

HUMAN RESOURCE DEVELOPMENT

Title	Compendium of 2008 Human Resource Development (HRD) and Entrepreneurship Training Programs for MSMEs
Description	<p>Contains HRD and entrepreneurship training programs being offered by 16 government training and advocacy institutions for MSMEs.</p> <p>Training programs in this compendium are classified into the following categories: business technology and livelihood skills; entrepreneurship and enterprise development; finance, financing, and financial management; general management; HRD; information and computer technology; marketing; quality and productivity in production operations; and business services, such as counseling.</p>
Publication Date	2008
Frequency	Yearly
Language	English
Pages	Approximately 75
Price	Not for sale. Limited copies only
Publisher	<p>Department of Trade and Industry (DTI) Philippine Trade Training Center (PTTC) Phone: (02) 468.8962 to 70 Fax: (02) 833.0809 / 831.9988 E-mai: info@pttc.gov.ph Website : www.pttc.gov.ph</p>
Available Format	<p>Hard and soft copies Available for download in PDF file at www.pttc.gov.ph</p>

Title	Compendium of DOST Training Courses
Description	This contains the training courses of DOST agencies and regional offices for the year.
Publication Date	Not specified
Frequency	Yearly
Language	English
Pages	Not specified
Price	Not for sale
Publisher	Department of Science and Technology (DOST) Technology Application and Promotion Institute (TAPI) Phone: (02) 837.2936 Fax: (02) 837.6188 E-mail: mpo@dost.gov.ph Website: www.tapi.dost.gov.ph

Title	MAG TEK-BOK KA BOK! Tek-Bok for Pinoy Workers of the World <Pinoy WOWs!>
Description	This provides information about scholarship opportunities available under the President Gloria Macapagal-Arroyo Training-for-Work Scholarship Program (TWSP) and Ladderized Education Program (LEP) for MSME workers and their beneficiaries.
Publication Date	November 2007
Frequency	One-time publication
Language	English, some Filipino
Pages	180
Price	Not for sale. Copies available upon request.
Publisher	Technical Education and Skills Development Authority (TESDA) Phone: (02) 817.4076 to 82 / 818.8829 (02) 893.2454 E-mail: boboysjuco@tesda.gov.ph Website: www.tesda.gov.ph
Available Format	Hard copies Available at www.e-TEDA.gov.ph

Title	Career Guides
Description	<p>This is composed of a series of occupational briefs, which aims to provide information to fill and list of highly-in-demand occupations identified during the 2006 Manpower Summit and the 2007 National Human Resource Conference. This contains information on the nature of the job, its education and competency requirements, earnings, employment, and job outlook.</p> <p>Available Career guide topics: Accountant, Aircraft Mechanic, Animator, Architect, Barista, Bartender, CAD Operator, Call Center Agent, Caregiver, Chef, Civil Engineer, Commercial, Airline Pilot, Computer Programmer, Cook, Dietitian, Electrical Engineer, Geologist, Heavy Equipment Mechanic, Heavy Equipment Operator, Hotel Reservations Officer, Massage Therapist, Mechanical Engineer, Medical Technologist, Medical Transcriptionist, Metallurgical Engineer, Mining Engineer, Nursing Assistant, Optometrist, Pharmacist, Physical Therapist, Professional Nurse, Receptionist, Retail Salesperson, Room Attendant, Software Engineer, Surveyor, Telemarketer, Tour Guide, Travel Agent, Waiter/Waitress, Welding and Metal Fabricator</p>
Publication Date	2007
Pages	1/occupation
Publisher	Department of Labor and Employment (DOLE) Bureau of Labor Employment (BLE) Phone: (02) 527.0087 Fax: (02) 527.2421 E-mail: od@ble.dole.gov.ph
Available Format	Available at www.ble.dole.gov.ph/occupation

