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:

5S & 7S METHOD FOR WORKPLACE IMPROVEMENT
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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www.businessmaker-academy.com ▪ www.hrclubphilippines.com

Businessmaker® ACADEMY

TRAINING INVITATION



5S & 7S METHOD FOR WORKPLACE IMPROVEMENT

"How to Organize & Optimize Workplace Productivity, Safety & Efficiency"

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

COURSE DESCRIPTION:

In a busy workplace where chaos tends to quickly pile up, mastering the 5S and 7S methods is vital to instill order, increase efficiency, safety, and productivity. This course introduces participants to the Japanese 5S+2S principles of work environment improvement. Participants will learn how to apply these methods in the areas of Workplace Organization, Good Housekeeping, and Visual Communication Management, which will result in better efficiency, less waste, fewer accidents, and promote a healthier working environment and culture. Learn this practical and sustainable approach to good housekeeping for all types of businesses.

WHO SHOULD ATTEND:

This course will be very useful for Human Resource, Quality, Production, Logistics, Lean, Occupational Health and Safety Managers/Supervisors/Specialists. It is also designed for Administrative Officers and Staff of both private and government organizations.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to understand the 5S and 7S Methods and apply these for workplace improvement which will result in a safer, more organized and harmonious workplace.

LEARNING OBJECTIVES:

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

- Identify the basic concepts of 5S and 7S methods of workplace improvement
- Discuss the action steps for 5S and 7S and recognize tis benefits
- Initiate and implement 5S and 7S improvements to the workplace
- Examine best practices and gain 5S and 7S ideas that can be applied in the workplace

COURSE TOPIC HIGHLIGHTS:

1. 5S and 7S Overview
2. History, Concepts, and Definition
3. Why Do You Need 5S and 7S in Your Organization?
4. Benefits of Implementing 5S and 7S
5. Building a 5S and 7S workplace culture
6. Action Steps, Resources, and Outcomes
7. Implementation and Review
8. Choosing the Best Approach
9. Steps to Help You Get Started in Implementing the Method
10. Challenges in Implementing 5S and 7S
11. How to Sustain and Keep Improving the Program
12. Best Practices and Application of 5S and 7S in the Workplace
13. Workplace Organization
14. Good Housekeeping
15. Visual Management & Visual Communications

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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