

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 INVENTORY & SUPPLIES 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](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



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OFFICE INVENTORY  
& SUPPLIES MANAGEMENT



WEBINAR | SEMINAR  
www.businessmaker-academy.com

OFFICE INVENTORY &  
SUPPLIES MANAGEMENT

“How to Effectively Manage Office  
Supplies, Furniture, and Equipment for  
Office Administrators”

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

**COURSE DESCRIPTION:**  
Office supplies, furniture and equipment are basic necessities for running an efficient office, but these can be costly if it is not managed effectively. Office Administrators need to proactively take stock and control their office inventory to ensure a steady flow of supplies with minimal wastage. This course provides a framework that will help Office Managers systematize and keep track of inventory for smoother office operations.

**WHO SHOULD ATTEND:**  
Office Managers, Office Administrators, Operations Managers, Office Assistants, Department Managers and Supervisors, Inventory Officers and any person in charge of handling office supplies and inventory.

**PERFORMANCE OBJECTIVES:**  
Upon completion of this workshop, participants should be able to show improvement in their basic knowledge of office supplies inventory via tests & questionnaires, assess inventory system and procedures, use formulas to calculate reorder points and label stock item effectively.

- LEARNING OBJECTIVES:**  
By the end of this course, the participants shall be able to:
- Discuss the responsibilities and functions of office inventory management
  - Assess and review your office inventory policies and procedures
  - Prepare solutions to common inventory problems
  - Calculate reorder points
  - Apply office inventory methods
  - Label stock items effectively

- COURSE TOPIC HIGHLIGHTS:**
1. Introduction to Office Inventory Management
  2. Types of Inventory
  3. Office Inventory Management Process & Scope
  4. Objectives of Office Inventory Management
  5. Taking Stock of Your Office Inventory
  6. Office Inventory Assessment
  7. Challenges in Office Inventory Management
  8. Inventory Solution Framework
  9. Best Practices in Office Inventory Management
  10. Policies & Procedures
  11. Forecasting, Budgeting & Scheduling
  12. Proven Inventory Methods
  13. Office Inventory Management Labelling Solutions
  14. Inventory Item Descriptions & Item Number Schemes
  15. Location & Section Names
  16. Putting It All Together

**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.