

## FOR INQUIRIES

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# Training Program

for Cooperatives  
and Bio-Enterprises



## About ICOPED

The Institute of Cooperatives and Bio-Enterprise Development, an academic unit under CEM-UPLB, provides a strong focus on the development of cooperatives as viable economic and social enterprises.

Formerly the Agricultural Credit and Cooperatives Institute (ACCI), our strengths are anchored on long years of relevant and rich experience in implementing academic and training programs and networking with the cooperative sector, government agencies, and NGOs involved in cooperative development work. We are supported by the manpower and physical resource base of CEM to provide relevant and need-based training for the cooperative sector and other agencies engaged in cooperative promotion and development.

## Training with ICOPED

As a duly accredited Cooperative Training Provider, ICOPED offers training courses that are prescribed by the Cooperative Development Authority (CDA) pursuant to Article 44 of RA 9520 and Section 5 of Rule 7 of its Implementing Rules and Regulations. The courses are framed on sound economic and management principles, as well as practical, participatory, ICT-based and output-oriented approaches to achieve optimum learning experience. In addition, ICOPED also offers specialized trainings and other technical assistance and extension services upon request.

## Goal

To produce professionals with the competencies and skills to manage and operate cooperatives as economically and viable enterprises and to enhance the ability of cooperative development workers to successfully implement and monitor cooperative and rural development-related projects and programs.

## Target Participants

Cooperative board of directors (BOD), committee members, managers, supervisors and staff; and cooperative development workers in government, NGOs, and private sector.

## Training Courses

### Mandatory Trainings

#### Credit Management

Duration: 1 day

#### Risk Management

Duration: 1 day

#### Governance and Management of Cooperative

Duration: 1-2 days\*

#### Fundamentals of Cooperatives

Duration: 1-2 days\*

#### Financial Management

Duration: 2 days

#### Training of Trainers\*\*

Duration: 4 days

*\* depends on type of cooperative*

*\*\* required for Accredited Training Providers (ATPs), prospective applicants of the CDA Accreditation Program*

### Specialized Training Courses

#### Conflict management

Duration: 2 days

#### Cooperative Standards

Duration: 2 days

#### Leadership and Values Re-Orientation

Duration: 2 days

#### Rules Formulation

Duration: 2 days

#### Audit Management

Duration: 3 days

#### Basic Accounting for Non-Accountants

Duration: 3 days

#### Effective Management

Duration: 3 days

#### Entrepreneurial and Business Management

Duration: 3 days

#### Human Resource Management

Duration: 3 days

#### Internal Control

Duration: 3 days

#### Investment and Banking Procedures

Duration: 3 days

#### Labor and Other Related Laws

Duration: 3 days

#### Records Management (Financial and Non-Financial)

Duration: 2-4 days\*

#### Strategic Planning and Management

Duration: 3 days

#### Basic Computer Literacy

Duration: 5 days

#### Enterprise Development Training for Cooperatives

Duration: 10 days

*\* depends on type of cooperative*

### Other Extension Activities

#### Cooperatives Orientation Seminar

Duration: half day

#### Pre-Membership Education Seminar

Duration: one day

#### Technical Assistance and Consultation Services