

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:

COACHING SKILLS FOR THE WORKPLACE

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



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES

Suite 1503A West Tower, Tektite Building, Exchange Road, 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



COACHING SKILLS FOR THE WORKPLACE

**“Adopt a Structured Approach to
Coaching and Improve your Team’s
Performance”**

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

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

COURSE DESCRIPTION:

This workshop provides powerful techniques in coaching to improve the performance of the team. It will help the participants enable their team to remove barriers that affect productivity and to reset goals which will increase job satisfaction, work output, and performance success through effective coaching.

WHO SHOULD ATTEND:

Workplace Coaches, Managers, Supervisors, Team leaders, HR Professionals, Corporate Executives or any person who wants to motivate individuals and teams to improve their performance.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to adopt a structured approach to coaching their staff or team using the prescribed coaching steps, framework and techniques. Participants will be able to demonstrate skills in asking questions that are focused on improving performance and provide constructive feedback to their “coachee”.

LEARNING OBJECTIVES:

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

- Identify coaching goals, challenges and skills that you need to develop
- Adopt a structured approach to coaching using prescribed steps and frameworks
- Practice coaching techniques for questioning and giving feedback
- Examine coaching techniques for difficult people and scenarios

COURSE TOPIC HIGHLIGHTS:

1. Coaching Basics
2. Workplace Coaching Explained
3. Myths About Coaching
4. 5 Components of Coaching
5. Mastering the Art of Coaching
6. Coaching Framework
7. 5 Steps Coaching Process
8. GROW Framework
9. 3 Types of Coaching Conversations
10. Coaching Questions & Feedback
11. Asking Powerful Questions
12. Types of Coaching Questions
13. Types of Coaching Feedback
14. Coaching Difficult People
15. Coaching Older People
16. Coaching Someone who was passed over for promotion
17. Coaching Newly Promoted People
18. Coaching Someone with Insufficient Training
19. Coaching a Poor Performer

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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