

Team Building Proposal for CCDC Employees

Any institution must have a shared vision, team cohesion, and synergy to succeed. Therefore, it is crucial to instill such. Team building activities have been identified as one way of enhancing effectiveness of employees in an organization since institutions require teams whenever producing the desired outcome which depends on integrating diverse skills, interests and efforts.

With the theme "*Meeting New Acquaintance, Keeping the Old Ones*", the team building activity intends to impart, through experiential learning, attitudes, and knowledge in team dynamics to the participating employees. Most of the critical ingredients in a team-building program, such as, interpersonal skills, leadership, team synergy, and team cultures shall be explored.

I. Objectives

The best way to enhance team building is to do it and experience its value through a set of activities. Such activities will help to:

- Build team cohesion by breaking barriers in interpersonal relationships
- Improve interpersonal communication and enhance negotiation skills
- Enhance self-discipline & appreciation of the role of leadership by building mutual trust and confidence
- Point out the need for effective utilization of resources by building synergy.

II. Team Building Outputs

By the end of this workshop the following outcomes are expected:

- Participants will embrace teamwork and will develop a more cohesive team
- All the participants will have understood what brings and drives team spirit and what breaks team spirit and how to avoid it
- They will have examined the characteristics of effective teams and clarify the key points that make for effective team players.
- Team members to develop trust in each other, communicate openly and support one another.
- Participants to develop an understanding of the role of people, processes and systems in teamwork, and their contribution to the school's vision and mission

III. Duration

It is envisioned the activity will be on for one day.

IV. Team Building Methodology and Approach

The approach to be adopted will be participant centered learning. Based on participatory techniques, the facilitators shall integrate individual and team-building games. All exercises, both mental and physical, shall be followed by a debriefing of lessons learnt reflecting on the objectives of the team building exercise. Experiential approach ensures transferability of lessons into practice and in the work place. The experiential learning will be demystified through conduct of both indoor and outdoor activities.

V. Proposed Team Building Content

The training contents shall include but not limited to:

- Teambuilding principles,
- Having a shared vision and team direction of purpose,
- Roles and responsibility of team members,
- Developing and enhancing team synergy,
- Team cohesion including conflict avoidance and resolution
- Negotiating within the team.

The above brief contents will be delivered using various experiential activities. The section below highlights the various sessions and activities including the objectives of such activities in line with the terms of reference of ensuring fun with learning.

VI. Proposed Team-building Facilitators

- a. The CCDC Team Originals
- b. Human Resources Office (HRO)
- c. Guidance Office

VII. Program Proper

Proposed Date: July 30, 2022 (Saturday)

Venue: c/o by the Admin

Assembly Time: 6:00 @ CCDC

Start of the Program: 8:30-12:00

Opening Prayer:

Welcome Remarks

Short Message

Overview of the Activity

Activity 1: Ice Breaker (Purpose Mingle)

Activity 2: Interpersonal Relationship team building activity
Sharing of experiences

Activity 2: Team synergy and team spirit
Sharing of experiences

Activity 3: The power of synergy
Sharing of experiences

Activity 4: Team Roles and Responsibilities
Sharing of Experiences

Concluding Remarks

Part 2: Swimming

Note: The proposal is subject for changes and enhancement

Prepared by:
Josephine Acop

Joseph Bernal

Fabiola Lucop

Melody Joy Mique

Arlene Palasico

Reima Apostol

0955-576-1152



Cordillera Career Development College
Buyagan, Poblacion, La Trinidad, Benguet
Tel. No.: (074) 422-2221/Email: ccdc@ccdc.edu.ph

July 19, 2022

TO: ALL ADMIRALS EMPLOYEES
SUBJECT: REST AND RECREATION AND AQUAINTANCE PARTY
FROM: EA MEMBERS AND ADMINISTRATION OFFICE

Greetings!

This is to inform you that the administration sponsored our rest and recreation activity and acquaintance party on July 29, 2022 at Reiva Resort and Camping Grounds, Bauang, La Union.

— moved to Nov 5, 2022
In view of this, we would like to ask your confirmation of your attendance so we can determine the number of employees who will be attending the said activity. Attached is the program of activities and attendance sheet for your perusal.

Your presence as well as your active participation is highly encouraged.

Cc:
Admin Office
Registrar's Office ✓
Accounting and Cashier's Office ✓
General Services
Admirals' Park ✓
CBEA ✓
Crim
CTE ✓
Primary
Intermediate ✓
Middle High ✓
Junior High ✓
Senior High ✓
Health Educ
Social Work ✓
College of Law
Graduate School ✓
Guests/Visitors

Program of Activities

The center of global 21st century education for all.
CCDC VISION

Deliver quality education through holistic, accessible and inclusive learning (HAIL) experiences to build socially and environmentally responsible global citizens and leader.

