



DAB FORM 06-002 Rev. 01

Training Record

1 Training Title: Training on Completed Staff Work		2 Training Reference No. 20240103141	
3 Learning Objectives:			
TERMINAL OBJECTIVES			
Knowledge (Cognitive)		Skills (Psychomotor)	Attitude (Affective)
<ul style="list-style-type: none"> Define completed staff work. Explain the origin of completed staff work. Identify the steps in completed staff work. Explain selected problem-solving tools and techniques. Describe a quality CSW document. 		<ul style="list-style-type: none"> Apply the seven (7) steps of completed staff work in the workplace. 	<ul style="list-style-type: none"> Recognize the competencies required in completed staff work.
SESSION OBJECTIVES			
Sessions	Knowledge (Cognitive)	Skills (Psychomotor)	Attitude (Affective)
<ul style="list-style-type: none"> Introduction to Completed Staff Work 	<ul style="list-style-type: none"> Define completed staff work. Explain the origin, importance, and use of completed staff work. Determine the steps according to the guiding framework of completed staff work. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Competencies of a CSW Practitioner 	<ul style="list-style-type: none"> Identify the competencies necessary to perform completed staff work effectively. Assess oneself which among the completed staff work competencies are their strengths and their areas for improvement. 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Situational Analysis 	<ul style="list-style-type: none"> Identify the first three (3) steps of completed staff work. Describe appropriate tools and techniques in situational analysis. 	<ul style="list-style-type: none"> Formulate narrow focused problem statement that can generate alternative solutions. 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Problem Analysis 	<ul style="list-style-type: none"> Discuss key concepts and principles of analyzing data. Explain the importance of analyzing data. Describe appropriate tools and techniques. 	<ul style="list-style-type: none"> Apply tools in analyzing data to add value to the completed staff work process. 	<ul style="list-style-type: none"> N/A
<ul style="list-style-type: none"> Potential Problem Analysis 	<ul style="list-style-type: none"> Discuss the 'why' of generating alternative solutions. Explain the potential problem or risk analysis as a key requirement for identifying recommended solutions. 	<ul style="list-style-type: none"> Apply appropriate tools and techniques in generating alternative solutions. 	<ul style="list-style-type: none"> N/A



<ul style="list-style-type: none"> Writing Recommendation 	<ul style="list-style-type: none"> Discuss technical writing and its considerations. Familiarize the parts of a completed staff work document. 	<ul style="list-style-type: none"> Write a quality CSW document. 	<ul style="list-style-type: none"> N/A 																																																																																								
<p>4 Venue: <u>Golden Lace Fine Dining, Cotabato City</u></p>	<p>5 Inclusive Dates: <u>May 27-29, 2024</u></p>																																																																																										
<p>6 Implementing Agency: <u>Bangsamoro Transition Authority (BTA)</u> <u>Office of the MP Mohammad S. Yacob,</u> <u>Ph.D.</u></p>	<p>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</p>																																																																																										
<p>8 Total No. of Training Hours: <u>24 Hours</u></p>	<p>9 L&D Type: <input type="checkbox"/> Foundational <input type="checkbox"/> Supervisory/ Managerial <input checked="" type="checkbox"/> Technical <input type="checkbox"/> Highly Specialized</p>																																																																																										
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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

2nd Floor, Japan ARMM Friendship Hall and Training Center Bldg.,
Bangsamoro Government Center, Gov. Gutierrez Ave., RH-VII, Cotabato City



<p>11 Certified by and Recommending Approval from:</p> <p><i>Guigo/com 6/7/2024</i> <u>NORHAINA B. UGOKAN, LPT, JD</u> Chief, Center of Training and Assessment</p>	<p>12 Approved by:</p> <p><i>For: Guigo/com 6/11/2024</i> <u>HISHAM S. NANDO, MA</u> Executive Director</p>
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