

Relevant Information on Pru Life UK's Training and Development Programmes for the Year 2016

PART I: SUMMARY

Internal Trainings		
Ranks	Average Training Hours	Equivalent Number of Days
VP and up	31.47 hours	3.93 days
AM to AVP	32.27 hours	4.03 days
Staff to Supervisor	43.74 hours	5.47 days

PART II: INTERNAL TRAININGS

1. Statutory Trainings

a. Hepatitis B Awareness & Prevention

Dates Held:	14 November 2016
Number of Hours:	2 hours (combined with Hepatitis B awareness)
Number of Employees who attended:	18
- Number of VP and up:	2
- Number of AM to AVP:	2
- Number of Staff to Supervisor:	14

b. Sexually Transmitted Disease (STD), Human Immunodeficiency Virus (HIV) Infection, and Acquired Immune Deficiency Syndrome (AIDS)

Dates Held:	21 July 2016
Number of Hours:	4 hours
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. Tuberculosis Prevention and Control

Date Held:	19 August 2016
Number of Hours:	2 hours (combined with Hepatitis B awareness)
Number of Employees who attended:	18
- Number of VP and up:	2
- Number of AM to AVP:	2
- Number of Staff to Supervisor:	14

2. Annual Compliance Refresher Training (Computer Based Training)

a. Fraud Prevention and Awareness

Dates Held:	24 October 2016 to 18 November 2016
Number of Employees Eligible/Required to Join:	594
Number of Employees who attended/completed:	594
- Number of VP and up:	28
- Number of AM to AVP:	151
- Number of Staff to Supervisor:	415

b. Regional Compliance Standards

Dates Held:	25 August 2016 to 26 September 2016
Number of Employees Eligible/Required to Join:	599
Number of Employees who attended/completed:	599
- Number of VP and up:	29
- Number of AM to AVP:	151
- Number of Staff to Supervisor:	419

c. Anti Money Laundering and Counter Terrorist Financing

Dates Held:	26 September 2016 to 24 October 2016
Number of Employees Eligible/Required to Join:	594
Number of Employees who attended/completed:	594
- Number of VP and up:	28
- Number of AM to AVP:	151
- Number of Staff to Supervisor:	415

d. Anti Bribery and Corruption

Dates Held:	24 October 2016 to 18 November 2016
Number of Employees Eligible/Required to Join:	594
Number of Employees who attended:	594
- Number of VP and up:	28
- Number of AM to AVP:	151
- Number of Staff to Supervisor:	415

e. Conflicts of Interest

Dates Held:	24 October 2016 to 18 November 2016
Number of Employees Eligible/Required to Join:	594
Number of Employees who attended:	594
- Number of VP and up:	28
- Number of AM to AVP:	151
- Number of Staff to Supervisor:	415

3. Technical

a. Advanced MS Excel

Dates Held:	15 to 16 March 2016 and 10 to 11 November 2016
Number of Hours:	16 hours per session or 32 hours in total
Number of Employees who attended:	28
- Number of VP and up:	0
- Number of AM to AVP:	2
- Number of Staff to Supervisor:	26

4. Business Communications

a. Business Communications I: Foundations of Business English

Date Held:	22 September 2016
Number of Hours:	8 hours
Number of Employees who attended:	21
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	21

b. Business Communications IIA: Effective Business Writing

Dates Held:	13 to 14 April 2016 and 20 to 21 September 2016
Number of Hours:	16 hours per session or 32 hours in total
Number of Employees who attended:	48
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	48

c. Business Communications IIB: Delivering High Impact Presentations

Dates Held:	17 to 18 October 2016
Number of Hours:	16 hours per session or 32 hours in total
Number of Employees who attended:	10
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	10

5. Personal Effectiveness

a. Anchoring Success

Dates Held:	11 February 2016, 22 June 2016, 8 August 2016, and 19 October 2016
Number of Hours:	8 hours per session or 32 hours int total
Number of Employees who attended:	76
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	76

b. Building Relationships

Dates Held:	17 February 2016 23 June 2016, and 9 August 2016
Number of Hours:	8 hours per session or 24 hours in total
Number of Employees who attended:	53
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	53

c. Establishing Control

Dates Held:	18 February 2016, 24 June 2016, 10 August 2016, and 21 October 2016
Number of Hours:	8 hours per session or 32 hours in total
Number of Employees who attended:	71
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	71

d. Harnessing the Power of Emotional Quotient in Employee Engagement

Dates Held:	17 June 2016 and 15 August 2016
Number of Hours:	8 hours per session or 16 hours in total
Number of Employees who attended:	36
- Number of VP and up:	0
- Number of AM to AVP:	0
- Number of Staff to Supervisor:	36

e. Harnessing the Power of Emotional Intelligence in Leadership

Dates Held:	16 February 2016, 29 March 2016, and 26 September 2016
Number of Hours:	8 hours per session or 24 hours in total
Number of Employees who attended:	47
- Number of VP and up:	3
- Number of AM to AVP:	39
- Number of Staff to Supervisor:	5

f. 7 Habits of Highly Effective People

Dates Held:	22 to 24 February 2016, 16, 17, and 23 May 2016, 20 to 22 July 2016, 23 to 25 August 2016, 11 to 13 October 2016, and 15 to 17 November 2016
Number of Hours:	24 hours per session or 144 hours in total
Number of Employees who attended:	110
- Number of VP and up:	10
- Number of AM to AVP:	24
- Number of Staff to Supervisor:	76

g. Generations in the Workplace: Leveraging Age Diversity

Dates Held:	15 and 22 July 2016
Number of Hours:	8 hours per session or 16 hours in total
Number of Employees who attended:	33
- Number of VP and up:	2
- Number of AM to AVP:	29
- Number of Staff to Supervisor:	2

6. New People Manager

a. Managing at Pru

Dates Held:	11 to 13 July 2016
Number of Hours:	20 hours
Number of Employees who attended:	10
- Number of VP and up:	0
- Number of AM to AVP:	8
- Number of Staff to Supervisor:	2

b. Coaching for Performance

Dates Held:	8, 9, and 11 August 2016
Number of Hours:	24 hours
Number of Employees who attended:	6
- Number of VP and up:	0
- Number of AM to AVP:	1
- Number of Staff to Supervisor:	5

7. Leadership

a. Fostering Innovation

Dates Held:	20 September 2016 and 18 October 2016
Number of Hours:	8 hours per session or 16 hours in total
Number of Employees who attended:	27
- Number of VP and up:	0
- Number of AM to AVP:	25
- Number of Staff to Supervisor:	2

b. Making High Quality Decisions

Dates Held:	21 September 2016 and 19 October 2016
Number of Hours:	8 hours per session or 16 hours in total
Number of Employees who attended:	27
- Number of VP and up:	0
- Number of AM to AVP:	25
- Number of Staff to Supervisor:	2

c. Instilling a Culture of Innovation

Date Held:	15 September 2016
Number of Hours:	8 hours
Number of Employees who attended:	10
- Number of VP and up:	2
- Number of AM to AVP:	8
- Number of Staff to Supervisor:	0

d. Mastering Decision Dynamics

Date Held:	16 September 2016
Number of Hours:	8 hours
Number of Employees who attended:	10
- Number of VP and up:	2
- Number of AM to AVP:	8
- Number of Staff to Supervisor:	0