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:

COMPLETED STAFF WORK
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



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TRAINING INVITATION



COMPLETED STAFF WORK

"Empower Yourself to Identify, Analyze and Recommend Solutions to Your Superior Effectively and Confidently"

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

COURSE DESCRIPTION:

When work reports and recommendations are not complete, it leads to a lot of back-and-forth communication between managers and subordinates which could be tiresome and cause unwanted delays. Instead of relying on your boss to decide on the best course of action, Completed Staff Work will empower you to think like a leader and to bring your best solutions to your superior. This training program shows you an effective method for thinking and communicating using the Completed Staff Work principle which will help you and your team save time, effort and energy in problem-solving and getting approvals from your superiors.

WHO SHOULD ATTEND:

Managers, Supervisors, Team Leaders, Team Members and Staff, Executive Assistants, Administrative Staff, Employees from Government, NGO and Private Companies who need to report and recommend problems, solutions and best courses of action to their superiors or top management.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to think through, identify and analyze problems as well as provide recommended solutions to their superiors. By practicing Completed Staff Work, participants will be able to provide sufficient information for better decision-making and approvals from their superiors for the benefit of the organization and its stakeholders.

LEARNING OBJECTIVES:

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

- Identify Completed Staff Work vs. Incomplete Staff Work
- Identify & analyze problems, gaps, and questions that need to be answered
- Write the problem statements, provide sufficient information & recommend courses of action
- Communicate with your superior or team using Complete Staff Work framework

COURSE TOPIC HIGHLIGHTS:

1. The CSW Mindset
2. Anatomy of a Completed Staff Work
3. Identifying Completed Staff Work vs. Incomplete Staff Work
4. Benefits of Completed Staff Work
5. The CSW Process & Thinking Methods
6. CSW Process: Step-by-step Guide
7. Problem-Identification & Analysis
8. Deep Thinking: Anticipating Your Superior's Questions & Clarifications
9. The CSW Writing Method
10. Prescribed CSW Writing/Reporting Format
11. Formulating The Statement Problem/Issue
12. Research & Solutions Alternatives Finding
13. Analysis of Alternatives
14. Recommendations & Course of Action
15. CSW Testing & Presentation, Feedback & Evaluation
16. Demonstrating CSW in Various Communication Channels

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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