Businessmaker® ACADEMY

TRAINING INVITATION

_____
_____
_____

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:

PUBLIC SPEAKING & PRESENTATION SKILLS
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



PUBLIC SPEAKING & PRESENTATION SKILLS

"Speak with Impact: Connect, Engage and Communicate with Your Audience"

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

COURSE DESCRIPTION:

Public Speaking is an essential skill that all leaders should learn and practice. This training program will give you the techniques and tools for making high-impact presentations with confidence. Participants will learn how to connect with their audience, enhance their credibility and craft their message for their desired objectives. It will help leaders better communicate their thoughts to engage and persuade others.

WHO SHOULD ATTEND:

Business Leaders, Managers, Supervisors, Team Leaders, Trainers, Teachers, Salespersons or any person who would like to update and improve his public speaking and presentation skills.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to develop and deliver presentations with confidence that effectively engage the audience.

LEARNING OBJECTIVES:

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

- Assess their presentation skills and handle nervousness
- Develop a public speaking brief
- Deliver a credible but relatable introduction to connect with your audience
- Formulate an organized outline of your message content with a clear purpose
- Utilized updated PowerPoint tools and interactive apps for better presentations
- Use effective techniques to manage your talk time and audience questions
- Practice public speaking and get instant feedback

COURSE TOPIC HIGHLIGHTS:

1. Your Leadership Communication Style
2. Public Speaking Skills
3. Dealing with Public Speaking Nervousness
4. Crafting Your Talk
5. Types of Public Speaking
6. Determining Your Audience Profile
7. Building Rapport & Establishing Credibility
8. Your Public Speaking Persona & Profile
9. Introducing Yourself: Credibility Boosters
10. Crafting Your Message
11. Outlining & Sequencing
12. Opening & Closing Techniques
13. The Takeaway
14. Presentation Skills Update
15. PowerPoint Updates
16. Using Audio, Video, Visual Tools
17. Using Interactive Apps
18. Interacting with Your Audience
19. Honing Your Delivery Style and Techniques
20. Speech Clinic

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.

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