

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:

SUCCESSFUL DELEGATING SKILLS

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



SUCCESSFUL DELEGATING SKILLS

“Systematic Approach to Getting Things Done Through Your People”

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

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

COURSE DESCRIPTION:

Every leader needs to learn how to properly delegate tasks, projects and responsibilities to empower his team to get things done. This course shows you how to do it in a systematic and effective way. It shows approaches, strategies, templates and tools that will help you prepare, communicate, implement, monitor and evaluate your delegation plan. Learn to delegate and follow through successfully.

WHO SHOULD ATTEND:

Managers, Supervisors, Team Leaders, Corporate Executives, Department Heads, Project Coordinators or any person responsible for getting things done with the assistance of other people.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to delegate effectively by giving clear and complete instructions, monitor progress using prescribed methods, templates and tools, as well as motivate, encourage, correct, recognize and reward the teams appropriately.

LEARNING OBJECTIVES:

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

- Assess what can be delegated & what not to delegate
- Identify tasks and staff competencies to delegate work effectively
- Formulate and communicate a clear, complete, and feasible delegation plan
- Implement and monitor delegated tasks using templates and tools

COURSE TOPIC HIGHLIGHTS:

1. What is Delegating?
2. Barriers to Successful Delegating
3. Key Components to Delegating: Responsibility, Authority & Accountability
4. Delegation Parameters: To Delegate or Not to Delegate?
5. Micro-managing vs. Macro-managing
6. Followers Readiness Stage
7. Delegating Style
8. Process of Delegation
9. Task Analysis & Competency Analysis
10. Establishing Authority & Deliverables
11. Effective Ways to Communicate & Delegate
12. Communication Framework: Why-What-How
13. Communicating Goals, Plans, Action Steps, Responsibility & Accountability
14. Delegating with Clear & Complete Instructions
15. Implementation & Monitoring System
16. Delegation Chart Template & Follow Up System
17. Essential Habits for Monitoring Delegated Tasks
18. Tools for Delegating & Monitoring Task

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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