

# SUMMARY OF COURSES BY MONTH

IIAP 2016 TRAINING CALENDAR

MONTH		COURSE TITLE	No. of Sessions	SCHEDULE	TIME
January	1	232nd Basic Non-Life Insurance Course	11	January 18-February 1	4:30-7:30 PM
February	2	Review Sessions for CII Exams	2	February 1-2	1:00 -4:00PM
	3	233rd Basic Non-Life Insurance Course	11	February 15- March 1	4:30-7:30 PM
	4	3rd Basic Non-Life Insurance Course - Saturday	5.5 days	February 13- March 19	9:00AM - 4:00 PM
	5	Intermediate Course on Marine Insurance (batch 1)	5	February 9-15	4:30-7:30 PM
	6	Intermediate Course on Fire Insurance (batch 1)	6	February 17-24	4:30-7:30 PM
	7	Fire Insurance with Burglary Cover	1	February 2	9:00AM - 12:00 NN
	8	Basic Personal Accident Insurance	1	February 4	9:00AM - 12:00 NN
	9	Basic Motor Insurance	1	February 9	9:00AM - 12:00 NN
	10	Industrial All Risks Insurance	1	February 11	9:00AM - 12:00 NN
	11	Cybercrime Insurance	1	February 16	9:00AM - 12:00 NN
	12	Errors and Omissions Policy	1	February 18	9:00AM - 12:00 NN
	13	Supervisory Development Workshop- IMDP	3	February 2-4	1:00 - 5:00 PM
	14	Improving Grammar in Business Writing - IMDP Special Course	1	February 23	1:00 - 5:00 PM
	15	Delivering Effective Customer Service via Telephone - IMDP Special Course	1	February 29	1:00 - 5:00 PM
March	16	Review Sessions for CII Exams	2	March 2-3	1:00 -4:00PM
	17	13th Basic Non-Life Insurance Course -Daytime	11	March 7-21	9:00AM - 12:00NN
	18	234th Basic Non-Life Insurance Course	11	March 14 - 31	4:30-7:30 PM
	19	Condominium Insurance	3	March 2-4	4:30-7:30 PM
	20	1st Basic Non-Life Insurance Course - 1 week edition	5.5 days	March 7-12	9:00 AM - 4:00 PM
	21	Intermediate Course on Marine Insurance - Cebu	2.5 days	March 9-11	9:00 AM - 4:00 PM
	22	Basic Non-Life Insurance Course - Cebu	5.5. days	March 9-14	9:00 AM - 4:00 PM
	23	Intermediate Course on Reinsurance	5	March 14-18	4:30-7:30 PM
	24	Advanced Course on Loss Adjustment	10	March 28 - April 8	4:30-7:30 PM
	25	Claims Technician Course (in partnership with AICLA)	3 days	March 14-16	9:00AM - 4:00 PM
	26	Basic Fire Insurance	1	March 3	9:00AM - 12:00 NN
	27	Basic Marine Insurance	1	March 8	9:00AM - 12:00 NN
	28	Basic Miscellaneous Casualty Insurance	1	March 10	9:00AM - 12:00 NN
	29	Basic Engineering Insurance	1	March 15	9:00AM - 12:00 NN
	30	Basic Suretyship	1	March 17	9:00AM - 12:00 NN
	31	Customer Service- IMDP	3	March 15-17	1:00 - 5:00 PM
	32	Implementing the 5S Principles in Insurance Business - IMDP Special Course	1	March 2	1:00 - 5:00 PM
	33	Unleashing the Speaker in You - IMDP Special Course	1	March 31	1:00 - 5:00 PM

