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:

PROFESSIONAL HR OPERATIONS 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: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days 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 4500+VAT
- Seminar Fee = Php 8500+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



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Businessmaker® ACADEMY

TRAINING INVITATION



PROFESSIONAL HR OPERATIONS MANAGEMENT

"A Complete Guide in Setting Up, Professionalizing, and Systematizing Your Day-to-Day HR Operations"

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

This course provides practical guidelines on how to professionally manage the day-to-day operations of your organization's HR department. It illustrates standard operating procedures of the different functions of the Human Resource Department from recruiting, managing, monitoring, disciplining and dismissing employees. It provides best practices in documentation for HR purposes. It focuses on the administrative work in Human Resources.

WHO SHOULD ATTEND:

This course is best for HR Managers, Supervisors and Officers, Office Administrators, Operations Managers, Business Owners, HR Consultants and for all people who have the responsibility of developing efficient and effective HR department operations, administrative and personnel procedures for the company.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to know, use and keep the documents that are essential in HR administration. Participants will learn how to process and follow common protocols of different HR functions of the Human Resource Department.

LEARNING OBJECTIVES:

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

- Assess your current HRD structure, roles, functions, and competencies to pinpoint areas for improvement
- Review team roles & assigned HRD functions
- Formulate guidelines and SOPs for your HR day-to-day operations and create your HR Operations Manual
- Identify critical steps and pertinent documents in handling employee discipline, grievance, and termination to prevent labor or turnover issues
- Apply the 5S technique in managing or updating HR records

COURSE TOPIC HIGHLIGHTS:

1. HRD Operations Assessment
2. Structuring Your HR Department
3. Roles & Functions of the HR Team
4. Competencies of an HR Professional
5. Components of HRD Operations Manual
6. Developing a Working HRD Operations Manual
7. Reviewing Policies, SOPs, and Forms for Efficient HRD Administration
8. HRD Functions and SOPs
   - Interdepartmental Communication
   - Recruitment, Selection, and Hiring
   - Training & Development
   - Performance Management
   - Compensation Administration
   - Employee Discipline
   - Handling Grievances
   - Dismissals & Terminations
9. HRD Documentation & Records Management
10. 5S of HR Files & Records
11. Best Practices in HR Records Management

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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