

Name of Extension/Public Service (The name of the service being offered)	Effective Communication Skills
Objective (Description of the service being provided; History of service provision)	<p>The ICOPED has developed and is offering specialized training courses, seminars, and workshops for cooperatives and other self-help groups that aims to develop the knowledge and skills of their human resources.</p> <p>This covers the basic competencies required of a member of Mediation and Conciliation Committee and the General Manager in the conduct of the affairs of the cooperative. It has been conducted twice between 2011 and 2016.</p>
Duration/Date	Three days
Target Beneficiaries	Cooperative officers, specifically mediation and conciliation committee and the general manager. Please note that only a maximum of 30 participants can be accommodated per CDA-prescribed training.
Cost of Participation	PhP 500 per day per participant, inclusive only of the cost of training kit and honoraria of resource persons and training staff
Office in Charge	Institute of Cooperatives and Bio-Enterprise Development (ICOPED) College of Economics and Management University of the Philippines Los Baños
Office Profile Degree granting or non-degree granting Purpose of creation Location in the hierarchy (Background of the office providing the service i.e. Number of personnel and Key personnel providing the service)	<p>The Institute of Cooperative and Bio-Enterprise Development (ICOPED) is an academic unit under the College of Economics and Management, University of the Philippines Los Baños that focuses on the development of cooperatives as viable economic and social enterprises through its instruction, research, extension, and training programs.</p> <p>The ICOPED is a duly accredited cooperative training provider (ATP) that offers training courses prescribed by the Cooperative Development Authority (CDA) pursuant to Article 44 of the Philippine Cooperative Code of 2008 (R.A. 9520) and the Section 5 of Rule 7 of its Implementing Rules and Regulations. The Institute aims to equip professionals with the necessary competencies and skills to manage and operate cooperatives, and improve the abilities of cooperative development workers for successful implementation and monitoring of cooperatives and development programs and projects.</p> <p>ICOPED envisions to be a center of excellence for instruction, research, and extension in the field of cooperatives and bio-enterprise development in the Philippines and Asia. It is composed of 11 personnel including the Director, three faculty members, four REPS, and three support staff, each</p>



	with important contributions to the provision of extension services.
Awards/recognition received by the office (The awards given by or received by the office offering the service, if any)	
Official website and Social media accounts (The link to the official website of the service)	Official Website: http://www.icoped.com Facebook Page: https://www.facebook.com/icopeduplb/
External links for documentation (The external links featuring the service [for the electronic copy, e.g. features in newspapers etc.])	Dr. Zenaida M. Sumalde Director Institute of Cooperatives and Bio-Enterprise Development College of Economics and Management University of the Philippines Los Baños College, Laguna 4031 Telefax: (63) (049) 536 3266 E-mail: zmsumalde@up.edu.ph
Contact details (The contact details of the head of the unit offering the service: fax, telephone, email, snail mail, map)	
Other Remarks	