Title	<p>List of Licensed Private Recruitment and Placement Agencies for Local Employment, Their Authorized Branch Offices and Recruiters, By Region</p> <p>List of Registered Contractors/Sub-contractors</p>
Description	<p><u>List of Private Recruitment and Placement Agencies For Local Employment...</u> This list provides the names and contact numbers of licensed private recruitment and placement agencies by region.</p> <p><u>List of Registered Contractors/Sub-contractors</u> This section of the BLE website contains 8,130 records of registered contractors/sub-contractors as of May 2008.</p>
Publication Date	<p>Recruitment Agencies – 2007 Contractor/Sub-contractors – May 2008</p>
Frequency	One-time publication or as necessary
Language	English
Pages	<p>Recruitment Agencies – 1 Contractor/Sub-contractors – 8,130 records</p>
Price	Not specified
Publisher	<p>Department of Labor and Employment (DOLE) Bureau of Labor Employment (BLE) Phone: (02) 527.0087 Fax: (02) 527.2421 E-mail: od@ble.dole.gov.ph</p>
Available Format	Available at www.ble.dole.gov.ph/contractor

Title	Career Guidance A Resource Handbook for Low- Middle-Income Countries
Author	Ellen Hansen
Description	<p>Rapid changes in the labor market and growing youth unemployment give today's policy-makers and programme administrators major challenges – particularly in the field of career guidance in low and middle-income countries. This book provides, for the first time, a comprehensive roadmap to help professionals navigate their way through these issues, combining hands-on experience and practical advice with proven administrative tools for making career guidance more relevant and effective.</p> <p>It is an essential guide in developing effective career guidance systems, career information, organizing service delivery, staff development, and improving governance and coordination.</p>
Publication Date	2006
Language	English
Pages	110
Price	\$22.95 / 20 Euros
Publisher	International Labour Office Philippines Phone : (02) 580.9900 Fax : (02) 580.9999 E-mail : manila@ilo.org
Available Format	Hard copies

Title	Setting Frameworks: Family Business and Strategic Management
Author	Elfren Sicangco Cruz
Description	This book provides a lot of insights and solutions for creating an excellent family business. It also explains the need for succession planning, which generally pertains to the preparation to handover the reigns of the business to a successor. Succession in a family is often a long and difficult process. It may take several years and timing is very critical. It is the one factor that is crucial to the smooth transition from one generation to the next.
Publication Date	2005
Frequency	One-time publication
Language	English
Pages	217
Price	P395
Publisher	Anvil Publishing Inc. Phone: (02) 747.1622 / 637.3621 Fax: (02) 637.6084 E-mail: anvilpublishing@yahoo.com Website : www.anvilpublishing.com
Available Format	Hardcover

Title	Taking Aim: Asian Management Breakthroughs
Author	Dean dela Paz
Description	<p>Here are swatches of a rich and colorful fabric woven by the contributors to this tapestry of management breakthroughs: achievements as diverse as there are cultures in Asia and as kaleidoscopic as the personalities featured.</p> <p>By design, each is woven by the contributor himself—in prose stamped with individuality and the introspective personal patterns of vernacular and culture. The result is a quilted chronicle that appeals to all levels and interests: lucid, revealing and magnificent, whether it is in its unexpected sudden introspection or in its deliberate and structured stoicism.</p> <p>On the pages of this publication, the author hopes that while the breakthroughs and achievements of these unique and extraordinary individuals could not be circumscribed by any means at the very least, they would have chronicled a legacy unparalleled.</p>
Publication Date	Not specified
Language	English
Price	P650
Publisher	Tripletop Aim, Inc.
Available Format	Trade Paperback Available at National Bookstore and Powerbooks outlets

Title	Managing People in Asian Organizations
Author	Gloria Chan, Ph.D.
Description	This book contains cases and exercises, which provide materials for studying, examining, and analyzing Asians' behavior as they participate in the dynamic operations and processes within an Asian organization. Management's views of human behavior and interactions in their respective organizations as well as actions, reactions, and "proactions" are likewise studied, examined, and analyzed.
Publication Date	1999
Frequency	One-time publication
Language	English
Pages	134
Price	P600 / \$22
Publisher	Asian Institute of Management (AIM) Phone: (02) 892.4011 Telefax: (02) 893.3338 / 892.4613 Website: www.aim.edu
Available Format	Hard copies

