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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:

**KRAs & KPIs DEVELOPMENT AND IMPLEMENTATION**

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

**SEMINAR:**

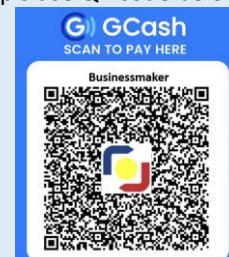
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

**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**



## KRAs & KPIs DEVELOPMENT AND IMPLEMENTATION

“How to Create and Implement Effective  
KRAs and Relevant KPIs for Your  
Organization”

**Seminar:** 2 days x 8 hrs. (total of 16 hrs)

**Webinar:** 2 sessions x 4 hrs. (total of 8 hrs)

### COURSE DESCRIPTION:

Leaders and Managers need to clearly define goals, objectives and performance indicators that they will use to assess and improve the performance of their team, department or the whole organization. This program will guide participants in using the KRA and KPI frameworks, as well as in implementing and monitoring these performance elements more effectively.

### WHO SHOULD ATTEND:

HR Managers, HR Generalists, Performance Management Specialists; Administrative Managers & Officers; Department Heads; General Managers & Business Owners or any person who needs to develop effective KRAs & KPIs for Performance Management.

### PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to develop Key Result Areas (KRA) and Key Performance Indicators (KPI) that are aligned with the organization's goals and use these to evaluate the performance of individuals or teams.

### LEARNING OBJECTIVES:

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

- Define and differentiate goals, objectives, KRAs, and KPIs
- Identify and design effective KRAs and KPIs that are aligned with the company's goals and objectives
- Plan how to implement and monitor KRA and KPI frameworks
- Schedule and conduct KRA and KPI review and assessment sessions

### COURSE TOPIC HIGHLIGHTS:

1. Understanding KRAs & KPIs
2. Difference Among Goals, Objectives, KRAs & KPIs

3. Performance Management and Accountability
4. KRA and KPI frameworks
5. Benefits and Challenges of Using KRAs & KPIs
6. How to Design Effective KRAs & KPIs
7. Key Components of Effective KRAs & KPIs
8. Sample KRAs & KPIs for Different Positions
9. How to Identify and Prepare KRAs & KPIs
10. Department and Individual KRAs & KPIs
11. Creating Your Own KRAs & KPIs
12. Establishing KRAs & KPIs for People Reporting to You
13. Review & Assessment of KRAs & KPIs
14. Steps for Implementing KRA & KPI Framework
15. Communicating and Orienting Your Team on KRAs & KPIs
16. Scheduling and Conducting Performance Improvement Sessions
17. Improving the KRA and KPI Management Cycle

### 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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