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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:

**FUNDAMENTALS OF PROFESSIONAL OFFICE ADMINISTRATION**

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](mailto: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**

**FUNDAMENTALS OF  
PROFESSIONAL OFFICE  
ADMINISTRATION****WEBINAR | SEMINAR**  
[www.businessmaker-academy.com](http://www.businessmaker-academy.com)**FUNDAMENTALS OF  
PROFESSIONAL OFFICE  
ADMINISTRATION****“How to Manage Your Office Operations  
Like a Well-Oiled Machine”****Seminar:** 1 day x 8 hrs. (total of 8 hrs)**Webinar:** 1 session x 4 hrs. (total of 4 hrs)**COURSE DESCRIPTION:**

Ensuring the smooth day-to-day operations of your office is not an easy task, but with the right skills and system, you can keep your company running like a well-oiled machine. This course provides you with the fundamental office management competencies that will enable you to provide efficient support to directly contribute to better performance, efficiency and team productivity in your organization. Learn how to manage your office professionally with effective tools, techniques and strategies.

**WHO SHOULD ATTEND:**

Office Managers, Office Administrators, Operations Managers, Office Assistants, Clerks, Executive Assistants, Personnel Officers and any person in charge of managing the day-to-day office needs of their company or organization.

**PERFORMANCE OBJECTIVES:**

Upon completion of this workshop, participants should be able to show improvement in their basic knowledge of office administration via tests & questionnaires, assess administrative competencies, set administrative goals for their team and share behavioral service standards for their team.

**LEARNING OBJECTIVES:**

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

- Identify the important role and core responsibilities of office management
- Brainstorm solutions for administrative issues and challenges
- Explore productivity tools and templates for office administration
- Assess competencies for office administration
- Set administrative goals
- Demonstrate professional and friendly administrative service

**COURSE TOPIC HIGHLIGHTS:**

1. Principles of Professional Office Administration
2. What is Office Administration
3. The Admin Department Nerve Center: Carrying Out the Management Process
4. Office Systems & Procedure
5. Administrative Functions
6. Administrative Job Descriptions
7. Administrative Job Levels
8. Issues & Challenges in Office Administration
9. Admin Work Challenges Spheres
10. Competencies of Professional Office Administrators
11. Tools of the Trade
12. Multi-tasking: Myth & Challenges
13. Principles of Productivity
14. Leading & Managing Your Administrative Team
15. Developing Your Leadership Skills
16. Setting Goals for Your Team
17. Building Team Trust & Handling Conflict
18. Serving Your Customers & Organization

**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**

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