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:

LABOR LAW: CODE & PRACTICE

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



LABOR LAW: CODE & PRACTICE

"Understanding the Philippine Labor Law and Avoiding Costly Labor Disputes"

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

COURSE DESCRIPTION:

This is a course on the Philippine Labor Law and its interpretation to ensure proper application for establishing HR Policies and Labor Compliant Management guidelines. Conducted by a legal counsel who specializes in labor practice, this course examines essential labor laws and actual labor jurisprudence. It helps participants protect their companies from costly labor suits and problems.

WHO SHOULD ATTEND:

HR Managers, Supervisors and Officers, HR Specialists and Consultants, Personnel and Administrative Managers, General Managers, Office Managers & Department Heads, Business Owners and Entrepreneurs who manage and employ people.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to know and understand essential labor laws and apply proper HR practices to ensure compliance with the Philippine Labor Code and regulations set forth by Department of Labor & Employment (DOLE).

LEARNING OBJECTIVES:

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

- Recognize and understand the essence of the labor code, as well as balance the rights of workers & management
- Identify the types of employment status, groups of employees, and labor regulations applicable to them
- Review the labor standards on work hours, rest periods, holidays, and leaves
- Examine the components of wages and learn how wages are calculated and applied to the workforce based on labor standards
- Follow the proper protocols and procedures for termination to avoid costly labor complaints
- Gain familiarity over the administrative bodies and agencies for labor compliance & issues

COURSE TOPIC HIGHLIGHTS:

1. Basic Principles of Philippine Labor Law
2. Labor Law as Social Legislation
3. Basic Rights of Workers
4. Management Prerogative
5. Employer-Employee Relations
6. Test of Employment Status
7. Types & Groups of Employees
8. Special Workers
9. Contracting & Subcontracting
10. Labor Standards (Hrs. of Work, Weekly Rest Period, Holidays, Service Incentive Leaves, Service Charges, Statutory Leaves Benefits)
11. Wages (Payment of Wages, Facilities & Supplements, Non-diminution of Benefits, 13th Month Pay, Wage Distortion, Prohibitions Regarding Wages)
12. Proper Termination of Employment
13. Due Process – Procedural & Substantive
14. Remedies Available to Employees
15. Resignation, Retirement, & Floating Status
16. Legal Remedies

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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