Title	<ol style="list-style-type: none"> 1. The One Minute Entrepreneur: The Secret to Creating and Sustaining a Successful Business 2. The 4th Secret of the One Minute Manager: A Powerful Way to Make Things Better 3. The One Minute Manager Builds High Performing Team 4. The One Minute Manager: The World's Most Popular Management Method
Author/s	<ol style="list-style-type: none"> 1. Ken Blanchard, Don Hutson, and Ethan Willis 2. Ken Blanchard and Margret McBride 3. Ken Blanchard, Donald Carew and Eunice Parisi-Carew 4. Ken Blanchard and Spencer Johnson
Description	<p><u>The Secret to Creating and Sustaining...</u> This tells the inspiring story of one man's challenges in creating his own business. It shares pointers on how to become a successful entrepreneur, including how to build a firm foundation, how to ensure a steady cash flow, and how to create excellent service.</p> <p><u>The 4th Secret of the One Minute Manager...</u> This teaches step-by-step how to accept responsibility for their errors and deal with the cause of the damage while maintaining a genuine sense of integrity.</p> <p><u>The One Minute Manager Builds High...</u> This explains how all groups move through four stages of development on their way to becoming high performing teams—orientation, dissatisfaction, integration and production. It shows how a manager can help any group</p>

become effective quickly and with a minimum stress.

The World's Most Popular Management...

This is a concise, easily read story that reveals three very practical secrets: One Minute Goals, One Minute Praisings, and One Minute Reprimands. It also presents several studies in medicine and behavioral sciences that clearly explain why these apparently simple methods work so well with so many people.

Publication Date	<ol style="list-style-type: none">1. April 20082. April 20083. March 20094. 1982
Frequency	One-time publication
Language	English
Pages	<ol style="list-style-type: none">1. 1602. 1443. Not specified4. Not specified
Price	<ol style="list-style-type: none">1. P3092. P7853. P8454. P199.50
Publisher	Harper Collins Publishers (US)
Available Format	Book (Paperback and Hardcover)

Title	Becoming an Extraordinary Manager: The 5 Essentials for Success
Description	<p>This book provides every manager a complete guide in learning the basic attitude and skills, which outstanding managers must know. This includes topics on the following:</p> <ul style="list-style-type: none"> • Why it is critical to be interested in their people? • The best ways to motivate their team • Effective interviewing techniques • Conducting a performance review • Time management • Introducing change • Delegation • Thinking and acting about their people positively • Building a high-performance team • Retaining top talent • Handling performance problems • Listening
Publication Date	2008
Frequency	One-time publication
Language	English
Pages	134
Price	P969
Publisher	McGraw Hill Book Company Website : www.mcgraw-hill.com
Available Format	Hard copies Available at National Bookstore branches and Powerbooks outlets.

Title	Managing Tomorrow's People The Future of Work 2010
Description	<p>Organizations operating in today's world are facing some of the greatest people management challenges in the history of business: the talent crisis, an ageing workforce in the Western world, the rising demands for global worker mobility as well as the organizational and cultural issues emerging from the dramatic pace of change in the past ten years. But how will these changes impact businesses over the next decade and what other social, economic, environmental, and demographic factors will have an impact on the world of work?</p> <p>A team from PricewaterhouseCoopers used scenarios methodology to think about these issues and the impact on the future of people management. The team also conducted a global survey of 3,000 "millennials" from the US, China, and the UK, who represent a generation just joining the workforce, to test their views and expectations on the future of work.</p>
Publication Date	2008
Frequency	One-time publication
Pages	134
Price	P969
Available Format	<p>Hard copies</p> <p>To order and get price details, please call (02) 845.2728 extension 2054 or 2044; or fax request at (02) 845 2806, attention: Lyn Golez or Susan Talampas; or email: lyn.golez@ph.pwc.com or susan.p.talampas@ph.pwc.com.</p>

Title	Global Business Ethics for Filipinos
Author	Jose Mario B. Maximiano, Ph.D.
Description	This is an alternative book on business ethics where the orientation is global and the cases are in Filipino setting. It includes both the theory and the practice of moral education in entrepreneurship and a proposal of a broader framework of universal values.
Publication Date	2001
Frequency	One-time publication
Languaget	English
Pages	244
Price	Not specified
Publisher	Anvil Publishing Inc. Phone: (02) 747.1622 / 637.3621 Fax: (02) 637.6084 E-mail: anvilpublishing@yahoo.com Website : www.anvilpublishing.com
Available Format	Book (newsprint) Available at National Bookstore branches and Powerbooks outlets.

