Businessmaker® ACADEMY

TRAINING INVITATION

_____
_____
_____

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:

TRANSFORMATIONAL LEADERSHIP COMMUNICATION
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



TRANSFORMATIONAL LEADERSHIP COMMUNICATION

"How to Connect with Your Team for a Healthy, Growth-Oriented Workplace Culture"

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

COURSE DESCRIPTION:

Most office conflicts arise from miscommunication, especially when managing a Filipino workforce, where emotions often play a significant role. Unaddressed, this can lead to low productivity & morale, and an unhealthy work environment. Leaders must give clear instructions and motivate wisely through communication channels. This session helps participants develop their Leadership Communication skills, balancing "empathy", "sympathy", and "productivity". It equips executives, managers, and team leaders with techniques to build positive, growth-oriented relationships, which in turn makes for better leaders and communicators in the Philippine setting.

WHO SHOULD ATTEND:

Business Leaders, Managers, Supervisors, Team Leaders, Trainers, Teachers, Salespersons or any person who would like to update and improve his team communication and presentation skills.

PERFORMANCE OBJECTIVES:

Upon completion, participants should be able to use the power of words with a growth mindset to encourage positive transformation among his people. Through better communication skills as a leader, the participant should be able to influence others to move towards a culture of growth and gratitude in the organization.

LEARNING OBJECTIVES:

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

- Refocus and redirect team energy from workplace "drama" to "results"
- Discuss the mindset for growth and maturity using communication with safety zones
- Define your personal leadership brand to connect and engage with authentic connectivity and relatability
- Formulate your message content by creating a communication blueprint
- Share insights on how to influence and engage your team for better performance and results

COURSE TOPIC HIGHLIGHTS:

1. Planting the Seeds of Transformation
2. How Words Transform People
3. The Costs of Miscommunication
4. Root Causes of Office Drama
5. The Leader's Role in Building Better Team Communication
6. Setting Up Your Team's Communication System & Safety Zones
7. Day-to-day Communication Musts for Leaders
8. Building Rapport with your Team
9. Motivating & Encouraging your Team
10. Giving Clear Instructions and Guidelines
11. Correcting Your Team
12. Showing Appreciation
13. Types of Team Communications for Leaders
14. The Art & Science of Connecting with your Team
15. The Art & Science of Engaging with your Team
16. The Journey of Transformation and Achieving Results

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
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