Businessmaker® ACADEMY

TRAINING INVITATION

_____
_____
_____

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:

COMPANY POLICY MAKING & 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 | 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
Suites 1606B & 1607A West, Tektite Towers, Exchange Road, San Antonio Ortigas Center, Pasig City, Philippines
Tel: +632 86874645, +632 86873416 ▪ Cel (0917) 6372471, (0912) 2231826 ▪ info@businessmaker-academy.com
www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



COMPANY POLICY MAKING & IMPLEMENTATION

"How to Prepare Company Policies, Procedures, and Employee Handbook That Your Company Can Monitor & Implement Effectively"

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

COURSE DESCRIPTION:

Writing or reviewing HR policies and procedures can be time-consuming and involve a high level of expertise to ensure that they all conform to employment laws. This course will guide participants in formulating and implementing HR policies and procedures that complement the goals and values of the organization. The workshop will provide them with helpful tips on how to create an easy-to-understand Employee Handbook to keep employees aware of the practices, rules and standards of their organization, as well as proven methods for monitoring adherence to Company Policies.

WHO SHOULD ATTEND:

HR Managers, Officers, Specialists and Assistants, Administrative Managers & Officers, Department Heads, Senior Managers, Members of Company Policy Making Bodies, Business Owners and any executives who want to learn the proper way to develop company HR policies.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to formulate, communicate, implement and monitor HR policies for their organization.

LEARNING OBJECTIVES:

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

- Recognize the importance of having the right policies and procedures in the workplace
- Identify the principles and components of policy development
- Adopt the different types of HR policies that are essential in managing employees
- Practice the right process of formulating and communicating effective policies
- Use appropriate and practical tools to ensure employees' understanding and compliance with the company policies and procedures

COURSE TOPIC HIGHLIGHTS:

1. Overview of HR Policy Making
2. Why Workplace Policies Matter
3. Linking Organization's Vision/Mission & Policies
4. Principles of Effective Policy Making
5. Types of HR Policies
6. Critical Policies for the Digital Age
7. Labor Standard Policies & Updates
8. Policy Making Essentials
9. Role of HR in Policy Making
10. Due Process in Preparing & Implementing HR Policies
11. Policy Making Process
12. Determining Need for a Policy
13. Developing Policy Content
14. Drafting & Writing the Policy
15. Policy Review by Key Parties
16. Policy Approval
17. Policy Implementation
18. Practical Tools for Policy Implementation
19. Employee Handbook
20. Monitoring & Audit

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
Suites 1606B & 1607A West, Tektite Towers, Exchange Road, San Antonio Ortigas Center, Pasig City, Philippines
Tel: +632 86874645, +632 86873416 ▪ Cel (0917) 6372471, (0912) 2231826 ▪ info@businessmaker-academy.com
www.businessmaker-academy.com ▪ www.hrclubphilippines.com