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:

LEADING WITH EQ

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
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Businessmaker® ACADEMY

TRAINING INVITATION



LEADING WITH EQ

"How to Apply Emotional Intelligence in Leadership & Communication"

Seminar: 1 day x 8 hrs. (total of 8 hrs)
Webinar: 1 session x 4 hrs. (total of 4 hrs)

COURSE DESCRIPTION:

Effective leaders are aware of the impact emotions have on one's productivity. This course improves your understanding of emotions and emotional intelligence applied in the workplace. Participants will explore, practice techniques and tools to lead with EQ and create a high-performance team. Learn how to motivate and bring out good performance effectively.

WHO SHOULD ATTEND:

Department heads, Business Managers, Supervisors, Team Leaders, HR Practitioners, Administrative Managers and all persons who would like to engage their team using emotional intelligent principles and techniques.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to apply Emotional Intelligence principles and techniques in their leadership approach and relationship with their teams and workgroups in the organization.

LEARNING OBJECTIVES:

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

- Identify and assess their emotions and identify what triggers it and how to respond to it
- Use emotional intelligence techniques
- Apply EQ in one's leadership style and approach
- Manage emotions and apply it to tasks such as problem solving, communication, and conflict handling

COURSE TOPIC HIGHLIGHTS:

1. The Science of Emotional Intelligence
2. 24-hr Emotions Activity
3. The Science of Emotions
4. Sympathy vs. Empathy
5. Emotional Intelligence Applied to Leadership
6. Self-Awareness
7. Awareness of Others
8. Authenticity
9. Emotional Reasoning
10. Self-management
11. Inspiring Performance
12. Developing Your EQ as a Leader
13. The SCARF in your Workplace
14. The Aware Leader
15. The Resilient Leader
16. The Inspiring Leader
17. Applying Leadership EQ to Workplace Scenarios
18. Identifying & Solving Work Problems with EQ
19. Communication with EQ as a Leader
20. Handling Conflict with EQ

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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