Businessmaker®
— ACADEMY —

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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:

DIGITAL LITERACY FOR THE WORKPLACE

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
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www.businessmaker-academy.com ▪ **www.hrclubphilippines.com**

MASTERCLASS SERIES

DIGITAL LITERACY for the workplace

by Mark So

WEBINAR + SEMINAR
www.businessmaker-academy.com

DIGITAL LITERACY FOR THE WORKPLACE

"How to Adapt and Thrive in Digital Transformation"

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

COURSE DESCRIPTION:

As technology changes swiftly, we need to adapt and learn to use digital tools and platforms effectively and safely. This program shows participants how some of the most popular apps can be used for different work applications, but more importantly, combine these with the ability to think critically on how to use these effectively, safely and responsibly in the workplace. We seek to empower participants to find solutions to simple tech issues and increase self-reliance by upskilling for Digital Literacy.

WHO SHOULD ATTEND:

Executive Assistants, Administrative Assistants, Department Officers, or any person who wish to enhance their competencies in Digital Technology, even without an IT background.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants will be able to use select productivity apps for better productivity and collaboration in the Workplace. Participants will be able to adopt a learning mindset that will allow them to navigate digital technology effectively, safely and responsibly.

LEARNING OBJECTIVES:

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

- Adopt a growth mindset for digital learning
- Discover how to use common work apps for better productivity
- Communicate and use collaboration tools to work with your team
- Search and validate credible online information using search tools and screening steps
- Understand data privacy and safeguard personal information and files
- Diagnose and troubleshoot simple tech issues

COURSE TOPIC HIGHLIGHTS:

1. Digital Literacy Competencies
2. Digital Evolution
3. Barriers & Challenges to Developing your Tech Skills
4. The Tech-Growth Mindset: How to be Tech Self-Reliant
5. Being a Digital Citizen in the Workplace
6. Digital Literacy Skills Framework
7. Work Productivity Apps
8. Communication & Collaboration
9. Information & Data Gathering
10. Safety & Security
11. Data Privacy, Security & Safety Precautions
12. Problem Solving
13. Building Tech Self-Reliance even without an IT Background
14. Preventing Job Obsolescence through Digital Literacy

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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