

Invitation to Online Training on Human Resource Management

1 message

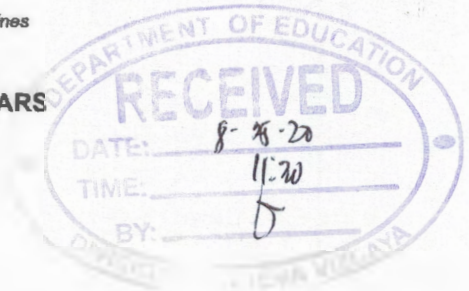
BUSINESSCOACH INC. <admin@businesscoachphil.net>
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Thu, Aug 20, 2020 at 2:22 PM

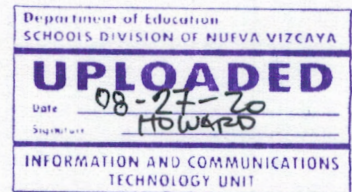
BUSINESSCOACH, INC.

*Civil Service Commission (CSC) Accredited Learning and Development Institution
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 Proud Member: People Management Association of the Philippines
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HUMAN RESOURCE MANAGEMENT WEBINARS (via ZOOM)



- Understanding Labor Law Amidst COVID 19 Pandemic - August 22, 2020 (Saturday) 9 am to 12 pm
- Effective Company Culture Building - August 22, 2020 (Saturday) 9 am to 12 pm
- Human Resource Management Training - August 24, 2020 (Monday) 9 am to 12 pm
- Effective Change Management - August 24, 2020 (Monday) 1 pm to 4 pm
- Onboarding: Creating the Best New Hire Experience - August 25, 2020 (Tuesday) 9 am to 12 pm
- Work Attitude and Value Enhancement (WAVE) Program - August 25, 2020 (Tuesday) 1 pm to 4 pm
- Creative Problem Solving and Decision Making - August 26, 2020 (Wednesday) 9 am to 12 pm
- Six Sigma for HR Professionals - August 26, 2020 (Wednesday) 9 am to 12 pm
- Digital Recruitment Process, Tools and Best Practices - August 28, 2020 (Friday) 9 am to 12 pm
- Mandatory Employee Contributions Made Easy - September 5, 2020 (Saturday) 9 am to 12 pm
- Basics of Measuring the Effectiveness of Training - September 5, 2020 (Saturday) 1 pm to 4 pm
- Improving Performance Using Balanced Scorecard - September 9, 2020 (Wednesday) 9 am to 12 pm
- Training the Trainers - September 11, 2020 (Friday) 9 am to 12 pm



SEMINAR FEE: Php 1,500/3-hour session (Inclusive of e-Handouts and e-Certificate)
RESERVATION: Please call 0915.205.0133 | 0908.342.3162 | 0933.584.7266 or reply to this email.
SCHEDULE: Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.

BUSINESSCOACH SCHEDULE OF WEBINARS	
<p>WEBINAR DURATION: 3-hour session</p> <p>ACCOUNTING/TAXATION: 12-hour session</p> <p>WEBINAR FEE: Php 1,500/3-hour session (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event.</p> <p>ACCOUNTING/TAXATION: Php 6,000/12-hour session (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event</p> <p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Mobile phone, tablet, computer or laptop • Download free ZOOM app • Internet connection • Good audio connection <p>MODE OF PAYMENT:</p>	<p>HR MANAGEMENT AND CORPORATE SKILLS TRAINING Managing Work from Home Employees August 20, 2020 (Thursday) 9 am to 12 pm</p> <p>Understanding Labor Law Amidst COVID 19 Pandemic August 22, 2020 (Saturday) 9 am to 12 pm</p> <p>Effective Company Culture Building August 22, 2020 (Saturday) 9 am to 12 pm</p> <p>Human Resource Management Training August 24, 2020 (Monday) 9 am to 12 pm</p> <p>Effective Change Management August 24, 2020 (Monday) 1 pm to 4 pm</p> <p>Onboarding: Creating the Best New Hire Experience August 25, 2020 (Tuesday) 9 am to 12 pm</p> <p>Work Attitude and Value Enhancement (WAVE) Program August 25, 2020 (Tuesday) 1 pm to 4 pm</p> <p>Creative Problem Solving and Decision Making August 26, 2020 (Wednesday) 9 am to 12 pm</p> <p>Six Sigma for HR Professionals August 26, 2020 (Wednesday) 9 am to 12 pm</p> <p>Digital Recruitment Process, Tools and Best Practices August 28, 2020 (Friday) 9 am to 12 pm</p> <p>Training for Executive Assistants</p>

