

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:

BUSINESS WRITING & ONLINE ETIQUETTE

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

**BUSINESS WRITING &
ONLINE ETIQUETTE****WEBINAR + SEMINAR**
www.businessmaker-academy.com**BUSINESS WRITING &
ONLINE ETIQUETTE****“How to get the Right Message Across
Electronic and Internet Media Platforms”****Seminar:** 1 day x 8 hrs. (total of 8 hrs)**Webinar:** 1 session x 4 hrs. (total of 4 hrs)**COURSE DESCRIPTION:**

Digital Communications provides business practitioners with a quick and easy way of corresponding with one another. Although convenient to use, ignoring etiquette can lead to misunderstanding and miscommunication. This course provides business writing and etiquette guidelines across various electronic media and devices. It provides practice sessions for different business scenarios that will help you send the right message in the digital world.

WHO SHOULD ATTEND:

Business and Corporate Executives, Marketing, Sales & Customer Service Officers, Executive Assistants, Corporate Communications Officers, Administrative Officers, Finance Officers or any person who regularly corresponds via mobile and digital devices.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to use effective words to make their messages correct, clear, concise, cohesive and courteous. Participants will be able to adhere to acceptable online communication and social media etiquette.

LEARNING OBJECTIVES:

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

- Use effective, well-organized wording to get the right message across to their intended recipient
- Apply courtesy and responsibility in digital communications to prevent misunderstanding, embarrassment, conflict or complaint cases
- Demonstrate the proper etiquette for communication through mobile devices and digital platform

COURSE TOPIC HIGHLIGHTS:

1. Essentials to Better Business Writing
2. How to Write an Effective Business Document
3. Five (5) C's of Business Writing
4. Sample Business Writing Templates
5. Digital Communication Policies & Practices
6. Common Problems and Errors in Online Communication
7. Standard Online Communication Policies
8. Relevant Laws & Bills
9. Digital Communications Platform & Etiquette
10. Email Etiquette
11. Mobile Phone Etiquette
12. Social Media Etiquette

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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