MONTH	COURSE TITLE	No. of Sessions	SCHEDULE	TIME
April	34 Review Sessions for CII Exams	2	April 4-5	1:00 -4:00PM
	35 Advanced Course on Suretyship	8	April 4-14	4:30-7:30 PM
	36 Basic Non-Life Insurance Course - Legaspi	5.5 days	April 11-16	9:00 AM to 4:00 PM
	37 2nd Basic Non-Life Insurance Course - 1 week edition	5.5 days	April 11-16	9:00 AM to 4:00 PM
	38 Intermediate Course on Fire Insurance - Legaspi	2.5 days	April 13-15	9:00 AM to 4:00 PM
	39 235th Basic Non-Life Insurance Course	11	April 13- 27	4:30-7:30 PM
	40 Advanced Course on Engineering Insurance	8	April 18 -27	4:30-7:30 PM
	41 Intermediate Course on Casualty Insurance	5	April 25 to 29	4:30-7:30 PM
	42 Loss Adjustment 101 - Preparation & Investigation	1	April 4	9:00AM - 12:00 NN
	43 Overview of Reinsurance	1	April 12	9:00AM - 12:00 NN
	44 Sabotage and Terrorism Insurance	1	April 14	9:00AM - 12:00 NN
	45 Fire Loss Adjustment	1	April 19	9:00AM - 12:00 NN
	46 Professional Indemnity and Medical Malpractice Insurance	1	April 21	9:00AM - 12:00 NN
	47 Basic Modern Automotive Systems and Collision Damage Estimating	1	April 26	9:00AM - 12:00 NN
	48 Marketing Management - IMDP	3	April 5-7	1:00 - 5:00 PM
	49 Effective Negotiation Techniques in Insurance - IMDP Special Course	1	April 18	1:00 - 5:00 PM
	50 Analytical Problem Solving - IMDP Special Course	1	April 25	1:00 - 5:00 PM
May	51 Review Sessions for CII Exams	2	May 2-3	1:00 -4:00PM
	52 4th Basic Non-Life Insurance Course - Saturday	5.5 days	May 7 - June 11	9:00 AM to 4:00 PM
	53 Basic Non-Life Insurance Course - Davao	5.5 days	May 16-21	9:00 AM to 4:00 PM
	54 3rd Basic Non-Life Insurance Course - 1 week edition	5.5 days	May 9-14	9:00 AM to 4:00 PM
	55 Intermediate Course on Marine Insurance - Davao	2.5 days	May 11-13	9:00 AM to 4:00 PM
	56 14th Basic Non-Life Insurance Course -Daytime	11	May 16 - 30	9:00AM - 12:00 NN
	57 Advanced Course on Motor (batch 1)	5	May 16 - 20	4:30-7:30 PM
	58 Intermediate Course on Fire Insurance (batch 2)	6	May 23-30	4:30-7:30 PM
	59 236th Basic Non-Life Insurance Course	11	May 2-17	4:30-7:30 PM
	60 Fraud in Claims	1	May 10	9:00AM - 12:00 NN
	61 Business Continuity Planning	1	May 12	9:00AM - 12:00 NN
	62 Personal Accident Claims	1	May 17	9:00AM - 12:00 NN
	63 Energy Insurance	1	May 19	9:00AM - 12:00 NN
	64 Motor Claims	1	May 24	9:00AM - 12:00 NN
	65 Agency Selling	1	May 26	9:00AM - 12:00 NN
	66 Effective Business Correspondence -IMDP	3	May 10-12	1-5PM
	67 Accounting for Non-Accountants - IMDP Special Course	1	May 16	1:00 - 5:00 PM
	68 Digital Marketing - IMDP Special Course	1	May 23	1:00 - 5:00 PM



