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:

OFFICE FACILITIES MANAGEMENT & MAINTENANCE
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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Businessmaker® ACADEMY

TRAINING INVITATION



OFFICE FACILITIES MANAGEMENT & MAINTENANCE

"How to Handle Maintenance and Repairs for Better Office Facilities"

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

COURSE DESCRIPTION:

Office Maintenance and Repairs are important for maintaining your company's facilities. Office Administrators are responsible for handling this challenging area to ensure minimal disruption to business operations. This one-day seminar provides participants with the best practices in maintaining your office facilities. Learn how to manage your team to maintain and improve your workplace.

WHO SHOULD ATTEND:

Office Managers, Office Administrators, Operations Managers, Office Assistants, Maintenance Officers, Office Building Administrators and any person in charge of handling office facilities, maintenance and repairs.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to show improvement in their basic knowledge of office facilities management and maintenance via tests & questionnaires, assess competencies and system, prepare checklists for office facilities handling and for emergencies.

LEARNING OBJECTIVES:

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

- Identify the roles & functions of a facilities officer
- Describe & assess competencies in facilities management
- Explore the best practices in handling in-house or outsourced maintenance personnel
- Learn to deal with common facilities management issues
- Comply with laws related to facilities management

COURSE TOPIC HIGHLIGHTS:

1. What is Office Facilities Management & Maintenance?
2. Career Progression in Facilities Management
3. The Modern Office Facilities Administrator
4. Functions of Office Facilities Management
   - Office Accommodation
   - Cleaning Services
   - Maintenance & Repairs
   - Security & Safety
   - Utilities & Cost Control
   - Emergency, Risk & Contingency Management
5. Best Practices in Office Facilities Administration
6. Guidelines & SOPs
7. Managing Your Team
8. Tools of the Trade
9. Complying with the Law
10. Occupational Safety & Health
11. Fire Safety & Prevention
12. Labor Outsourcing

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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