



Training Program

Our Training Philosophy:

- Investment on training: Priority is for the critical competencies that drive the business.
- Individual is in charge of his/her own development.
- Leaders' role is to coach and/or mentor and provide space for the Individual to learn and grow.
- Establishing business academies is the best way to capture and create new knowledge.
- Learning on Demand.
- Follows the 70:20:10 ratio model (individuals obtain 70% of their knowledge from job-related experiences; 20% derives from working with others; and only 10% from formal interventions).
- Tapping the internal subject-matter-experts as trainers is the best way to demonstrate thought leadership.
- In the pipeline: Establish 2GO University, composed of Business Academies representing each Business Units to address their specific technical or functional competencies.

Our Framework:

What does it mean to be READY in 2GO:

1. *Results Driven ...*

The ability to create momentum based on their ultimate goal of getting things done.

2. *Empowered To Lead ...*

Has a certain degree of autonomy and responsibility for decision-making regarding their specific organization tasks.

3. *Agile...*

Able to move quickly and easily.

4. *Data Savvy*

The ability to develop strategic insights into what is influencing your key performance indicators (KPIs) and the capability to do analytical reporting and storytelling.

5. *Youthful Mindset...*

Suggests favorable aspects of youth such as vigor, strength, liveliness, and hopefulness (and risk-taking).

CORE & LEADERSHIP					
Competency Group	Competencies	Target Participants	FORMAL (10%) e.g., Reading materials; Online or Face-to-Face Sessions	SOCIAL/LEARNING FROM OTHERS (20%) e.g, coaching, mentoring, membership to prof org	On-the-Job(70%) e.g., Developmental Assignment (DA), projects, special roles
Results Focused	Business Acumen	ALL	The 2GO Business (c/o each Business Units)	assign a coach/mentor	Developmental assignment (DA)
	Managing Performance	ALL	- Performance Excellence Program - Conducting Development Conversation	feedback on the 180 Deg Leadership Survey results	Developmental assignment (DA)
	Value Generation	ALL	Organization Sustainability: Taking Care of People, Profit, and Planet (2P's)	exposure to meetings involving financials, like PNL	Developmental assignment (DA)
Empowered to Lead	Leading Self	Individual Contributor	Discovering and Maximizing your Strengths	assign a coach/mentor	Developmental assignment (DA)
	Leading Others	Supervisors and Team Leaders	- Coaching for Performance & Mentoring for Development - How to Engage / Manage employees while WFH	assign a coach/mentor	Developmental assignment (DA)
	Leading Teams	Department or Business Unit Heads	Leading a Multi-gen Workplace	assign a coach/mentor	Developmental assignment (DA)
Adaptable / Agile	Adapting to Change or Leading the Change (for Leaders)	ALL	Adapting to Change / Leading the Change	assign a coach/mentor	Developmental assignment (DA)
	Resilience	ALL	- Mindfulness Workshop - Building Resilience	assign a coach/mentor	
	Customer Centric	ALL	Customer Centricity	assign a coach/mentor	
Data Savvy	Managing, Analyzing and Presenting Data	ALL	Data Management with Focus on Analytics	assign a coach/mentor	Special Projects
	Decision Making and Solution Development	ALL	Decision-Making and Problem Solving	assign a coach/mentor	Developmental assignment (DA)
	Financial & Numerical Aptitude	ALL	Finance for Non-Finance	assign a coach/mentor	Special Projects
	Strategic Thinking & Planning	ALL	- Economic Outlook 2022 - Future Thinking	assign a coach/mentor	Developmental assignment (DA)
Youthful Mindset	Innovation	ALL	- Design Thinking - Digital Transformation - It's a Digital World	assign a coach/mentor	Special Projects
	Diversity & Inclusion	ALL	- Managing Customers with Special Needs (for Frontliners) - Gender Equality, Disability and Social Inclusion (GEDSI) Workshop	participate in online forums or discussion on GEDSI	Special Projects
	Growth Mindset	ALL	Building a Growth Mindset	assign a coach/mentor	Special Projects

TOPIC		TARGET PARTICIPANTS
Occupational Health and Safety		
HSE Basic Orientation for New Hires	Safety	New Hires
Mandatory One-Day OSH Training for Employees		ALL Employees
Transport orientation - Road Safety Awareness		2GO Drivers, 3rd Party Truckers
Forklift Safety		MHE Operators and Supervisors
Fire Safety Awareness and Evacuation Drill		Emergency Response Team / Safety Officers
Fire Extinguisher Inspection		Sec Guards / Safety Officers
Hazard Identification Risk Assessment and Control		Safety Officers, Sups and Managers
Incident / Accident investigation		Safety Officers, Sups and Managers

OTHERS (non-core)	COMPETENCIES	TARGET PARTICIPANTS
Business Writing 101	Communication Skills	Per Need Basis
Project Management	Project Management	Per Need Basis
The Art of Public Speaking	Communication	Per Need Basis
Create that Powerful Presentation	Presentation Skills	Per Need Basis
Digital Marketing 101	Innovation	Per Need Basis
Be a Better Communicator	Communication	Per Need Basis
It's a Digital World	Innovation	Per Need Basis

