

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 LOGISTICS & TRANSPORT 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

**OFFICE LOGISTICS
& TRANSPORT MANAGEMENT****WEBINAR + SEMINAR**
www.businessmaker-academy.com**OFFICE LOGISTICS &
TRANSPORT MANAGEMENT****“How to Ensure Proper and Timely
Coordination for Office Logistics,
Transport, and Deliveries”****Seminar:** 1 day x 8 hrs. (total of 8 hrs)**Webinar:** 1 session x 4 hrs. (total of 4 hrs)**COURSE DESCRIPTION:**

Office Administration requires a lot of coordination, scheduling and traffic tracking. To ensure timely delivery of office needs, Office Administrators need to master the art and science of Logistics Management. This course helps participants gain scheduling and time-keeping skills to better manage logistics, transport, courier and even travel requirements. Learn how to properly handle logistics for better office operations.

WHO SHOULD ATTEND:

Office Managers, Office Administrators, Operations Managers, Office Assistants, Logistics Officers and any person in charge of handling logistics, transportation, travel and courier services.

PERFORMANCE OBJECTIVES:

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

LEARNING OBJECTIVES:

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

- Describe the key logistics functions of office administrators
- Review policies for office logistics
- Get best practices in transport, courier, and travel logistics coordination
- Explore time-keeping and scheduling tools
- Prepare contingencies for common office logistics challenges

COURSE TOPIC HIGHLIGHTS:

1. Essentials in Office Logistics
2. What is Office Logistics
3. Five (5) Elements of Logistic Strategy
4. Challenges in Office Logistics Coordination
5. Competencies of a Logistics Admin Officer
6. Logistics Policy System & Application
7. Materials Handling
8. Transportation Service Management
9. Travel Coordination
10. Tools of the Trade
11. Contingency Planning in Logistics Management
12. Risk Assessment
13. Identifying Potential Problems
14. Preventive Measures
15. Alternatives

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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