ADVISORY		Date: 8-27-20	Released/Records: 9
To:	<input checked="" type="checkbox"/> PSDS/DICs	<input checked="" type="checkbox"/> Elem/Sec School Heads	
	<input checked="" type="checkbox"/> Private Schools	<input type="checkbox"/> Others:	
For:	<input checked="" type="checkbox"/> Information	<input checked="" type="checkbox"/> Dissemination	
	<input checked="" type="checkbox"/> Guidance	<input type="checkbox"/> Strict Compliance	
RACHEL R. LLANA PhD, CESO VI OIC, Office of the Schools Division Superintendent			
By:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

• Deposit/Transfer cash
payment to Banco de Oro:

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Kindly email deposit slip or
screen capture of payment
details (indicate name of
participant and seminar title) to
confirm reservation.

August 28, 2020 (Friday) 9 am to 12 pm

Mandatory Employee Contributions Made Easy
September 5, 2020 (Saturday) 9 am to 12 pm

Basics of Measuring the Effectiveness of Training
September 5, 2020 (Saturday) 1 pm to 4 pm

Improving Performance Using Balanced Scorecard
September 9, 2020 (Wednesday) 9 am to 12 pm

Training the Trainers
September 11, 2020 (Friday) 9 am to 12 pm

Computing Salaries Made Easy
September 12, 2020 (Saturday) 9 am to 12 pm

Workers' Statutory Monetary Benefits Made Easy
September 12, 2020 (Saturday) 1 pm to 4 pm

Effective Employee and Labor Relations Management
September 14, 2020 (Monday) 1 pm to 4 pm

Competency-Based Development of HR Policies and Procedures
September 15, 2020 (Tuesday) 9 am to 12 pm

Competency-Based Salary Structure Design
September 15, 2020 (Tuesday) 1 pm to 4 pm

Competency-Based Succession Planning
September 16, 2020 (Wednesday) 9 am to 12 pm

Training Needs Analysis
September 16, 2020 (Wednesday) 1 pm to 4 pm

Personality Development
September 18, 2020 (Friday) 1 pm to 4 pm

Fundamentals of Organizational Development
September 21, 2020 (Monday) 9 am to 12 pm

Training for Receptionists
September 21, 2020 (Monday) 1 pm to 4 pm

Handling Grievance, Discipline, Termination and Dismissal
September 22, 2020 (Tuesday) 1 pm to 4 pm

MANAGEMENT AND LEADERSHIP
Employee Engagement and Motivation
August 20, 2020 (Thursday) 1 pm to 4 pm

Effective Office Administration
August 25, 2020 (Tuesday) 9 am to 12 pm

Effective Time and Stress Management
August 26, 2020 (Wednesday) 1 pm to 4 pm

Managing Millennials and Multigenerational Workforce
August 26, 2020 (Wednesday) 1 pm to 4 pm

Effective Conflict Management
August 27, 2020 (Thursday) 9 am to 12 pm

Effective Meeting Management
August 27, 2020 (Thursday) 1 pm to 4 pm

People Management Skills Training
August 28, 2020 (Friday) 1 pm to 4 pm

Emotional Intelligence
August 29, 2020 (Saturday) 9 am to 12 pm

Leaders' Guide to Team Building and Teamwork
August 29, 2020 (Saturday) 1 pm to 4 pm

