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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:

**ONBOARDING AND EMPLOYEE ENGAGEMENT**

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: 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**



## ONBOARDING AND EMPLOYEE ENGAGEMENT

“How to Develop an Onboarding  
Program to Keep Your Employees  
Productive and Engaged with the Team”

**Seminar:** 1 day x 8 hrs. (total of 8 hrs)

**Webinar:** 1 session x 4 hrs. (total of 4 hrs)

### COURSE DESCRIPTION:

Hiring the best candidates for positions in your organization is part of building an effective team. Your onboarding process can be one of the most critical factors in ensuring newly hired employees will be productive, contented and fully engaged. This course will guide you in creating and implementing a sound onboarding program. It will also provide you with different employee engagement strategies and best practices to keep your talents on board.

### WHO SHOULD ATTEND:

HR Managers, Supervisors & Specialists; Administrative Managers & Officers; Department Heads; Senior Managers; & Business Owners. Non-HR practitioners are most welcome!

### PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to initiate a more structured onboarding and employee engagement programs. Participants will gain the knowledge on how to effectively engage employees at the beginning of and during employment.

### LEARNING OBJECTIVES:

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

- Recognize the significance of a formal process of employee onboarding
- Determine important steps and timeline for employee onboarding
- Develop and apply appropriate measures for evaluating program effectiveness
- Explore and adopt relevant employee engagement strategies to retain talents

### COURSE TOPIC HIGHLIGHTS:

1. Introduction to Onboarding
2. What Onboarding is & What It Is Not
3. Primary Goal of Onboarding
4. Business Case: Why is Onboarding Important?
5. Key Components of Onboarding
6. Objectives
7. Roles & Tasks
8. Phases
9. Measurements & Evaluation
10. Four Building Blocks of Onboarding
11. Compliance, Clarification, Culture, and Connection
12. Employee Engagement
13. Strategies & Best Practices
14. Metrics

### 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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