

Relevant Information on Pru Life UK's Training and Development Programmes for the Year 2017

PART I: SUMMARY

Ranks	Average Training Hours	Equivalent Number of Days
VP and up	22.7 hours	2.8 days
AM to AVP	42.7 hours	5.3 days
Staff to Supervisor	50.3 hours	6.3 days

PART II: INTERNAL TRAININGS

1. Statutory Trainings

a. Hepatitis B Awareness & Prevention

Dates Held:	Sept. 14
Number of Hours:	2 hours
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	13
- Number of VP and up:	0
- Number of AM to AVP:	4
- Number of Staff to Supervisor:	9

b. Sexually Transmitted Disease (STD)/Human Immunodeficiency Virus (HIV)-Acquired Immune Deficiency Syndrome (AIDS) in the Workplace

Date Held:	Sept. 14
Number of Hours:	2 hours
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	13
- Number of VP and up:	0
- Number of AM to AVP:	4
- Number of Staff to Supervisor:	9

c. Drug Free Workplace

Date Held:	Sept. 14
Number of Hours:	2 hours
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	13
- Number of VP and up:	0
- Number of AM to AVP:	4
- Number of Staff to Supervisor:	9

d. Tuberculosis Prevention and Control

Date Held:	Sept. 14
Number of Hours:	2 hours
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	13
- Number of VP and up:	0
- Number of AM to AVP:	4
- Number of Staff to Supervisor:	9

e. First Aid and Basic Life Support Training

Dates Held:	Mar. 22-23
Number of Hours:	16 hours
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	13
- Number of VP and up:	0
- Number of AM to AVP:	2
- Number of Staff to Supervisor:	11

2. Annual Compliance Refresher Training (Computer Based Training)

a. Regional Compliance Standards

Dates Held:	Sept. 18 – Oct. 6
Number of Hours:	Not Applicable
Number of Employees Eligible/Required to Join:	622
Number of Employees who attended:	622
- Number of VP and up:	29
- Number of AM to AVP:	181
- Number of Staff to Supervisor:	412

**estimated breakdown per segment*

b. Corporate Governance Manual

Dates Held:	Oct. 6 – Nov. 3
Number of Hours:	Not Applicable
Number of Employees Eligible/Required to Join:	619
Number of Employees who attended:	619
- Number of VP and up:	29
- Number of AM to AVP:	181
- Number of Staff to Supervisor:	409

**estimated breakdown per segment*

c. Anti- Money Laundering and Counter Terrorist Financing

Dates Held:	Oct. 6 – Nov. 3
Number of Hours:	Not Applicable
Number of Employees Eligible/Required to Join:	619
Number of Employees who attended:	619
- Number of VP and up:	29
- Number of AM to AVP:	181
- Number of Staff to Supervisor:	409

**estimated breakdown per segment*

d. Fraud Prevention and Awareness

Dates Held:	Nov. 3 – Nov. 30
Number of Hours:	Not Applicable
Number of Employees Eligible/Required to Join:	619
Number of Employees who attended:	619
- Number of VP and up:	29
- Number of AM to AVP:	181
- Number of Staff to Supervisor:	409

**estimated breakdown per segment*

e. Anti Bribery and Corruption

Dates Held:	Nov. 3 – Nov. 30
Number of Hours:	Not Applicable
Number of Employees Eligible/Required to Join:	619
Number of Employees who attended:	619
- Number of VP and up:	29
- Number of AM to AVP:	181
- Number of Staff to Supervisor:	409

**estimated breakdown per segment*

f. Conflicts of Interest

Dates Held:	Nov. 3 – Nov. 30
Number of Hours:	Not Applicable
Number of Employees Eligible/Required to Join:	619
Number of Employees who attended:	619
- Number of VP and up:	29
- Number of AM to AVP:	181
- Number of Staff to Supervisor:	409

**estimated breakdown per segment*

3. Technical

a. Achieving Trainer Excellence

Dates Held:	Dec. 11-13 and Dec. 19-21
Number of Hours:	24 hours per session, 48 hours total
Number of Employees Eligible/Required to Join:	Not a required course
Number of Employees who attended:	20
- Number of VP and up:	0
- Number of AM to AVP:	4
- Number of Staff to Supervisor:	16

b. Advanced Microsoft Excel

Dates Held:	May 18-19 and Oct. 16-17
Number of Hours:	16 hours per session, 32 hours in total
Number of Employees Eligible/Required to Join:	Not a required course
Number of Employees who attended:	29
- Number of VP and up:	0
- Number of AM to AVP:	2
- Number of Staff to Supervisor:	27

c. Data Storytelling for Business

Dates Held:	Oct. 12-13 and Oct. 23-24
Number of Hours:	16 hours per session, 32 hours in total
Number of Employees Eligible/Required to Join:	Not a required course
Number of Employees who attended:	44
- Number of VP and up:	1
- Number of AM to AVP:	24
- Number of Staff to Supervisor:	19

