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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:

**TRAINER'S TRAINING FOR MANAGERS AND INSTRUCTORS**

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](mailto: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**



## TRAINER'S TRAINING FOR MANAGERS AND INSTRUCTORS

“How to Conduct and Deliver High-Impact Training Programs”

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

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

### COURSE DESCRIPTION:

This course prepares leaders, lecturers, trainers, learning providers and life influencers on how to deliver learning sessions by establishing a strong bridge of knowledge delivery to impact an individual's formal and informal learning. This will help participants gain confidence in the delivery of their programs and the development of their team.

### WHO SHOULD ATTEND:

Company Leaders, Training Officers, Consultants, Human Resource Leaders & Officers, Organization Development Officers, Sales Leaders, Educators, or anyone who influences individuals and/or groups in their company.

### PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to gain techniques for facilitating and conducting learning sessions. Participants will gain training presentation techniques and conduct activities for better learning.

### LEARNING OBJECTIVES:

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

- Identify and differentiate the foundations of training
- Learn & apply how to deliver P.O.W.E.R.F.U.L. presentations
- Use different L&D methods and facilitate courses more effectively
- Adapt to the digital training era by being informed on online training concepts

### COURSE TOPIC HIGHLIGHTS:

1. A Trainer's Foundation
2. Key Differences (Presentation, Training, and Facilitation)
3. Review of Adult Learning Principles
4. Learning Objectives (Bloom's Taxonomy)
5. Creating a Delivery Storyline
6. Factors to Consider
7. P.O.W.E.R.F.U.L. Presentation Skills Workshop
  - Preparation
  - Opening with Vigor
  - Weaving in the Stories
  - Expressing with Visuals
  - Relating with Delivery
  - Framing the Content
  - Unifying the Message
  - Leaving with a Punch
8. S.Te.M. Facilitation Skills Workshop
9. Skills in Facilitation
10. Facilitation Techniques
11. Facilitation Methods
12. Adapting to Online Training
13. Making Online Training Engaging
14. Online Training Platforms and Methods

### 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

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