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:

MINUTES-TAKING & MEETING REPORT WRITING
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
Suites 1606B & 1607A West, Tektite Towers, Exchange Road, San Antonio Ortigas Center, Pasig City, Philippines
Tel: +632 86874645, +632 86873416 ▪ Cel (0917) 6372471, (0912) 2231826 ▪ info@businessmaker-academy.com
www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



MINUTES-TAKING & MEETING REPORT WRITING

"Taking Useful Meeting Notes & Writing Professional Reports"

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

COURSE DESCRIPTION:

Being the designated scribe for meetings is not exactly everyone's favorite position but it nevertheless is an important job. Effective minutes taking and report writing ensures that the most important matters discussed in meetings are recorded and reported. This program will help you prepare the minutes of the meeting confidently which will serve as a tool for monitoring the team's progress, reference reminders for succeeding meetings and essential notes for the whole team.

WHO SHOULD ATTEND:

Executive Assistants, Administrative Officers and Personnel, Office Employee or any team member who is tasked to take minutes and prepare meeting minutes reports.

PERFORMANCE OBJECTIVES:

Upon completion of this course, participants should be able to properly handle notes-taking and prepare minutes of the meeting with confidence, accuracy and confidentiality.

LEARNING OBJECTIVES:

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

- Identify the roles, responsibilities, and skills of the minute-taker
- Examine the components for effective minute-taking and handle confidential information properly
- Manage minutes-taking & reporting before, during, and after the meeting
- Determine what to record and what to ignore
- Practice minutes-taking in a controlled training environment
- Use effective minutes and reports templates, formats, and tools to prepare concise and sufficient meeting notes and reports

COURSE TOPIC HIGHLIGHTS:

1. Roles & Responsibilities as a Minutes Manager
2. Qualities & Skills of an Effective Minutes Manager
3. Types of Meetings
4. Secrets of an Effective Meeting
5. Confidentially Speaking
6. Meeting Time Management
7. Setting a Safe Meeting Environment
8. Planning & Preparation
9. Meeting Checklists
10. Minutes Managing Timeline
11. Tools of the Trade
12. Taking Minutes Like a Pro
13. Best Practices & Tips for Taking Notes
14. Identifying Important Content
15. Minutes-Taking Exercises
16. Minutes of the Meeting (MOM) Report
17. Writing the Report: the 3 C's – Correctness, Clarity, and Conciseness
18. More Writing Techniques
19. Format, Layouts, and Samples
20. Finalizing Minutes Report, Distribution, and Archiving

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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