

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:

PERFORMANCE 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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www.businessmaker-academy.com ▪ www.hrclubphilippines.com



**PERFORMANCE
MANAGEMENT**

**“How to Manage Employee
Performance and Increase Productivity”**

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 provide you with the key concepts for managing employee performance and practical guidelines for enhancing both individual and team productivity. It will present various tools and techniques for monitoring your employees’ progress to ensure alignment with and fulfilment of your organization’s goals.

WHO SHOULD ATTEND:

HR Managers, Performance Management Specialists & Officers; Administrative Managers & Officers; Department Heads; Senior Managers; & Business Owners 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 identify the major components of a performance management system and use appropriate tools to monitor and measure employee performance for better productivity.

LEARNING OBJECTIVES:

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

- Recognize the importance of performance management in achieving business goals and strategies
- Define and analyze the major components of performance management system
- Use appropriate tools for developing, monitoring, and measuring employee job performance
- Conduct an effective performance appraisal
- Identify ways of motivating and rewarding outstanding performance
- Apply relevant techniques for correcting sub-standard performance

COURSE TOPIC HIGHLIGHTS:

1. Overview of Performance Management
2. Benefits of Performance Management
3. Components of Performance Management System
4. Performance Planning
5. Performance Monitoring and Documentation
6. Developing Capacity to Perform
7. Performance Rating or Appraisal
8. Rewarding Performance
9. Performance Appraisal System
10. Performance Appraisal Process
11. Performance Appraisal Methods
12. Performance Appraisal Form
13. Performance Appraisal Issues and Solutions
14. Rewarding Performance
15. Pay for Performance
16. Non-Cash Rewards
17. Career Planning & Development
18. Correcting Performance Problems
19. Training
20. Coaching
21. Administrative Sanctions

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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