



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: <u>Training on Workplace Efficiency and Communications</u>		2 Training Reference No. 20240103120	
3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)	
<ul style="list-style-type: none"> Explain how each of the 7 Habits of Highly Effective People contributes to their overall effectiveness in the workplace; Describe the benefits of prioritizing tasks and managing time effectively, as well as identify potential time-wasters in their work life; and Describe at least two self-care practices that can improve their overall well-being and productivity in the workplace. 	<ul style="list-style-type: none"> Demonstrate active listening skills by summarizing and paraphrasing what they have heard in group activities; Apply the 'synergize' habit by working in groups to produce an output that is more effective than what they could have done individually. 	<ul style="list-style-type: none"> Demonstrate a commitment to continuous self-improvement by identifying at least one area in their work lives where they can apply the "Sharpen the Saw" habit. 	
4 Venue: <u>Em Manor Hotel and Convention Center, Cotabato City</u>		5 Inclusive Dates: <u>January 15–17, 2024</u>	
6 Implementing Agency: <u>Ministry of Trade, Investments and Tourism (MTIT)</u>		7 Learning Modality: <input checked="" type="checkbox"/> Synchronous Face-to-Face <input type="checkbox"/> Asynchronous Modular <input type="checkbox"/> Synchronous Webinar <input type="checkbox"/> Asynchronous E-Learning <input type="checkbox"/> Blended <input type="checkbox"/> Hybrid	
8 Total No. of Training Hours: <u>24 Hours</u>		9 L&D Type: <input type="checkbox"/> Foundational <input type="checkbox"/> Supervisory/ Managerial <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Highly Specialized	



10 Official Training Participants:

No.	Name (<First Name><M.I.><Last Name>)	Agency	No. of Hours	No.	Name (<First Name><M.I.><Last Name>)	Agency	No. of Hours
01	Abdelmajid T. Habib Hussin	MTIT	24	19	John Carl A. Abdullah	MTIT	24
02	Adnan C. Calim	MTIT	24	20	Kassandra B. Abobakar	MTIT	24
03	Al-Joharry U. Paguita	MTIT	24	21	Ma-aroupha Aynee K. Candao	MTIT	20
04	Alma A. Rahim	MTIT	16	22	Mardiya J. Sasapan	MTIT	16
05	Anisah A. Abdulhamed	MTIT	16	23	Moctar K. Salilama	MTIT	24
06	Armiah B. Dimalenda	MTIT	24	24	Mohammad Khalid D. Naga	MTIT	24
07	Asliya M. Macaumbos	MTIT	16	25	Raheem G. Abad	MTIT	24
08	Bai Amira Amor Tumindig	MTIT	24	26	Rohaina D. Torres	MTIT	24
09	Bai Amor Gihan D. Mamalinta	MTIT	24	27	Rohanisah D. Malawad	MTIT	24
10	Baidido S. Sappal	MTIT	24	28	Salimbai S. Angkig	MTIT	24
11	Bainet A. Nanding	MTIT	24	29	Salipada S. Untong, Jr.	MTIT	24
12	Bryan R. Bandala	MTIT	24	30	Salman A. Salik	MTIT	24
13	Edwin A. Masukat	MTIT	24	31	Samera A. Salik	MTIT	24
14	Faiz U. Alabat	MTIT	24	32	Sarah Jane A. Abutazil	MTIT	24
15	Farlin Jerrick D. Apusaga	MTIT	24	33	Sarah N. Abdulwahab	MTIT	20
16	Ferdauza Z. Abutazil	MTIT	24	34	Saudi S. Salamat	MTIT	24
17	Jahanna D. Bayena	MTIT	24	35	Suad A. Ibrahim	MTIT	24
18	Jeyhanna M. Bangcola	MTIT	16	36	Yasher T. Sayutin	MTIT	24


----- Nothing Follows -----



Republic of the Philippines
Bangsamoro Autonomous Region in Muslim Mindanao

Office of the Chief Minister

DEVELOPMENT ACADEMY OF THE BANGSAMORO

A  Recognized Government Learning & Development Institution
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11 Certified by:

HUSSIEN A. ABO. LPT. MAPDS
Lead Facilitator & Training Specialist

12 Recommending Approval:

NORHAINA B. UGOKAN. LPT. JD
Chief, Center of Training and Assessment

13 Approved by:

HISHAM S. NANDO. MA
Executive Director