Assembly Time: 6:00 am to 7:00 am

Place: CCDC Quadrangle

Travel time (Departure):

6:00 am (First Batch)

6:30 am (Second Batch)

7:00 am (Third Batch)

(Note: Those who have their own car may help in transporting our fellow employees to Reiwa Resort)

Program Proper:

8:30-11:00 (Morning)

Opening Prayer:

Ice Breaker:

Welcome Remarks:

Safety Protocols:

Presentation of New

ADMIRALS Employees:

Games/activities:

Presentations:

Wrapping Up

Lunch Break

Afternoon:

Swimming and R and R

Joseph O. Bernal

c/o Guidance Office and selected employees

Dr Sherry Junnette M. Tagle

c/o Health Education Department

c/o Human Resources Office

c/o Guidance Office and selected employees

Per office/Department

Departure: 4:00-6:00 pm

Working Committee

a. Registration: c/o Human Resources Office

b. Triage and Safety Protocols: c/o Health Education Department

c. Preparation and Program: Joseph O. Bernal's Group, HR and Guidance Office

d. Food and Transportation: Febrano Sabiling and his group

e. Prizes: c/o Lawrence Miguel (EA fund)

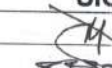
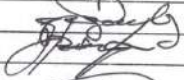


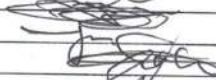






The center of global 21st century education for all.

CCDC VISION

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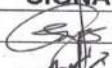


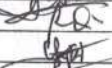

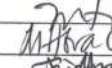
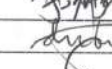
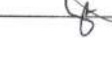







CORDILLERA CAREER DEVELOPMENT COLLEGE
Buyagan, Poblacion, La Trinidad, Benguet

ATTENDANCE SHEET
NOVEMBER 05, 2022
R&R 2022

	NAME	SIGNATURE
1	HENRY BASILIO	
2	GABRIEL SAGANDOY	
3	Rodel Bongata	
4	SABILINO, PEYRON	
5	Libang, Jordan	
6	Tanggacan, Roger	
7	Cayanan, Jeffrey	
8	Jacinto, Betty	
9	MARK MISTIN	
10	AMOR SECUNDA	
11	ANTONIO, DIARITH	

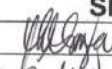
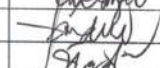


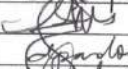
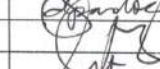

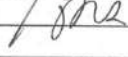


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	NAME	SIGNATURE
1	Jaypee Canola	
2	Litchy, Venny	
3	Feliciano, Gideon R	
4	Miguel, Kacbel	
5	JUDY, RESTRO J.	
6	Poland, Langon	
7	BALBINET, Arhan	
8	KLER S. TAYLOR	
9	Lawrence, Miguel	
10	Balmores, Mercy	
11	Jeffrey Antonio	
12	Manel Bude	
13	Mina Fianza	
14	Dennis Basag	
15	SAGAIO, STEPHANIE	

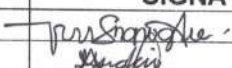
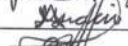





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1	Amoyag, Thelma	
2	VILMA MARINO	
3	Edy Jaydan	
4	Dalmacio, Odesa	
5	MARCIANO ESPIL	
6	Kylyn Salazar	
7	AMOS, DINA	
8	Diwan Fortune	
9	TUDONG, MARILYN	
10	SAGANBOY, Manna	
11		


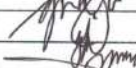

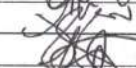


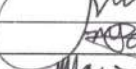
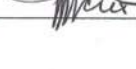







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1	Hrce Jesse	
2	Gracio, Dondon	
3	Kiteng, Climon	
4	Spad, Augusto	
5	Villanueva, Vence	
6	RISOLELE SPADONG	
7	JIMIO BACATA	
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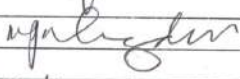



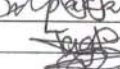

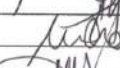
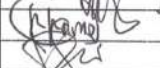
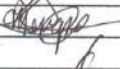
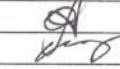

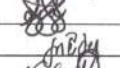
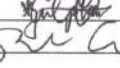











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1	FELIX, MERIAM	
2	Elong, Marliam	
3	Abarah, Jess	
4	KIDATA, Mami JC	
5	Guinquin, Dennis	
6	Dematera, Megan	
7	MASKAN, LOTIBI	
8	Waking, Antonette	
9	TUBAL, RACHEL D.	
10	Lagan, Shanna	
11	JOSIE, ESTHER	
12	ARNO, FERNANDO	
13	JK, FERNANDO	
14	MAY ANN, PANDOCEN	
15	MERCY, COLONZET	

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5	Torino Pacilan	
6	Janyla Pacsi	
7	Michelle Minez	
8	Montano Silvas	
9	Felix, Jenny	
10	MACASLING, LORENA	
11	Marina Pacsi	
12	Benson Tago	
13	Parasud, Thine	
14	Milo Dury	
15	R VALDEZ	
16	Marival D. Munoz	
17	DISON, M	
18	Marus Minam	
19	Margara Damin	
20	Lengset, Nermal	
21	Feliciano, Gideon	
22	Fabiola Lydap	
23	SMITH, CHRISTOPHER	
24	Joseph Galang	
25	Paolalygo Jansen	
26	JEWALYN SALIN	
27	Jhunedy Antonio	
28	Lorelle Culpita	
29	CAEL, P	
30		