

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:

LEADERSHIP COMMUNICATION FOR SUPERVISORS

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



LEADERSHIP COMMUNICATION FOR SUPERVISORS

**“How to Communicate Effectively for a
Productive and Drama-free Workplace”**

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

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

COURSE DESCRIPTION:

The key to becoming a good and admirable leader is found in your ability to communicate effectively to your people. This course provides insights, techniques and practice to develop your communication skills as a supervisor. Learn how to use active listening to understand what motivates your team. Define your communication style and leadership personality. Find ways to effectively manage meetings, give instructions and feedback for a productive and drama-free workplace.

WHO SHOULD ATTEND:

Leaders, Supervisors, Team Leaders, Executives who want to become a better leader by harnessing the power of good communication.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to demonstrate refined leadership communication skills. Participants will be able to use active listening techniques, give instructions, handle meetings, provide feedback and revise communication messages for better workplace communications as a leader.

LEARNING OBJECTIVES:

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

- Identify verbal and non-verbal cues through active listening
- Discuss how to influence and instruct people to complete tasks or get the job done
- Practice handling different meeting scenarios
- Demonstrate how to effectively give feedback
- Critique and modify online, verbal and written communication skills

COURSE TOPIC HIGHLIGHTS:

1. Your Leadership Personality & Communication Style
2. Purpose of Leadership Communication
3. Active Listening in Communication
4. Communication Levels & Channels
5. Leadership Communication Barriers: Why Some Leaders Fail to Connect
6. Giving Clear Directions to your Staff
7. Leadership Communication Framework: WHY, WHAT & HOW
8. How to Give Instructions to Different Types of Communicators
9. Managing a Meeting
10. Giving Constructive Feedback
11. Organizational Communication Climate
12. How to Give Feedback Effectively & In a Timely Manner
13. How to Correct Mistakes Without Hurting People's Feelings
14. How to Handle Conflicts
15. Leadership Communication Practice
16. Good Communication Etiquette: Phone, Text, Email, Chats In Person or Face-to-face Online Meetings & the New Normal

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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