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:

EMPLOYEE DISCIPLINE & DOLE COMPLIANCE
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



EMPLOYEE DISCIPLINE & DOLE COMPLIANCE

"Creating a Culture of Positive Employee Discipline"

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

COURSE DESCRIPTION:

Disciplining employees is often perceived as unpleasant. To ensure that this is done properly, fairly and legally without drama, it is important to have an effective disciplinary policy and practice in the organization. This course answers these important questions such as: How do you set up a system where it is fair, just and legal for both employers & employees? What tools or documents are needed to effectively implement employee discipline? How do you correct and manage employees in a positive and objective manner? What is the legal process for dealing with resignations, dismissals and terminations? How do you solve employee problems effectively?

WHO SHOULD ATTEND:

HR Managers, Specialists & Officers, Administrative Managers & Officers, Department Heads, Senior Managers and Business Owners.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to discipline employees in a positive and objective manner. Participants will learn how to comply and practice due process in correcting employees as well as dealing with resignations, dismissals and terminations.

LEARNING OBJECTIVES:

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

- Recognize the importance of positive employee discipline in the workplace
- Comply with legal obligations and due process for employers
- Observe legal processes on disciplinary actions and employee dismissals
- Explore common behavior issues and adopt best practices in employee discipline
- Identify steps in establishing an effective system for employee discipline

COURSE TOPIC HIGHLIGHTS:

1. Basics of Employee Discipline
2. Benefits of Workplace Discipline
3. Common Behavior Issues
4. Characteristics of Effective Discipline
5. Legal Perspective of Employee Discipline
6. Management Prerogative
7. Security of Tenure
8. Regular vs. Non-Regular Employees
9. Employee Handbook
10. Legal & HR Processes of Termination & Resignation
11. Just Causes and Authorized Causes of Termination
12. Exit Interview
13. Steps to Take When an Employee Resigns
14. Human Resource Perspective of Discipline
15. The Role of Supervisor
16. Coaching & Counselling
17. Positive Contacts & Rewards
18. Performance Improvement & Evaluation
19. Progressive Approach to Discipline
20. The Discipline System
21. Management Training

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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