

Relevant Information on Pru Life UK's Training and Development Programs for the Year 2015

1. Summary

Ranks	Average Training Hours	Equivalent Number of Days
VP and up	20.57 hours	2.57 days
AM to AVP	21.92 hours	2.74 days
Staff to Supervisor	17.37 hours	2.17 days

2. Statutory Trainings

a. Hepatitis B Awareness & Prevention and Tuberculosis Prevention & Control

Date Held:	19 August 2015
Number of Hours:	2 hours
Number of Employees who attended:	14

b. STD/HIV-AIDS in the Workplace

Date Held:	21 September 2015
Number of Hours:	8 hours
Number of Employees who attended:	28

c. First Aid and Basic Life Support Training

Dates Held:	11 to 13 November 2015
Number of Hours:	24 hours
Number of Employees who attended:	11
- Number of AM to AVP:	1
- Number of Staff to Supervisor:	10

3. Annual Compliance Refresher Training (Computer Based Training)

a. Fraud Prevention and Awareness

Dates Held:	25 October 2015 to 25 November 2015
Number of Employees Eligible/Required to Join:	419
Number of Employees who attended:	419

b. Group Code of Business Conduct

Dates Held:	26 September 2015 to 26 October 2015
Number of Employees Eligible/Required to Join:	482
Number of Employees who attended:	482

c. Regional Compliance Standards

Dates Held:	1 to 25 September 2015
Number of Employees Eligible/Required to Join:	484
Number of Employees who attended:	484

d. Anti Money Laundering and Counter Terrorist Financing

Dates Held:	25 September 2015 to 25 October 2015
Number of Employees Eligible/Required to Join:	419
Number of Employees who attended:	419

e. Anti Bribery and Corruption

Dates Held:	25 October 2015 to 25 November 2015
Number of Employees Eligible/Required to Join:	419
Number of Employees who attended:	419

f. Conflicts of Interest

Date(s) Held:	25 October 2015 to 25 November 2015
Number of Employees Eligible/Required to Join:	419
Number of Employees who attended:	419

4. Technical

a. Advanced MS Excel

Dates Held:	14 to 15 May 2015, 6 to 7 August 2015, and 16 to 17 November 2015
Number of Hours:	16 hours per session; a total of 48 hours
Number of Employees who attended:	45

b. Project Management for Team Leaders

Dates Held:	18 to 20 May 2015
Number of Hours:	24 hours
Number of Employees who attended:	18
- Number of AM to AVP:	12
- Number of Staff to Supervisor:	6

c. Trainers Development Program

Dates Held:	22 to 24 July 2015
Number of Hours:	24 hours
Number of Employees who attended:	14
- Number of AM to AVP:	6
- Number of Staff to Supervisor:	8

d. Targeted Selection (for People Managers)

Dates Held:	20 to 21 October 2016
Number of Hours:	16 hours
Number of Employees who attended:	15
- Number of AM to AVP:	10
- Number of Staff to Supervisor:	5

5. Business Communications

a. Business Communications I: Grammar for Business

Date Held:	17 August 2015
Number of Hours:	8 hours
Number of Employees who attended:	25

b. Business Communications IIA: Effective Business Writing

Dates Held:	11 to 12 August 2015 and 6 to 7 October 2015
Number of Hours:	16 hours per session; a total of 32 hours
Number of Employees who attended:	34

c. Business Communications IIB: Delivering High Impact Presentations

Dates Held:	14 to 15 June 2015 and 10 to 11 September 2015
Number of Hours:	16 hours per session; a total of 32 hours
Number of Employees who attended:	26
- Number of AM to AVP:	2
- Number of Staff to Supervisor:	24

6. *Personal Effectiveness*

a. **Anchoring Success**

Date Held:	16 October 2016
Number of Hours:	8 hours
Number of Employees who attended:	19
- Number of AM to AVP:	2
- Number of Staff to Supervisor:	17

b. **Building Relationships**

Date(s) Held:	19 October 2015
Number of Hours:	8 hours
Number of Employees who attended:	17

c. **Establishing Control**

Date Held:	23 October 2015
Number of Hours:	8 hours
Number of Employees who attended:	21

d. **Harnessing the Power of Emotional Intelligence in Leadership**

Dates Held:	12 November 2015
Number of Hours:	8 hours
Number of Employees who attended:	13
- Number of VP and up:	2
- Number of AM to AVP:	9
- Number of Staff to Supervisor:	2

e. **7 Habits for Managers**

Dates Held:	20 to 22 July 2015, 18 to 20 August 2015, 16 to 18 September 2015, and 9 to 11 November 2015
Number of Hours:	24 hours per session; a total of 96 hours
Number of Employees who attended:	89
- Number of VP and up:	2
- Number of AM to AVP:	87

7. Leadership

a. Coaching for Performance

Dates Held:	8, 9 and 11 June 2015
Number of Hours:	24 hours
Number of Employees who attended:	12
- Number of AM to AVP:	10
- Number of Staff to Supervisor:	2