Title	Fundamental Principles of Occupational Health and Safety Second Edition
Author	Benjamin O. Alli
Description	This practical guide in developing effective occupational health and safety (OHS) policies and programs is based on the provisions defined in the “core” ILO standards and instruments concerning OHS. It focuses on the key topics essential to promoting and managing national and enterprise OHS systems. It presents a concise overview of the issues involved, together with specific guidelines for policy design, implementation, and management in both national and enterprise levels. The operational aspects of meeting health and safety requirements are also covered, with detailed sections on legislation and enforcement, occupational health surveillance, and preventive and protective measures, as well as health education and training. This second edition covers new areas of OHS such as the recent ILO standard on the promotion of OSH, HIV/AIDS and the world of work, occupational safety and health management systems, and new chemical safety information tools.
Publication Date	May 2008
Frequency	One-time publication
Language	English
Pages	160
Price	\$34.95 / 25 Euros
Available Format	Book

Title	The Right to Decent Work of Persons with Disabilities
Author	Arthur O'Reilley
Description	<p>This publication provides an invaluable overview on the principal international legal instruments, policies and initiatives with relevance to the rights of people with disabilities, with a particular focus on employment and work. It focuses on the different options available to people with disabilities who wish to work in an open/competitive, sheltered and supported employment and social enterprises. The book also examines the trends in each of categories, highlighting the key issues faced in each case.</p> <p>The volume also deals with the main approaches, which have been adopted in the national level to assist people with disabilities in securing, retaining, and advancing in employment and work. These approaches include legislation; employment services; training for employment; disability management; financial, technical, and personal supports; and persuasion measures. The essential elements of consultation, information gathering, monitoring, and evaluation are also covered.</p> <p>Along with a useful list of definitions of key terms, the book also proposes an agenda for future action required to implement the United Nation (UN) Convention on the Rights of Persons with Disabilities (CRPD) 2006 and its provisions on work and employment.</p>
Publication Date	2007
Frequency	One-time publication

Language	English, French, and Spanish
Pages	149
Price	\$22.95 / 20 Euros
Available Format	Book

Title	Violence at Work Third Edition
Author	Duncan Chappell and Vittorio Di Martino
Description	Thoroughly updated and revised, this groundbreaking book examines the full range of aggressive acts that occur in workplaces, including homicides, assaults, sexual harassment, threats, bullying, mobbing, and verbal abuse. It offers new information and evidence about the incidence and severity of workplace violence in different countries including examination of some terrorist and mass murder events; identifies occupations and situations at particular risk; evaluates various causal explanations; and details some of the social and economic costs.
Publication Date	2006
Frequency	One-time publication
Language	English
Pages	360
Price	\$19.95 / 22 Euros
Available Format	Book

Title	Eliminating Child Labor Guides for Employers
Description	<p>This guide is designed to help businesses and their organizations understand and take action against child labor. The three practical guides provide ideas, advice, and examples for the prevention of child labor, the withdrawal of children from work, and the protection of young workers from hazardous conditions.</p> <p>The package will be a key resource for the executives, directors, and managers of employers' organizations and other business associations that wish to engage on this important and sensitive issue.</p> <p>The guides focus on:</p> <ul style="list-style-type: none"> • Introduction to the issue of child labor • How employers can eliminate child labor • The role of employers' organizations in combating child labor
Publication Date	2007
Frequency	One-time publication
Language	English, French, and Spanish
Pages	3 guides
Price	\$50 / 39 Euros
Available Format	Book

