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:

PROJECT MANAGEMENT

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



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TRAINING INVITATION



PROJECT MANAGEMENT

"How to Effectively Plan, Implement and Evaluate Work Projects"

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

COURSE DESCRIPTION:

Managing a project is no easy task. It involves planning, organizing, implementing, measuring and evaluating results. Regardless of how simple and short or complicated and long-winded a project is, there are key project management skills and tools that will allow you to take control and lead your project to success. This course provides participants with the knowledge and tools to carry out projects from conception to materialization. It provides effective techniques in managing projects with templates and tools that allow participants to simulate project management activities.

WHO SHOULD ATTEND:

Project managers, team leaders, team members, coordinators or any person who is tasked to initiate, plan or manage projects.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to use Project Management terminologies or lingo. Participants will be able to explain and demonstrate the important steps to initiate, plan, execute, control and close the project using common templates and tools.

LEARNING OBJECTIVES:

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

- Recognize Project Management Terms & Lingo
- Summarize Project Methodologies and explain their best use
- Conceptualize and initiate projects using Project Charters
- Formulate simple project plans using prescribe templates
- Check Tools and templates for executing, monitoring, and closing projects
- Assess readiness and competency for managing projects

COURSE TOPIC HIGHLIGHTS:

1. Overview of Project Management
2. What is Project Management
3. History of Project Management
4. Different Types of Projects
5. Common Project Management Terms
6. Ten Crucial Areas to Project Management Processes
7. Project Methodologies
8. Waterfall Method
9. Agile Approach
10. Six Sigma
11. Kanban Technique
12. PMBOK Guide
13. Lean PM Methodology
14. Areas to Systematize
15. Stages of Project Management
16. Initiating, Planning, Executing, Controlling, and Closing the Project
17. Roles and Responsibilities of a Project Manager
18. Competencies of a Project Manager
19. Elements of a Successful Project Team
20. Project Management Tools for Project Team

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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