4. Business Communications

a. Business Communications I: Foundations of Business English

Dates Held:	Mar. 10 and Jun. 16
Number of Hours:	8 hours
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	30
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	30

b. Business Communications IIA: Effective Business Writing

Dates Held:	Aug. 9-10
Number of Hours:	16 hours per session, 16 hours in total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	14
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	14

c. Business Communications IIB: Delivering High Impact Presentations

Dates Held:	Mar. 16-17
Number of Hours:	16 hours per session, 16 hours total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	13
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	13

5. Personal Effectiveness

a. Anchoring Success

Dates Held:	Apr. 18 and Sept. 20
Number of Hours:	8 hours per session, 16 hours total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	39
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	39

b. Building Relationships

Dates Held:	Apr. 19 and Sept. 21
Number of Hours:	8 hours per session, 16 hours total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	32
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	32

c. Establishing Control

Dates Held:	Apr. 20 and Sept. 22
Number of Hours:	8 hours per session, 16 hours total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	32
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	32

d. Harnessing the Power of EQ in Employee Engagement

Dates Held:	Feb. 14, Mar. 7, May. 15, Jul. 14, Oct. 7, Oct. 14, and Dec. 9
Number of Hours:	8 hours per session, 56 hours total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	139
- Number of VP and up:	1
- Number of AM to AVP:	4
- Number of Staff to Supervisor:	134

e. Harnessing the Power of Emotional Intelligence in Leadership

Dates Held:	Feb. 21, Aug. 8, and Oct. 9
Number of Hours:	8 hours per session, 24 hours total
Number of Employees Eligible/Required to Join:	242
Number of Employees who attended:	70
- Number of VP and up:	4
- Number of AM to AVP:	57
- Number of Staff to Supervisor:	9

f. 7 Habits of Highly Effective People

Dates Held:	Feb. 21-23, Apr. 18-20, May 17-19, Jun. 20-22, Aug. 15-17, Sep. 19-21, and Oct. 9-11
Number of Hours:	24 hours per session, 168 hours in total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	125
- Number of VP and up:	1
- Number of AM to AVP:	27
- Number of Staff to Supervisor:	97

g. Generations in the Workplace: Leveraging Age Diversity

Dates Held:	Feb. 15, May 15, Aug. 11, and Dec. 1
Number of Hours:	4.5 hours per session, 18 hours in total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	59
- Number of VP and up:	2
- Number of AM to AVP:	22
- Number of Staff to Supervisor:	35

6. New People Manager

a) Managing at Pru

Dates Held:	Mar. 20-22 and Nov. 20-22
Number of Hours:	20 hours per session, 40 hours in total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	23
- Number of VP and up:	0
- Number of AM to AVP:	12
- Number of Staff to Supervisor:	11

7. Leadership

a) Fostering Innovation

Dates Held:	Mar. 21, May 10, and Aug. 23
Number of Hours:	8 hours, 24 hours in total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	40
- Number of VP and up:	0
- Number of AM to AVP:	40
- Number of Staff to Supervisor:	

b) Making High Quality Decisions

Dates Held:	Mar. 22, May 11, and Aug. 24
Number of Hours:	8 hours, 24 hours in total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	23
- Number of VP and up:	0
- Number of AM to AVP:	23
- Number of Staff to Supervisor:	0

c) Instilling a Culture of Innovation

Dates Held:	Mar. 7 and Aug. 7
Number of Hours:	8 hours (Mar. 7), and 4 hours (Aug .7), 12 hours in total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	22
- Number of VP and up:	14
- Number of AM to AVP:	8
- Number of Staff to Supervisor:	0

d) Mastering Decision Dynamics

Dates Held:	Mar. 8 and Aug. 7
Number of Hours:	8 hours (Mar. 8), and 4 hours (Aug .7), 12 hours in total
Number of Employees Eligible/Required to Join:	Not Applicable
Number of Employees who attended:	23
- Number of VP and up:	13
- Number of AM to AVP:	10
- Number of Staff to Supervisor:	0