching Methods and Aids Needed For Each Topic	Evaluation Method or Tools To Be Used to Measure the Program Objectives²
<p>Introduce participants to the course expectation</p> <p>Realize what stress response is and how it can be maladaptive in the modern world.</p> <p>Gain understanding the purpose of resilience</p> <p>Acquaint participants to the domains of personal resilience.</p>	<p>State objectives of the course.</p> <p>Explain how engaging with children complicates the more typical job-related stress</p> <p>Assess frequency of current self-care strategies</p> <p>Create SMART goals for strengthening each type of resilience</p>	<p>Introduction</p> <p>Stress Response and the Caring Professions</p> <p>Introduction to Resilience</p> <p>The Five Domains of Personal Resilience Psychological Physical Social- Emotional</p>	8 hours	This course will adopt an instructor-led and facilitated e-learning model, where the content of the course will be delivered through elements and activities that are arranged into a chronological order and where each participant is expected to perform the same tasks and deliver the same outputs.	Quiz Checklist Survey

	<p>Spiritual Occupational</p>	<p>Conclusion</p>	<p>E-learning content and open educational resources (OER) for individual study will be integrated with instructor's lectures, individual assignments, and collaborative activities among participants. Learners, facilitators and instructors can use communication tools such as emails, discussion forums, chats, polls, application sharing, and audio and video conferencing to communicate and work together.</p>	<p>Quiz Performance Checklist Visual Reflection</p>
			<p>Evaluation and Feedback</p>	

References:

Brammer & Clark. (2020). COVID-19 and Management Education: Reflections on challenges, opportunities, and potential futures. *British Journal Management*, 31(3), 453-456. <https://doi.org/10.1111/1467-8551.12425>

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