



RIVERSIDE MEDICAL CENTER, INC.



METRO PACIFIC HEALTH
THE HEART OF FILIPINO HEALTHCARE

DEPARTMENT: Human Resource Division		POLICY NUMBER: DPOTMH-MPP-ORGDV-P004-(01)	
TITLE/DESCRIPTION: RMCI LEADERSHIP DEVELOPMENT PROGRAM			
EFFECTIVE DATE: October 31, 2023	REVISION DUE: October 30, 2026	REPLACES NUMBER: N/A	NO. OF PAGES: 8 of 8
APPLIES TO: All RMCI Leaders, Human Resources Division		POLICY TYPE: Multi Disciplinary	

APPROVAL:				
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FORMS: N/A
EQUIPMENT: N/A
REFERENCES: N/A





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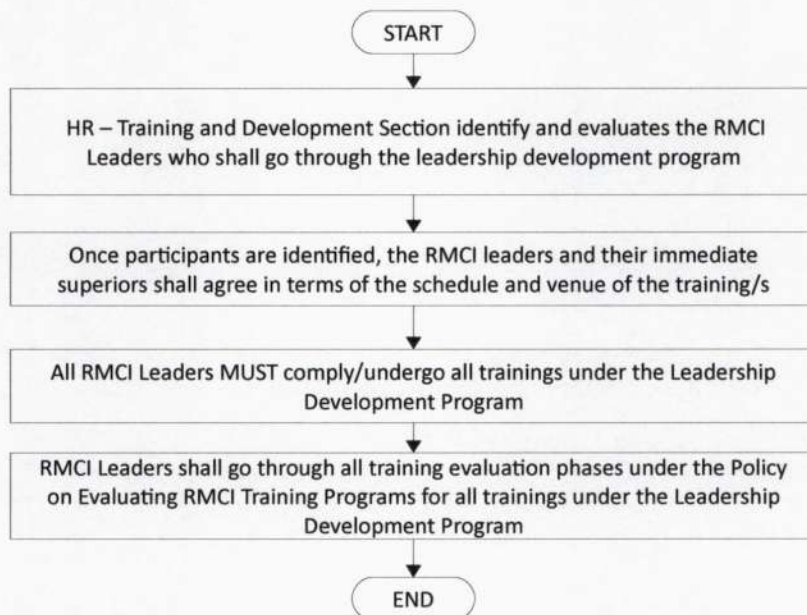
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WORK FLOW:





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WORK INSTRUCTION:

KEY TASK	PERSON RESPONSIBLE
1. Identify and evaluate the RMCI Leaders who shall go through the leadership development program.	HR – Training and Development Section RMCI leader
2. Agree in terms of the schedule and venue of the training/s.	
3. Comply/undergo all trainings under the Leadership Development Program.	
4. Go through all training evaluation phases under the <i>Policy on Evaluating RMCI Training Programs</i> for all trainings under the Leadership Development Program.	





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PROCEDURE (SOP):

1. At the beginning of the year, HR – Training and Development Section shall identify and evaluate the RMCI Leaders who shall go through the leadership development program.
2. Once participants are identified, the RMCI leaders and their immediate superiors shall agree in terms of the schedule and venue of the training/s.
3. All RMCI Leaders MUST comply/undergo all trainings under the Leadership Development Program.
4. RMCI Leaders shall go through all training evaluation phases under the *Policy on Evaluating RMCI Training Programs* for all trainings under the Leadership Development Program.





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4. The Human Resources Division – Training and Development Section together with immediate heads, shall be responsible in ensuring that all identified RMCI Leaders will go through the entire Leadership Development Program.
5. Activities covered in each phase may vary and change based on available resources however, it shall maintain its significance to the expected competency of a certain phase.
6. At the end of every phase, the **Training Evaluation Tool** under *Policy on Evaluating RMCI Training Programs* shall be utilized in order to measure and ensure the success of the Leadership Development Program.
7. Year on year, completers of the Leadership Development Program may go through reorientation and/or refresher of selected topics only if recommended by the Division Head.
8. RMCI Leaders shall act as resource speaker for leadership trainings as endorsed by immediate head





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RESPONSIBILITY: HR – Training and Development Section, All RMCI Leaders

POLICY: 1. This policy shall be applicable to all permanent and probationary RMCI employees handling supervisory and managerial positions, including those who are under developmental assignments, officer-in-charge, and/or acting capacities in corresponding supervisory and managerial positions. These employees are regarded as RMCI Leaders. 2. All RMCI Leaders MUST go through the leadership development program. 3. The Leadership Development Program shall consist of four (4) phases, with each phase targeting a specific competency based on the framework in this policy:
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Table 1. RMCI Leadership Development Program Matrix

Phase	Time Frame	Competency	Activities
1	15 days	Person (Self-Leadership)	1. Reorientation on Internal & Interdepartmental Processes 2. Personality Assessment
2	1-2 months	Engagement (People Leadership)	1. Customer Service 2. Supervisory and Managerial Skills Enhancement (PLOC) 3. Team Development
3	3-6 months	Strategy (Thought Leadership)	1. Trainings on Business, Financial Acumen, Human Resources, Operation Management.
4	6 months & beyond	Drive (Results Leadership)	1. Leadership Forum





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PURPOSE:

This policy aims to develop a standard training program and help employees develop leadership competencies and prepare them for management and leadership roles within the RMCI.

DEFINITIONS:

RMCI Leaders – this pertains to bona fide RMCI employees handling supervisory or managerial positions.

FRAMEWORK:

This leadership development program is anchored to the leadership and management competencies by Lyndsay Swinton, which is also utilized by First Pacific Leadership Academy. This model represents the common traits and characteristics found in effective leaders, providing a common language for discussing leadership concepts, enabling consistent assessment, development and feedback within an organization.

Figure 1. Leadership and Management Competencies (Retrieved from Lyndsay Swinton, utilized by First Pacific Leadership Academy)

