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:

LEADERSHIP FOR MANAGERS

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: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days 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 4500+VAT
- Seminar Fee = Php 8500+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
Suites 1606B & 1607A West, Tektite Towers, Exchange Road, San Antonio 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

Businessmaker® ACADEMY

TRAINING INVITATION



LEADERSHIP FOR MANAGERS

"How to Develop Leadership Competencies for Better Business Management"

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

There are many concepts and principles for leadership that can inspire and motivate you but for this course, we focus on developing 5 levels of core competencies that you will need to lead and manage yourself, your team, your project, your department and job as a manager. Not only will you develop soft skills, but you will also gain hard skills and the know-how on effective leadership and management. Learn tools and techniques to make you a good leader and manager. Create your own plan of action that you can immediately apply in the workplace.

WHO SHOULD ATTEND:

Department heads, Unit Managers, Team Leaders, Aspiring leaders or any person who is responsible for managing a business unit, department, branch, business team or area.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants will be able to gain knowledge, insight, and tools for managing their professional self, people, projects, programs or departments. Participants will be able to discuss, prepare, and find solutions for common issues that they may encounter as managers in their companies or organization.

LEARNING OBJECTIVES:

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

- Compare important leadership trends to define your own principles and style of leadership
- Assess your personality for better self-awareness and self-management
- Interpret conflict scripts for better people management
- Conceptualize programs for your department
- Discuss solutions for common issues of managers

COURSE TOPIC HIGHLIGHTS:

1. Leadership Concepts
2. Myths and Misperceptions about Leaders
3. Leadership & Management
4. Levels of Management
5. Roles & Functions of a Manager
6. Defining Your Leadership Style
7. Developing Leadership Core Competencies for Managers
    a. Managing Self
    b. Managing People
    c. Managing Projects
    d. Managing Programs
    e. Managing Your Department or Business Unit
8. Leadership Practice
9. Solutions for Common Issues of Managers
10. Leadership Blueprint: Workplace Integration Plan
11. Using Technology for Effective Leadership
12. Leadership Toolkit

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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