

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 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



LEADERSHIP FOR SUPERVISORS

“How to Become an Effective and Confident Supervisor”

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

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

COURSE DESCRIPTION:

Getting promoted to a leadership position is a great career milestone, but it also carries added responsibilities and changes in work relations. This course prepares aspiring or newly promoted supervisors to take on their new leadership role. It gives practical tips on self-management and team management. It equips participants with the emotional, interpersonal, mental and technical competencies for Supervisors. It will inspire participants to become good supervisors and arm them with the skills and confidence needed for their new role.

WHO SHOULD ATTEND:

Supervisors, Management Trainees, Team Leaders or any employee who is being groomed for a leadership position or who is aspiring to become a supervisor or leader.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to show readiness and competency in supervisory leadership. Participants will be able to demonstrate skills in handling themselves and their team using leadership principles, tools and insights learned from the course.

LEARNING OBJECTIVES:

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

- Explain leadership qualities and values
- Prepare mentally and emotionally to deal with your new leadership role
- Practice handling behavior and relationship issues between leader and team
- Use techniques and tools in managing self, performance, and teams

COURSE TOPIC HIGHLIGHTS:

1. Becoming Leaders
2. What It Means to Become a Leader
3. Leadership Skills Set
4. Barrier to Effective Leadership
5. Top Qualities of Great Leaders
6. Managing Yourself in Your New Role
7. Transitioning to a New Role
8. Adopting The Leader's Perspective
9. Role Position of Supervisors
10. Communicating as a Supervisor
11. Managing Your Team
12. Clarifying Performance Expectations
13. CRAFTS Leadership for Supervisors
14. Managing People's Behavior
15. Managing Relational Shifts
16. Developing Your Confidence as a Leader
17. Building Your Leadership Credibility
18. Mastering Hard Skills & Soft Skills
19. Asserting Your Authority: 5 Attributes of Authority
20. PLOC Techniques

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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