MONTH	COURSE TITLE	No. of Sessions	SCHEDULE	TIME
June	69 Review Sessions for CII Exams	2	June 1-2	1:00 -4:00PM
	70 Advanced Course on Fire Insurance	11	June 13-27	4:30-7:30 PM
	71 4th Basic Non-Life Insurance Course - 1 week edition	11	June 13-18	9:00 AM to 4:00 PM
	72 Advanced Course on Reinsurance	5	June 20-24	4:30-7:30 PM
	73 Advanced Course on Motor Insurance-CDO	2.5 days	June 21-23	9:00AM - 4:00PM
	74 237th Basic Non-Life Insurance Course	11	June 6-20	4:30-7:30 PM
	75 Surety/Bond Claims	1	June 14	9:00AM - 12:00 NN
	76 Engineering Claims	1	June 16	9:00AM - 12:00 NN
	77 Miscellaneous Casualty Loss Adjustment	1	June 21	9:00AM - 12:00 NN
	78 How To Manage an Insurance Brokerage Firm	1	June 23	9:00AM - 12:00 NN
	79 Marine Loss Adjustment	1	June 28	9:00AM - 12:00 NN
	80 Loss Adjustment 201 - Analysis & Evaluation	1	June 30	9:00AM - 12:00 NN
	81 Basic Leadership Workshop - IMDP	3	June 7-9	1:00 - 5:00 PM
	82 Effective Decision Making - IMDP Special Course	1	June 13	1:00 - 5:00 PM
	83 Effective Collection Techniques & Strategies - IMDP Special Course	1	June 27	1:00 - 5:00 PM
July	84 Review Sessions for CII Exams	2	July 5-6	1:00 -4:00PM
	85 Basic Non-Life Insurance Course - Dagupan	5.5 days	July 4-9	9:00AM - 4:00PM
	86 Advanced Course on Motor Insurance-Dagupan	2.5 days	July 5-7	9:00AM - 4:00PM
	87 5th Basic Non-Life Insurance Course - 1 week edition	5.5 days	July 11-16	9:00 AM to 4:00 PM
	88 Advanced Course on Accident and Health Insurance	5	July 11-15	4:30-7:30 PM
	89 Principles and Practice of Non-Life Insurance Accounting	9	July 14-26	4:30-7:30 PM
	90 5th Basic Non-Life Insurance Course - Saturday	5.5 days	July 23 - August 27	9:00AM - 4:00PM
	91 238th Basic Non-Life Insurance Course	11	July 11-25	4:30-7:30 PM
	92 Intermediate Course on Marine Insurance (batch 2)	5	July 4-8	4:30-7:30 PM
	93 Agency Management	1	July 12	9:00AM - 12:00 NN
	94 Fire Claims	1	July 14	9:00AM - 12:00 NN
	95 Miscellaneous Casualty Claims	1	July 19	9:00AM - 12:00 NN
	96 Basic Bancassurance	1	July 21	9:00AM - 12:00 NN
	97 Marine Claims	1	July 26	9:00AM - 12:00 NN
	98 Strategic Management -IMDP	3	July 5-7	1:00 - 5:00 PM
	99 Managing Customer Complaints - IMDP Special Course	1	July 11	1:00 - 5:00 PM
	100 Six Sigma - IMDP Special Course	1	July 25	1:00 - 5:00 PM

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MONTH	COURSE TITLE	No. of Sessions	SCHEDULE	TIME
August	101 Review Sessions for CII Exams	2	August 1-2	1:00 -4:00PM
	102 Intermediate Course on Fire Insurance-Clark	2.5 days	August 3-5	9:00AM - 4:00PM
	103 Advanced Course on Accident and Health - Clark	2.5 days	August 3-5	9:00AM - 4:00PM
	104 239th Basic Non-Life Insurance Course	11	August 1-15	4:30-7:30 PM
	105 Condominium Insurance	3	August 3-5	4:30-7:30 PM
	106 Intermediate Course on Fire Insurance (batch 3)	6	August 8-15	4:30-7:30 PM
	107 Basic Micro-Insurance	1	August 9	9:00AM - 12:00 NN
	108 Climate Change and Calamities	1	August 11	9:00AM - 12:00 NN
	109 Profitable Management under a Risk-Based Capital Regime	1	August 16	9:00AM - 12:00 NN
	110 Comprehensive General Liability Insurance	1	August 18	9:00AM - 12:00 NN
	111 Crop and Indexed-based Microinsurance	1	August 23	9:00AM - 12:00 NN
	112 Loss Adjustment 301 - Decision & Negotiation	1	August 25	9:00AM - 12:00 NN
	113 Enterprise Wide Risk Management - IMDP	3	August 2-4	1:00 - 5:00 PM
	114 Image Branding for Insurance Professionals - IMDP Special Course	1	August 8	1:00 - 5:00 PM
	115 SWOT Analysis for Insurance - IMDP Special Course	1	August 24	1:00 - 5:00 PM
September	116 Review Sessions for CII Exams	2	September 5-6	1:00 -4:00PM
	117 Basic Non-Life Insurance Course - Bacolod	5.5 days	September 5-10	9:00AM - 4:00PM
	118 Advanced Course on Motor Insurance-Bacolod	2.5 days	September 7-9	9:00AM - 4:00PM
	119 240th Basic Non-Life Insurance Course	11	September 12-27	4:30-7:30 PM
	120 15th Basic Non-Life Insurance Course -Daytime	11	September 5 - 20	9:00AM - 12:00 NN
	121 Advanced Course on Marine Insurance	11	September 14-28	4:30-7:30 PM
	122 Advanced Course on Miscellaneous Casualty Insurance	11	September 7-22	4:30-7:30 PM
	123 Training the Insurance Trainor	1	September 8	9:00AM - 12:00 NN
	124 Business Interruption Seminar	1	September 13	9:00AM - 12:00 NN
	125 Directors and Officers Liability	1	September 15	9:00AM - 12:00 NN
	126 Electronic Equipment Insurance	1	September 20	9:00AM - 12:00 NN
	127 Insuring Product Hazards	1	September 22	9:00AM - 12:00 NN
	128 People Management - IMDP	3	September 6-8	1:00 - 5:00 PM
	129 Preparing for Powerful Business Presentations - IMDP Special Course	1	September 12	1:00 - 5:00 PM
	130 Forecasting in Insurance - IMDP Special Course	1	September 26	1:00 - 5:00 PM