Basic Leadership Skills

September 3, 2020 (Thursday) 9 am to 12 pm

Basic Training for New Managers
September 11, 2020 (Friday) 9 am to 12 pm

Six Sigma For Quality Improvement
September 14, 2020 (Monday) 9 am to 12 pm

Coaching Skills Training to Improve Employee Performance
September 14, 2020 (Monday) 1 pm to 4 pm

Negotiation and Assertiveness Training
September 16, 2020 (Wednesday) 9 am to 12 pm

Fundamentals of Strategic Planning
September 16, 2020 (Wednesday) 1 pm to 4 pm

Leadership and Supervision During Crisis
September 18, 2020 (Friday) 9 am to 12 pm

Complaints Management
September 19, 2020 (Saturday) 9 am to 12 pm

Middle Management Training and Development
September 21, 2020 (Monday) 9 am to 12 pm

Facilities Management Training
September 22, 2020 (Tuesday) 9 am to 12 pm

BUSINESS LAW

Basic Contracts
September 11, 2020 (Friday) 1 pm to 4 pm

COMMUNICATION

Effective Business Writing
August 22, 2020 (Saturday) 1 pm to 4 pm

Effective Communication Skills
September 8, 2020 (Tuesday) 1 pm to 4 pm

Telephone Skills Training
September 10, 2020 (Thursday) 1 pm to 4 pm

SALES AND MARKETING

Training for Store Frontliners
August 24, 2020 (Monday) 1 pm to 4 pm

Competitive Selling Techniques
September 3, 2020 (Thursday) 1 pm to 4 pm

Basic Facebook Marketing for Online Business
September 7, 2020 (Monday) 9 am to 12 pm

Customer Service Training
September 8, 2020 (Tuesday) 9 am to 12 pm

Effective Presentation Skills
September 10, 2020 (Thursday) 9 am to 12 pm

Closing Sales
September 11, 2020 (Friday) 1 pm to 4 pm

Collection Management and Strategies
September 12, 2020 (Saturday) 9 am to 12 pm

ACCOUNTING AND TAXATION

Business Taxation Made Easy
September 3-4, 2020 (Thursday-Friday) 9 am to 4 pm

Bookkeeping and Basic Accounting for Non-Accountants
September 24-25, 2020 (Thursday-Friday) 9 am to 4 pm

LOGISTICS

Introduction to Supply Chain Management
September 12, 2020 (Saturday) 1 pm to 4 pm

BUSINESS START-UP

How to Start a Trucking Business
August 22, 2020 (Saturday) 1 pm to 4 pm

How to Plan and Start a Business
August 24, 2020 (Monday) 9 am to 12 pm

How to Start a Drugstore Business
August 25, 2020 (Tuesday) 1 pm to 4 pm

Starting a Junk Shop and Scrap Trading Business
August 27, 2020 (Thursday) 9 am to 12 pm

Starting a Coffee Shop Business
August 27, 2020 (Thursday) 1 pm to 4 pm

How to Start and Manage an International Recruitment Agency
August 28, 2020 (Friday) 1 pm to 4 pm

Starting a Water Refilling Station Business
August 29, 2020 (Saturday) 9 am to 12 pm

How to Start and Manage a Security Agency
August 29, 2020 (Saturday) 1 pm to 4 pm

How to Start a Catering Business
September 5, 2020 (Saturday) 9 am to 12 pm

How to Start and Operate a Pawnshop
September 9, 2020 (Wednesday) 9 am to 12 pm

How to Start a Money Changer and Remittance Center Business
September 14, 2020 (Monday) 9 am to 12 pm

Events Management 101
September 18, 2020 (Friday) 9 am to 12 pm

Starting a Hardware and Construction Supplies Business
September 23, 2020 (Wednesday) 9 am to 12 pm

How to Plan and Operate a Restaurant
September 26, 2020 (Saturday) 9 am to 12 pm

Schedule may change without prior notice. Please call to confirm.

Should you have further questions or concerns, please call us (Look for Ms. Kim Dela Cruz or Ms. Keah Balibalos), or kindly email us back. We will be very glad to accommodate you.

BusinessCoach, Inc.

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