

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 SERVICES & LOGISTICS

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

**OFFICE SERVICES
& LOGISTICS**



**WEBINAR | SEMINAR**
www.businessmaker-academy.com

**OFFICE SERVICES &
LOGISTICS**

**“Streamlining Operations & Enhancing
Interdepartmental Communication 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:

Busy office environment often experiences bottlenecks, delays and miscommunication that hinder effective logistics and service delivery. This one-day training program is designed for office administrators to develop essential skills in managing office services and logistics. Participants will learn to optimize workflows, track interdepartmental requests, and enhance communication. Through hands-on exercises and case studies, attendees will gain practical insights to improve their operational effectiveness. By focusing on real-world applications, this course empowers administrators to drive efficiency and collaboration within their organizations.

WHO SHOULD ATTEND:

Office administrators, Coordinators, Administrative staff and any person who need to provide office services and logistics to customers, other departments and their team.

PERFORMANCE OBJECTIVES:

Upon completion of this training, participants will gain skills to effectively analyze and enhance office service processes, implement tracking systems for interdepartmental requests, and develop strategies for improved communication and collaboration.

LEARNING OBJECTIVES:

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

- Identify key components of office services and logistics for office administration
- Identify logistics challenges and apply problem-solving tools for department bottlenecks and inefficiencies
- Demonstrate the effective use of tracking tools for managing interdepartmental requests and resource allocation
- Use clear communication and collaboration in office logistics
- Apply process improvement tools

COURSE TOPIC HIGHLIGHTS:

1. Office Services & Logistics Functions
2. Workflow Optimization & Process Mapping
3. Team Roles & Responsibilities
4. Prevention vs. Troubleshooting Service & Logistics Issues
5. Identifying Challenges, Bottlenecks, and Inefficiencies
6. Analyzing & Solving Problematic Service & Logistics Practices
7. Tools for Process Improvement
8. Tracking Interdepartmental Requests & Resource Management
9. Tracking Requests & Status Updates
10. Tools & Tracking System for Requests
11. Resource Management Strategies
12. Efficient Allocation: Inventory, Space, Personnel, and Cost Utilization
13. Professional Communication & Service Delivery
14. Completed Staff Communication
15. Communication Plan for Interdepartmental Customers & Admin Team Collaboration

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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