



MASTERCLASS IN COMPLETE STAFF WORK

Six-Session Webinar via **zoom**

Day 1: Wednesday, September 15, 2021 * 1:30PM - 4:45PM

Day 2: Thursday, September 16, 2021 * 1:30PM - 4:45PM

Day 3: Friday, September 17, 2021 * 1:30PM - 4:45PM

Day 4: Monday, September 20, 2021 * 1:30PM - 4:45PM

Day 5: Tuesday, September 21, 2021 * 1:30PM - 4:45PM

Day 6: Wednesday, September 22, 2021 * 1:30PM - 4:45PM

The doctrine of **Complete Staff Work** (CSW) is a doctrine of any well-run office. It is a principle of management which states that subordinates are responsible for submitting written recommendations to superiors in such a manner that the superior need do nothing further in the process than review the submitted document and indicate approval or disapproval.

In **Complete Staff Work**, the subordinate is responsible for identifying the problem or issue requiring decision by a higher authority. In written form such as a memorandum, the subordinate documents the research done, the facts gathered, and analysis made of alternative courses of action. The memo concludes with a specific recommendation for action by the superior.

Once completed, the subordinate presents the options and recommends a solution, in such form that all that remains to be done on the part of the boss is to approve or disapprove the completed action.

Here in the Philippines, **CSW** was popularized by former President Fidel Valdez Ramos and institutionalized by succeeding presidents with several directives including the recently-issued Malacañang Memo Circular 72 on November 15, 2019 strengthening the standards of **CSW** to ensure efficient and effective delivery of crucial government programs.

This is highly applicable to the private and government organizations. Attend now!

Course Director & Trainer: Antonio D. Kalaw, Jr., CESO I

In his 43 years of service at the Development Academy of the Philippines (DAP), he served as assistant to the president (Chief-of-Staff and Head Executive Assistant) performing complete staff work to 4 of its presidents for 25 years. He rose from the ranks serving as director, vice-president, senior vice-president until he became its seventh president for 11 years under 3 Philippine presidents, making him the longest serving president of DAP.

Upon his retirement from government service in April 2017, he joined the private sector where he is now Managing Director of the Center for Strategy, Enterprise and Intelligence (CenSEI) and a senior adviser and consultant on various fields at the Center for Global Best Practices.

Who Should Attend:

- Administrators & Chief-of-Staff
- Head Executive Assistant
- Executive Assistants
- Technical Officers and Staff

This training is applicable to all private & government organizations including executive and legislative branches, National Government Agencies, LGUs and GOCCs

LIMITED SLOTS ONLY
PRE-REGISTRATION REQUIRED

*** Training investment is P 24,880 inclusive of an e-certificate and a printed learning material**

***Optional:** Add P450 for a printed copy of a certificate of attendance inclusive of delivery charge

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