

PURCHASE REQUISITION FOR THE TRAINING PROVIDERS ON PERSONALITY DEVELOPMENT TRAINING

TERMS OF REFERENCE

1. Background:

TransCo aims to foster shape and enhance individuals' skills, knowledge and interests to ascertain their maximum efficacy and compliance. Employee development covers an assortment of activities, one of which is the knowledge of Corporate Etiquette and Personality Development. The program aims at grooming the employees through sensitizing them about proper behavior, socially and professionally, in formal and informal circumstances.

2. Objective:

After completing the workshop, the participants should be able to:

1. Build self-confidence;
2. Enhance self-esteem; and
3. Improve overall personality.

3. Scope of Service:

The service to be performed shall cover the following:

- I. **Training Program** – The training provider shall design a training program customized to the needs of TransCo. Training modules design shall be focused on the set training objectives. The training program shall cover comprehensive discussion on the topic, hands-on application through simulation exercises that will enhance participant's learning and competency. Lectures shall be augmented by appropriate/applicable workshops to support learning.
- II. **Resource Persons** – At least one (1) competent Resource Person experts in the discipline/field covered by the above program shall be engaged for this training.
- III. **Facilitators** – Adequate number of Program Facilitators enough to manage and process at least 30 participants per training shall be provided.
- IV. **Training Module Design** – Details of the module design including presentation materials shall be given to TransCo-HRD in hard and soft copy at least one (1) week before the conduct of the training.

4. Methodology:

The Resource Person shall be responsible in employing the appropriate approach for the conduct of an effective training program.

5. Contract Duration:

The program shall cover nine (9) batches/sessions for one day per session at the venue designated by TransCo.

6. Schedule:

The program shall be conducted on from June 17, 2019 to June 27, 2019.

7. Training Materials:

Handouts and supplies will be provided by the training provider and shall be given to the participants during the training.

8. Documents to be submitted by the Training Provider:

*Eligibility Documents

- A. Company Profile
- B. Statement of all completed and on-going contracts for the last 2 years
- C. Curriculum Vitae of the Resource Person/s

*Post Training Evaluation Report shall be given to TransCo HRD 1 week after the conduct of the trainings.

9. Conduct Pre-Test and Post Test


10. Others

- I. Venue: Transco Multi-Purpose Hall
- II. Certificate of Completion will be provided by the Training Provider
- III. TransCo will provide the overhead projector and sound system during trainings.
- IV. Lunch, AM and PM snacks during the training.

Prepared by:


MARK P. HERNANDEZ
Sr. HR Analyst

Approved by:


ARLENE F. JAVIER
OIC, HRMDD