Title	ABC of Women Workers' Rights and Gender Equality
Description	<p>Women's rights and gender equality have gained growing attention over the past decades in both international and national levels. In order to promote equality between women and men in the world of work, international labor standards and national legislation have been adopted on a wide range of related issues. However, workers are often unaware of their rights derived from these standards – a fact that has been increasingly identified as a major obstacle to their effective use.</p> <p>Based on the International Labor Organizations (ILO) Conventions and Recommendations, this revised and expanded ABC focuses on the States' or employers' obligations and workers' rights in relation to gender equality.</p> <p>The publication incorporates important information relevant to women workers in relation to sexual harassment, women in development, the glass ceiling, and many more. Other major developments for both female and male workers are included under gender mainstreaming and other gender issues, fundamental principles and rights at work, globalization, export processing zones, part-time work, and workers with family responsibilities. Enforcement mechanisms and procedures which play a crucial role in the effective pursuit of individual rights are dealt with under the burden of proof, remedies, and sanctions.</p> <p>Arranged alphabetically, each entry provides a clear, succinct description and directs the reader</p>

to relevant ILO and other legal instruments and to related topics.

With an easy-to-follow format, the guide is an essential tool for raising awareness and legal literacy on critical work and gender equality issues

Publication Date	2007
Frequency	One-time publication
Language	English
Pages	209
Price	\$22.95 / 20 Euros
Available Format	Book

Title	Gender Equality Around the World Articles from World of Work Magazine, 1999-2006
Description	<p>This compelling and comprehensive collection of articles highlights good practices in gender equality in the world of work. The articles, all of which have been featured in the <i>ILO's World of Work</i> magazine from 1999 to the present, are international in scope, covering such issues as women job seekers in Estonia, an innovative life-cycle approach to gender equality in Tanzania, and progressive policies on paternity leave in Norway.</p> <p>The initiatives presented here do not only reveal the intrinsic nature of gender equality in decent work, but also reflect on the ILO's response to critical issues through the support of governments and employers' and workers' organizations across the globe.</p>
Publication Date	2007
Frequency	One-time publication
Language	English
Pages	152
Price	\$19.95 / 18 Euros
Available Format	Book

Title	Reaching Out to SMEs An Electronic Toolkit for Employers' Organizations
Description	<p>MSMEs make up more than 90% of enterprises in most countries around the world, yet often employers' organizations do not fully represent them. This electronic toolkit addresses this situation by offering an array of materials highlighting the particular concerns and interests of MSMEs and how employers' organizations can better assist them.</p> <p>It offers useful case studies demonstrating ways employers' organizations can reach out to MSMEs. It also covers detailed guidance on providing services, seeking board approval, and strengthening representation and advocacy for MSMEs. Providing services to MSMEs poses certain challenges for organizations and this CD-ROM contains many of the key issues and proposes practical strategies.</p>
Publication Date	2005
Price	\$31.95 / 28 Euros
Available Format	CD-ROM (Can only be read with Windows 98, Windows 2000, or Windows XP)

Title	Restructuring for Corporate Success A socially sensitive approach
Description	<p>Today, more than ever before, civil society as well as the market are demanding that enterprises exercise a socially sensitive approach to the way they conduct business and treat their workers, particularly during the process of restructuring. Often, however, there is little social dialogue or consideration of affected employees' interests during the downsizing process. This book offers valuable tools and guidance on how companies can minimize the social costs during periods of restructuring while maximizing economic output.</p> <p>Replete with numerous examples and case studies featuring good practice, this book demonstrates how many companies around the world have managed restructuring in a socially sensitive manner with global success. A positive outcome, as the book highlights, is largely determined by the quality of labor-management relations, which has been proven to mitigate the negative effects of restructuring. Strategies such as counseling, training, internal and external job searching, mobility, severance packages, as well as an analysis of the various stages of the workforce reduction process and the ideas and principles behind socially sensitive enterprise restructuring, are presented in detail.</p>
Pages	141
Price	\$29.95 / 25 Euros
Publisher	International Labour Office (ILO) Manila Office Phone: (02) 580.9900 Fax: (02) 580.9999 E-mail: dina@mla.sequel.met