



# development academy of the philippines

Center for Organizational Development

## PROJECT ACCOMPLISHMENT REPORT

### I. Project Information

Project Code : KIPBO  
Project Title : Training Course in Learning Experience Design  
and Presentation Skills for the Public Sector  
Project Start : 03 November 2019  
Project End : 27 December 2019  
Project Price : PhP 595,000.00  
Client : Public Sector

### II. Project Team

Project Manager : Liana Riomelle C. Kempis  
Team Members : Carina F. Evangelista, Katrina A. Stangl,  
Dianne B. Delfin, Arlene S. Tayag, Marlito S. Casuco,  
Donna Belle D. Adsaca  
Supervising Fellow : Immanuel A. Magalit  
Consultants/ : Sarah Rebecca G. Gonzaga  
Resource Persons

### III. Project Details

Project Description : This 5-day training course is designed for government officers and employees whose work involves learning and development, public speaking, and presenting. It covers all the steps (from planning to presentation) that every trainer or speaker undertakes in order to create and deliver a clear, informative, and persuasive lesson. The course is taught using a guided task approach that allows the learners to experience first-hand all the necessary steps, while being guided, encouraged, and critiqued by an experienced coach.

Project Objectives : To build the capacity of the government employees and officers in developing clear and effective presentation through an actual exercise of defining a speaker's objectives; designing a session; developing presentation materials or visual aids; and finally, delivering in front of an audience

Focus Area : Core and Leadership competencies

Project Type : Training

Project Beneficiary : Public Sector

#### IV. Project Accomplishments

##### Key Activities

|                |   |  |
|----------------|---|--|
| Implemented    | : | Pre-implementation Phase: <ul style="list-style-type: none"><li>○ Course Design</li><li>○ Budget Costing</li><li>○ Marketing</li><li>○ Preparation of Pre-implementation Documents</li><li>○ Workshop Design</li><li>○ Team Mobilization</li><li>○ Logistical Preparation</li></ul> Implementation Proper: <ul style="list-style-type: none"><li>○ Facilitation of workshops</li><li>○ Documentation of proceedings</li></ul> Post Implementation: <ul style="list-style-type: none"><li>○ Revision of Project Implementation Plan and Special Order</li><li>○ Encoding of Course and Resource Person Evaluations</li><li>○ Processing of Documentation</li><li>○ Debriefing Implemented</li></ul> |
| Major Outputs  | : | Training Course Design<br>Implementation of 5-day Training Course<br>Training Certificates Issued  |
| Project Impact | : | Development of competencies of government officers and employees whose work involves learning and development, public speaking, and presenting   |

#### V. Lessons Learned

- Consider implementing 4D during the latter part of the year for better participant turnout. The implementation was postponed twice due to lack of participants but received more enrollees when it was moved to a December schedule.
- Marketing for similar offerings should be coursed through the Human Resources Management Offices of target organizations, including DAP, to ensure proper endorsement of participants. Follow-up can be made with the specific participants/ office units afterwards. Endorsement forms will be required prior to admitting the registered participants on the first day of the training.
- Suggest accommodation options for participants from regional offices for proper guidance.
- Add more exercises to emphasize concepts discussed in Module 1: Discover and Module 3: Develop. Highlight how learning outcomes are written. Assign host teams for workshop activities.
- Emphasize applicable learning outcomes with external resource persons to manage expectations and ensure continuity of the modules. Consider requiring future RPs to conduct a mock session/ demonstration prior to preparing their Letter of Invitation.
- Manage how the last day will be paced. Some groups finished early with their presentations and ended up waiting longer than expected for the other learning groups to finish.
- Ensure that breakout rooms are prepared prior to the presentation clinic with all technical equipment provided and in good working condition. The peripheral materials (projector, clicker, microphone, adapters, et. al.) should be prepared in an envelope and assigned to each room.



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### VI. Attachments

- Summary of Evaluation (Course and Resource Persons)
- List of Training Participants

Prepared by:

**LIANA RIOMELLE C. KEMPIS**  
Project Manager

Noted / Approved by:

**IMMANUEL A. MAGALIT**  
Acting Managing Director

### Notes:

1. Project details on Section I-III can be generated thru PMIS based on PMs Inputs.
2. Project Managers are required to accomplish Section IV & provide Section V to reflect results of project implementation
3. Project Managers can update/adjust the pre-filled sections(I-III) based on actual data