MONTH	COURSE TITLE	No. of Sessions	SCHEDULE	TIME
October	131 Review Sessions for CII Exams	2	October 4-5	1:00 -4:00PM
	132 Basic Non-Life Insurance Course - Iloilo	5.5 days	October 3-8	9:00AM -4:00PM
	133 Intermediate Course on Fire Insurance - Iloilo	2.5 days	October 5-7	9:00AM -4:00PM
	134 Advanced Course on Motor (batch 2)	5	October 10-14	4:30-7:30 PM
	135 241st Basic Non-Life Insurance Course	11	October 10-24	4:30-7:30 PM
	136 6th Basic Non-Life Insurance Course - Saturday	5.5 days	Oct. 8 - Nov. 12	9:00AM -4:00PM
	137 Basic Insurance Principles	1	October 11	9:00AM - 12:00 NN
	138 Machinery Breakdown Insurance	1	October 13	9:00AM - 12:00 NN
	139 Fidelity Insurance	1	October 18	9:00AM - 12:00 NN
	140 Condominium Insurance	1	October 20	9:00AM - 12:00 NN
	141 Comprehensive Personal Liability Insurance	1	October 25	9:00AM - 12:00 NN
	142 Loss Adjustment 401- Report Writing	1	October 27	9:00AM - 12:00 NN
	143 Technical Report Writing - IMDP Special Course	1	October 10	1:00 - 5:00 PM
	144 Using the Balanced Scorecard in Insurance - IMDP Special Course	1	October 24	1:00 - 5:00 PM
November	145 Review Sessions for CII Exams	2	November 8-9/21-22	1:00 -4:00PM
	146 Principles and Practice of Life Insurance Accounting	9	November 14-24	4:30-7:30 PM
	147 242nd Basic Non-Life Insurance Course	11	November 7 -21	4:30-7:30 PM
	148 Business Interruption Insurance Course	8	November 7-14	4:30-7:30 PM
	149 Advanced Course on Accident and Health Insurance- Cebu	2.5 days	November 9-11	9:00AM -4:00PM
	150 16th Basic Non-Life Insurance Course -Daytime	11	November 14-28	9:00AM - 12:00 NN
	151 Reinsurance Accounting	5	November 7-11	4:30-7:30 PM
	152 Marketing Insurance Products	1	November 3	9:00AM - 12:00 NN
	153 Money Securities and Payroll Robbery Insurance	1	November 8	9:00AM - 12:00 NN
	154 Effective Agency Recruiting	1	November 10	9:00AM - 12:00 NN
	155 Claims Report Writing	1	November 15	9:00AM - 12:00 NN
	156 Agency Training	1	November 17	9:00AM - 12:00 NN
	157 Continuous Improvement through Kaizen - IMDP Special Course	1	November 7	1:00 - 5:00 PM
	158 Analyzing Insurance Financial Statements - IMDP Special Course	1	November 21	1:00 - 5:00 PM
	159 Using PERT -CPM in Insurance - IMDP Special Course	1	November 29	1:00 - 5:00 PM

**RECOMMENDED TRAINING ROAD MAP**  
**BY EMPLOYEE LEVEL**

**I. NEW EMPLOYEES**

- 1 Basic Non-Life Insurance Course
- 2 Effective Business Correspondence
- 3 Review Session for CII Exams (optional)
- 4 Improving Grammar in Business Writing
- 5 Image Branding for Insurance Professionals

