

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:

PROBLEM SOLVING AND DECISION MAKING

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



PROBLEM SOLVING AND DECISION MAKING

“How to Make Informed Decisions,
Solve Problems & Manage Risks
Confidently”

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

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

COURSE DESCRIPTION:

If there is one more thing that is constant other than change, it is the existence of problems in the corporate world. That also means solutions to these problems are endless, but identifying and seeing them is the challenge. This course is designed to help corporate professionals and business leaders to see problems in a deeper perspective and identify the root causes and create action plans that can effectively solve the effects of the problems. With solutions come higher risk, this course will also manage the possible consequences and mitigate risks that can prevent solutions to succeed.

WHO SHOULD ATTEND:

Department Managers and Supervisors, Business Leaders who are decision makers in their respective units and organizations.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to define problems, identify root causes and provide appropriate solutions, alternatives and contingencies using prescribed methods. Participants will be able to analyze problems with the right framework and gain confidence for decision-making.

LEARNING OBJECTIVES:

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

- Distinguish the actual problem from worry areas
- Apply the different identifying root cause tools and enumerate appropriate solutions
- Use the criteria method to validate the effectivity of solutions
- Mitigate risks by classifying potential problems that may arise from the solution

COURSE TOPIC HIGHLIGHTS:

1. Analyze the Situation
2. See the Issues
3. Clarify the Issue
4. Assess Priorities
5. Name the Next Steps
6. Analyze the Problems
7. Focus the Problem
8. Identify the Details
9. Narrow Possible Causes
10. Determine the Root Cause and Enumerate the Solutions
11. Analyze the Decision
12. Outline the Criteria
13. Plot Your Score
14. Trust Your Choice
15. Analyze the Risk
16. Single Out Potential Threats
17. Outline Likely Causes of Future Problems
18. Outline Preventive Actions
19. Name Contingencies

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.

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