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:

JOB EVALUATION & PAY STRUCTURE DESIGN
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



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES
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www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



JOB EVALUATION & PAY STRUCTURE DESIGN

"How to Design Your Company's Salary Structure"

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

COURSE DESCRIPTION:

This course is an in-depth look at the compensation function of human resource management. It includes the fundamental and technical concepts and tools in creating a fair and competitive salary structure and compensation program for your organization.

WHO SHOULD ATTEND:

Business Managers, Department Managers, Operations Managers, HR Managers, Administrative Officers, Personnel Administrations, Job Evaluation committee members or any person who are tasked to design, review or revise the salary structure of an organization.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to determine the steps necessary for job evaluation to develop a feasible, competitive and sustainable salary structure.

LEARNING OBJECTIVES:

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

- Determine the purpose and components of compensation management
- Identify and understand the significant steps for job analysis
- Study the job evaluation system and the resources needed for the endeavor
- Create a point factor rating plan
- Use salary market data in designing salary structures
- Determine the steps and considerations for salary structures

COURSE TOPIC HIGHLIGHTS:

1. Compensation Management Framework
2. Objectives of Compensation Management
3. Types of Compensation Management
4. Determinants of Financial Management
5. Components of Compensation Management
6. Job Analysis
7. Uses of Job Analysis
8. Steps in Job Analysis Process
9. What is Job Evaluation and What It Is Not?
10. Underlying Principles of Job Evaluation
11. What Triggers Job Evaluation
12. How to Decide Whether to do Job Evaluation
13. Creating the Job Evaluation Committee
14. Job Evaluation Techniques
15. Best Practices in Developing Job Evaluation System
16. Point Rating System
17. Benchmark Jobs & Their Characteristics
18. Compensable Factors
19. The Point Factor Plan Process
20. How to Ensure Fairness & Objectivity in the Rating Process
21. Salary Survey Design and Analysis
22. Designing Salary Structures
23. Compensation Structure Decisions
24. Business and Technical Considerations
25. Salary Structure Development

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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