Competency Group	Competencies	Target Participants	Description/ Behavioral Indicators
CORE & LEADERSHIP			
Results Focused	Business Acumen	ALL	<ul style="list-style-type: none"> - Has a very good understanding of the business operations within the organization and the interdependencies across business functions - Has the ability to come up with effective plans to resolve particular business situations or company goals. - Knows the value of the business and how it generates revenue - Up to date with the market trends related to the industry, including the competition - Ability to focus on key elements that impacts a business indicator
	Managing Performance	ALL	<ul style="list-style-type: none"> - Plans and establishes challenging goals with the necessary contingencies and methods to monitor the progress - <u>Conducts performance conversations to guide others in accomplishing work and business objectives.</u>
	Value Generation	ALL	<ul style="list-style-type: none"> - Searches actively and continuously ways to increase contribution to the results and growth of the business - <u>Proactively searches opportunities to improve business / process results</u>
Empowered to Lead	Leading Self	Individual Contributor	<ul style="list-style-type: none"> - Takes responsibility for his/her own performance and development. - Deliberately exhibits the company core values (Respect for people, Quality and Excellence, Honesty & integrity, Teamwork and Collaboration, and Innovation) - (Self-mastery), aware of his/her own strengths and how they impact others. - Shows willingness to listen to and give feedback - (Dependability) can be counted on to meet commitments and deadlines. - (Emotional Control and Composure) – maintains composure during times of stress, pressure, or disagreement; avoids unproductive confrontation and maintains a positive outlook in the face of adversity.
	Leading Others	Supervisors and Team Leaders	<ul style="list-style-type: none"> - Creates an environment where one can reach his/her maximum potential while helping the organization achieve its goals - (Planning, Prioritizing and Maintaining Focus) – establishes short-term goals, clarifies roles and responsibilities, sets priorities and milestones and is not distracted by unimportant details or activities. - Able to conduct difficult conversations - Helps communicate a company-initiated change through adaptation and modelling - <u>(Results and Productivity) – gets results, accomplishes objectives, and sees projects to completion.</u>
	Leading Teams	Department or Business Unit Heads	<ul style="list-style-type: none"> - (Leading Change) applies change management skills and tools to seek opportunities for different and innovative approaches to addressing organizational problems and opportunities. Can influence others to adapt to management initiated and planned change.
Adaptable / Agile	Adapting to Change or Leading the Change (for Leaders)	ALL	<ul style="list-style-type: none"> - Recognizes the need for change and shows willingness to learn new skills and embrace new ways of working - <u>Has an open mindset</u>
	Resilience	ALL	<ul style="list-style-type: none"> - Maintains effective work behavior in the face of set-backs or pressure. Remains calm, stable and in control. - Understands that challenges cannot be avoided but keeps a positive attitude - Self-aware - knows own capabilities and does not dwell too much on external factors - Blames less and diverts attention to matters they can control - Able to motivate others in times of adversity
	Customer Centric	ALL	<ul style="list-style-type: none"> - Is able to proactively develop customer relationships by making efforts to listen to and understand the customer. (internal & external) - <u>can demonstrate how to map customer journey and empathize with customers</u>

Data Savvy	Managing, Analyzing and Presenting Data	ALL	<ul style="list-style-type: none"> - (Judgment and Reasoning) effectively diagnoses problems, identifies core issues, exercises common sense, sees critical connections and ramifications, and analyzes alternatives. - Analyses issues and breaks them down into their component parts. Examines issues from different perspectives. - Deliberately captures and manages relevant data that are relevant in the business or in the decision-making - can make sense out of the data and provide insights based on them - can apply storytelling to share the data to the stakeholders in a more understandable and impactful manner
	Decision Making and Solution Development	ALL	<ul style="list-style-type: none"> - Makes systematic and rational judgments and decisions based on consideration of all the relevant information. Creates a winning approach for clients and continuously improves processes. - Data/ fact driven decisions - Ability to balance emotions and logic
	Financial & Numerical Aptitude	ALL	<ul style="list-style-type: none"> - Is able to understand numerical relationships and numerical concepts. - Is able to understand and work with ideas related to numbers. - Knows the connection between operations and financial performance - Comfortable with financial concepts such as budgeting, forecasting, reporting and compliance - Understands the concept of metrics and indicators and how it can be used to drive efficiencies
	Strategic Thinking & Planning	ALL	<ul style="list-style-type: none"> - Develops plans to achieve strategic objectives by considering relevant information, resources, and values - Ability to envision impact of plans on a longer term - Looks at the big picture - Deploys the business strategy in operational plans and follows through to ensure its achievement
Youthful Mindset	Innovation	ALL	<ul style="list-style-type: none"> - develops solutions that help customers excel in their market - Identifies fresh approaches to problems. - Shows a willingness to question traditional assumptions. - Creates new and imaginative approaches to work-related issues.
	Diversity & Inclusion	ALL	<ul style="list-style-type: none"> - shows ability to understand, communicate with and effectively interact with people from different background and status. - believes that diversity - Respects, seeks to understand, and values individual differences - has high Self-awareness, ability to see others' points of view and valuing diverse experiences.
	Growth Mindset	ALL	<ul style="list-style-type: none"> - Sees challenges as opportunities to grow beyond their limitations. Has an attitude fostering resilience and flexibility in thinking. - Believes that his/her abilities and intelligence can be developed with effort, learning, and