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:

COMPENSATION & BENEFITS 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



COMPENSATION & BENEFITS MANAGEMENT

"How to Develop an Effective Compensation and Benefits Program for Your Employees"

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 guide participants in designing and managing a compensation and benefits program which is geared towards motivating and retaining good employees. Participants will likewise be introduced to the essential processes in compensation, such as job analysis, job evaluation, salary structure design, and payroll.

WHO SHOULD ATTEND:

HR Managers & Officers, Compensation & Benefits Specialists; Finance & 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 determine the components of employee compensation and benefits system to attract, retain and reward good performers in the company.

LEARNING OBJECTIVES:

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

- Explain the basic principles, objectives, and components of an effective compensation management
- Identify the competencies, duties, and responsibilities of compensation and benefits officer
- Calculate the different payroll components
- Apply the principles and techniques of job evaluation in designing a basic salary structure
- Determine types of benefits for employees

COURSE TOPIC HIGHLIGHTS:

1. Compensation & Benefits Overview
2. Components of Effective Compensation Management
3. Compensation Philosophy
4. Compensation Administration Process
5. Roles & Functions of the Compensation & Benefits Officer
6. Competencies of a Compensation & Benefits Officer
7. Essentials of Compensation & Benefits Management
8. Payroll Administration
9. Types of Compensation
10. Primary Determinants of Compensation
11. Salary Management
12. Introduction to Job Evaluation
13. Basic Salary Structure Design
14. Benefits Management
15. Mandatory Benefits
16. Company-Sponsored Benefits
17. Employee Services

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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