Businessmaker® ACADEMY

TRAINING INVITATION

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Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

RECRUITMENT MANAGEMENT

Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____
(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:
- Pls visit https://businessmaker-academy.com/training-schedule/

WEBINAR:
- Duration: 1 session x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 1 day x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:
- Webinar Fee = Php 2250+VAT
- Seminar Fee = Php 4250+VAT

MODE OF PAYMENT:
☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
☐ Paypal: pls contact us
☐ Dragonpay: pls contact us
☐ Gcash: pls use QR code below



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES
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Businessmaker® ACADEMY

TRAINING INVITATION



RECRUITMENT MANAGEMENT

"How To Attract, Select, and Retain the Right Employees"

Seminar: 1 day x 8 hrs. (total of 8 hrs)
Webinar: 1 session x 4 hrs. (total of 4 hrs)

COURSE DESCRIPTION:

Using a blend of theory and practical exercises, this course will equip participants with the skills necessary to enable them to better assess a candidate's work capabilities and organizational fit. It also offers various techniques for motivating and retaining talents that can drive their organization's competitive advantage.

WHO SHOULD ATTEND:

HR Managers, Recruitment Specialists & Officers; Administrative Managers & Officers; Department Heads; Senior Managers; & Business Managers or any person who want to learn Human Resource management, including non-HR practitioners.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to plan recruitment strategies and perform essential recruitment tasks. Participants will be able to demonstrate skills in screening and selecting candidates using a structured approach.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Recognize and appreciate the importance of adopting sound recruitment and selection policies and practices in achieving company's objectives
- Identify the right channels for sourcing potential job applicants
- Utilize the appropriate process and methods of selecting candidates for employment
- Develop the skills needed for conducting an effective interview
- Create effective strategies to attract and retain competent employees

COURSE TOPIC HIGHLIGHTS:

1. Recruitment Management and Its Importance
2. Benefits of Effective Recruitment and Selection
3. Recruitment Issues and Challenges
4. Recruitment Specialist's Functions and Competencies
5. Recruitment, Selection, and Placement Process
6. Planning For Recruitment and Selection
7. Sourcing Candidates
8. Evaluation and Hiring
9. Screening and Selection Methods
10. Paper Screening and Shortlisting
11. Interviewing
12. Employment Testing
13. Background/Reference Checking
14. Medical/Physical Examination
15. Hiring and Placement
16. Job Offer
17. Employment Processing
18. Onboarding Program
19. Employee Retention
20. Recruitment Best Practices
21. How to Keep the Right Employees on Board

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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