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:

TIME, PRODUCTIVITY & STRESS MANAGEMENT
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



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Businessmaker® ACADEMY

TRAINING INVITATION



TIME, PRODUCTIVITY & STRESS MANAGEMENT

"How to Get Organized for Better Use of Time & Less Stress in the Workplace"

Seminar: 1 day x 8 hrs. (total of 8 hrs)
Webinar: 1 session x 4 hrs. (total of 4 hrs)

COURSE DESCRIPTION:

Managing your time, productivity and stress levels effectively is a life skill that greatly impacts your work life. This course provides you with techniques, tools and hacks for better work-life balance. It helps participants assess their current mental and emotional state of mind. It also shows good daily habits and action steps to help participants deal with timewasters and causes of stress to achieve a happy, healthy and productive life.

WHO SHOULD ATTEND:

Managers, Supervisors, Team Leaders, HR professionals, Administrative or Department Staff or any person who wants to manage stress and time better for a happier work life.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants shall be able to identify and align their work-life goals to focus their time and energies on priority activities that bring them closer to their goals and aspirations. Participants will also be able to use time and stress management techniques and tools for a better and more productive work-life.

LEARNING OBJECTIVES:

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

- Self-check stress levels and identify causes of stress
- Clarify and prioritize one's mission and objectives to align work and life purpose
- Apply healthy ways of coping and dealing with stress
- Use effective tools and techniques for better and more productive time management

COURSE TOPIC HIGHLIGHTS:

1. Understanding Stress Levels
2. What is Stress
3. Causes of Stress
4. Stress Levels
5. Taking Stock of Your Mission & Values
6. Personal Mission & Values
7. Aligning Personal & Professional Goals for Better Work-Life Balance
8. Identifying & Dealing with Stressors
9. Work-Related Stress
10. Stress Detectors/Signs
11. Neutralizing Stress at the Workplace
12. Managing Time & Stress for a Better & More Productive Work-Life
13. Time Wasters vs. Time Savers
14. Creative Solutions for Stress & Time Management in the Workplace

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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