

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:

PROFESSIONAL OPERATIONS 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



BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES

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www.businessmaker-academy.com ▪ www.hrclubphilippines.com



PROFESSIONAL OPERATIONS MANAGEMENT

**“How to Professionalize Your Business
Operations & Lead Your People
Successfully”**

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

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

COURSE DESCRIPTION:

Whether you are running a business or managing a department in your company, developing an effective system will allow you to get more out of your operations with less time and effort, as well as increase efficiency. In this program, you will learn why it is important to professionalize your business systems and how to set up and manage a system that your people can work with and support enthusiastically. When you have applied the lessons of this class, you will get to enjoy the benefits of a professional workplace.

WHO SHOULD ATTEND:

Business Owners and Entrepreneurs, General Managers, Branch Managers, Department Heads, Department Managers & Supervisors, Operations Managers, Office Administration Managers & Supervisors, Managers of Non-Profit Organizations and any business professional seeking to professionalize their business operations for more efficiency and effectiveness.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to organize and systematize operations in a professional and effective manner, as well as guide and lead staff to abide by systems and processes for smoother business operations.

LEARNING OBJECTIVES:

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

- Assess your current workplace operations
- Formulate goals for your workplace operations
- Use methods for organizing and systematizing
- Outline your basic operation process in a manual
- Map out strategies for introducing change and preparing the team to adapt
- Employ essential activities for improving and sustaining operations and people management

COURSE TOPIC HIGHLIGHTS:

1. Workplace Operations Assessment
2. Barriers to Professional Operations
3. Principles of a Professional & Systematic Workplace
4. Benefits and End Goals for Professionalizing Your Operations
5. Your Default System: Organogram & Flowcharts
6. Key Areas to Systematize
7. Nine (9) Steps to Systematizing Your Business
8. Creating Your Operations Manual
9. Implementing Your System
10. Introducing Change in the Workplace
11. Preparing Your People to Understand and Work with the System
12. Managing Different Levels of Resistance & Taming Office Politics
13. Your Leadership Plan & Style
14. Creating the Right Culture & Environment
15. Measuring Productivity & Performance
16. Gameplan for Continuous Growth

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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