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:

EXECUTIVE ASSISTANT TRAINING
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

Businessmaker® ACADEMY

TRAINING INVITATION



EXECUTIVE ASSISTANT TRAINING

"The CRAFT of Managing Your Boss & Office Affairs"

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

COURSE DESCRIPTION:

Behind a good leader is an effective executive assistant. Leaders recognize that a good executive assistant is an indispensable part of his team that keeps him organized, on time, and on track. This course provides participants with the know-how on how to run a smooth office and be able to gracefully handle the concerns of the boss. It enhances the participant's administrative and organizing skills that will enable him to confidently handle the challenges that he faces daily as an executive assistant.

WHO SHOULD ATTEND:

Executive Assistants, Administrative Assistants, Office Assistants, Secretaries, Administrative Personnel, Support Staff or anyone who is responsible for coordinating, managing or being an effective assistant for bosses and departments.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to identify and adapt to their superior's work style for a better work relationship. Participants will be able to enhance their skills in communication, organizing and dealing with people as an effective executive assistant.

LEARNING OBJECTIVES:

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

- Identify your superior's work style and find ways to adapt for a harmonious work relationship
- Define the roles, functions, and competencies needed for becoming a good executive assistant that is attuned with modern, changing times
- Correct and enhance messages for better business communication & representation of superiors
- Organize time, schedule, activities and files
- Get updated on digital tools for office management and coordination
- Network and build professional relationships and stay connected with people
- Deal with difficult people, situations or emergencies with grace

COURSE TOPIC HIGHLIGHTS:

1. The Boss-Assistant Relationship
2. Different Types of Bosses
3. CRAFT: How to Handle and Manage Your Work Relationship with Your Boss
4. Key Roles of an Executive Assistant
5. Functions and Duties of the Executive Assistant
6. Competencies of a Professional Executive Assistant
7. Enhancing Your Administrative Skills
8. Sharpening Your Business Communication Skills
9. Organizing Your Work Life
10. Updating Your Office Technology Know-How
11. Interpersonal Skills
12. Executive Assistant Situational Problem-Solving

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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