

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:

COMPETENCY-BASED HUMAN RESOURCE 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



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES



COMPETENCY-BASED HUMAN RESOURCE MANAGEMENT

“Adopt a Competency-based HR
Approach & System for Your Company”

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

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

COURSE DESCRIPTION:

The course provides a practical step-by-step approach to competency management which will enable participants to implement a competency-based Human Resource Management System. It covers all the significant topics such as competency mapping, modelling, assessment and application of competency approach to HRM.

WHO SHOULD ATTEND:

HR Managers, Supervisors, Team leaders, HR Professionals, Corporate Executives or any person who wants to learn how to practice competency-based HR management practices.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to adopt a competency-based approach to handling the different functions of Human Resource Management.

LEARNING OBJECTIVES:

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

- Recognize the challenges and benefits of using competency-based principles in HR management
- Explore the process of competency mapping
- Inspect sample competency models and formats
- Assess employee competencies based on competency model
- Apply competency-based HR management principles to different HR functions
- Identify steps for developing a competency framework

COURSE TOPIC HIGHLIGHTS:

1. Competency Framework
2. Types and Levels of Competency

3. Benefits and Challenges of Competency-based HRM
4. Steps in Creating Competency-based HRM
5. Competency Mapping
6. Approaches to Competency Mapping Process
7. Top-Down, Bottom-Up, and Beginning from Scratch Approach
8. Setting Performance Effectiveness Criteria
9. Identifying Jobs/Functions for Competency Mapping
10. Analysis of Competency Data
11. Classification and Validation of Competency Models
12. Proficiency Levels and Weightages of Competencies
13. Competency Assessment and Process
14. Types of Assessment Exercises
15. Executing Competency Assessment Program
16. Cost Benefit Analysis of Competency Assessment
17. Competency-based HRM Applications
18. Keys to Success in Using Competencies

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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