**II. STAFF**

- 1 Analytical Problem Solving
- 2 Effective Decision Making
- 3 Using PERT-CPM in Insurance
- 4 Basic Leadership Workshop
- 5 Unleashing the Speaker in You
- 6 Continuous Improvement through Kaizen

**III. FOR PROMOTION TO SUPERVISORY POSITION OR NEW SUPERVISORS**

- 1 People Management
- 2 Basic Leadership Workshop
- 3 Supervisory Development Workshop
- 4 Effective Decision Making
- 5 Effective Collection Techniques and Strategies
- 6 Managing Customer Complaints
- 7 Continuous Improvement through Kaizen
- 8 Analyzing Insurance Financial Statements
- 9 Using PERT-CPM in Insurance
- 10 Accounting for Non-Accountants
- 11 Effective Negotiation Techniques

**IV. FOR PROMOTION TO MANAGER POSITION OR NEW MANAGERS**

- 1 Customer Service Workshop
- 2 Implementing the 5S Principles in Insurance Business
- 3 Analytical Problem Solving
- 4 Six Sigma
- 5 SWOT Analysis for Insurance
- 6 Preparing for Powerful Business Presentations
- 7 Technical Report Writing
- 8 Marketing Management



**V. SENIOR MANAGERS/EXECUTIVES**

- 1 Enterprise Wide Risk Management
- 2 Risk Based Capital
- 3 Cybercrime Insurance
- 4 Strategic Management
- 5 Climate Change and Calamities
- 6 Risk Based Capital Management
- 7 Forecasting in Insurance
- 8 Using the Balanced Scorecard in Insurance
- 9 Marketing Insurance Products
- 10 Digital Marketing

**VI. FIRE UNDERWRITERS TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Basic Fire Insurance
- 3 Intermediate Course on Fire (Property) Insurance
- 4 Advanced Course on Fire (Property) Insurance
- 5 Basic Engineering Insurance
- 6 Advanced Course on Engineering Insurance
- 7 Condominium Insurance
- 8 Business Interruption
- 9 Fire Claims
- 10 Engineering Claims
- 11 Electronic Equipment Insurance
- 12 Machinery Breakdown Insurance
- 13 Industrial All Risks Insurance

**VII MOTOR UNDERWRITERS TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Basic Motor Insurance
- 3 Advanced Course on Motor Insurance
- 4 Basic Miscellaneous Casualty Insurance
- 5 Motor Claims

**VIII MARINE UNDERWRITERS TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Basic Marine Insurance
- 3 Intermediate Course on Marine Insurance
- 4 Advanced Course on Marine Insurance
- 5 Marine Claims

**IX SURETY UNDERWRITERS TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Advanced Course on Suretyship
- 3 Surety Claims
- 4 Fidelity Bonds



**X CASUALTY UNDERWRITERS TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Basic Casualty
- 3 Comprehensive General Liability Insurance
- 4 Liability Claims
- 5 Directors and Officers Liability
- 6 Errors and Omissions Insurance
- 7 Advanced Course on Miscellaneous Casualty
- 8 Product Liability Insurance
- 9 Fidelity Insurance
- 10 Money Securities and Payroll Robbery Insurance

**XI REINSURANCE TECHNICAL STAFF TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Overview of Reinsurance
- 3 Intermediate Course on Reinsurance
- 4 Advanced Course on Reinsurance
- 5 Reinsurance Accounting

**XII INSURANCE ACCOUNTANT TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Principles and Practice of Non-Life Accounting
- 3 Analyzing Insurance Financial Statements

**XIII ACCIDENT AND HEALTH UNDERWRITERS TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Basic Personal Accident Insurance
- 3 Personal Accident Claims
- 4 Advanced Course on Accident and Health Insurance

**IX LOSS ADJUSTERS TRACK**

- 1 Basic Non-Life Insurance Course
- 2 Advanced Course on Loss Adjustment
- 3 Claims Technician Course
- 4 Loss Adjustment 101: Preparation and Investigation
- 5 Loss Adjustment 201: Analysis and Evaluation
- 6 Loss Adjustment 301: Decision and Negotiation
- 7 Loss Adjustment: Report Writing