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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:

**TRAINING & DEVELOPMENT 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](mailto: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**



## **TRAINING & DEVELOPMENT MANAGEMENT**

**“How to Develop Measurable and  
Effective Training Programs”**

**Seminar:** 1 day x 8 hrs. (total of 8 hrs)

**Webinar:** 1 session x 4 hrs. (total of 4 hrs)

### **COURSE DESCRIPTION:**

This course will help participants plan and prepare measurable and effective competency-oriented learning programs to increase the level of knowledge, skills, behavior and performance of employees, with guidelines on Training Needs Analysis, Training Plan, Evaluation and ROI Measurement.

### **WHO SHOULD ATTEND:**

HR Managers, Training 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 prepare a Training Plan for their employees using methodologies and processes to ensure that the right training is designed, delivered and evaluated properly for maximum learning. Participants will learn a structured approach in mapping out training activities that are aligned with their organization's goals.

### **LEARNING OBJECTIVES:**

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

- Recognize and appreciate the value and importance of training and development in building organization's overall capability
- Define the competencies of an effective trainer
- Conduct a comprehensive training needs analysis
- Identify and select the most appropriate training methodologies
- Outline a training plan
- Apply the concepts and techniques of evaluating the effectiveness of training

### **COURSE TOPIC HIGHLIGHTS:**

1. Training & Development Overview
2. Triggers of Training & Development
3. Significance of Training & Development
4. Core Competencies of a Trainer
5. Stages of the Training Cycle
6. Tracking Needs Analysis (TNA)
7. TNA Process
8. TNA Methodologies
9. TNA Coverage
10. Training Program Development
11. Training Design
12. Training Plan
13. Training Methodologies & Tools
14. Training Plan & Execution
15. Training Delivery & Execution
16. Marketing Your Training Program
17. Ensuring Your Training Investment
18. Training Evaluation
19. Purpose of Evaluation
20. Evaluation Methods & Tools
21. Learning Transfer
22. Follow-up Trainings

### **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.

## **BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES**

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