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:

SUCCESSION PLANNING

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: 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



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www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



SUCCESSION PLANNING

"How to Build a Sustainable Leadership Pipeline and Ensure Business Continuity for Long-term Success"

Seminar: 1 day x 8 hrs. (total of 8 hrs)
Webinar: 1 session x 4 hrs. (total of 4 hrs)

COURSE DESCRIPTION:

Without a strategic approach to identifying and developing future leaders, organizations risk leadership gaps, operational disruptions and losing competitive advantage when key personnel retire or leave. This one-day workshop will help leaders and HR professionals develop an effective succession planning strategy. Participants will learn practical tools and methods of leadership development to ensure business continuity and long-term success.

WHO SHOULD ATTEND:

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

PERFORMANCE OBJECTIVES:

Upon completion of this training program, participants will be able to develop a succession planning strategy that identifies, nurtures, and retains future leaders to ensure organizational sustainability and long-term success.

LEARNING OBJECTIVES:

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

- Understand the importance of succession planning and its role in organizational sustainability.
- Identify key roles critical to business continuity and growth.
- Assess and develop talent to fill these roles in the future.
- Design a systematic approach to succession planning aligned with organizational goals.
- Implement actionable strategies for leadership development and talent retention.

COURSE TOPIC HIGHLIGHTS:

1. Purpose of Succession Planning
2. Organizational Sustainability
3. Succession Planning vs. Replacement Planning
4. Identifying Business-Critical Roles & Functions
5. Mapping Leadership Roles & Business Strategy
6. Identifying High-Potential Employees (HiPos)
7. Talent Assessment Tools
8. Leadership Competencies & Skills Dev't.
9. Succession Planning Framework
10. Components of an Effective Succession Plan
11. Steps in Building a Succession Plan
12. Leadership Development & Mentoring Programs
13. Implementation, Monitoring & Measuring the Succession Plan
14. Overcoming Barriers to Succession Planning
15. Common Obstacles in Implementing Succession Planning
16. Strategies to Overcome Internal Resistance

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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