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 FILES & RECORDS 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



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Businessmaker® ACADEMY

TRAINING INVITATION



OFFICE FILES & RECORDS MANAGEMENT

"How to Create an Effective System of Information Storage & Retrieval"

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

COURSE DESCRIPTION:

Electronic and paper documents can easily get cluttered and pile up in the course of our busy work lives. Managing office files and records can be challenging and costly if you do not have a system in place. This webinar helps you effectively organize and manage office files, records and workspace to improve your work environment. It provides creative solutions for managing office chaos, with space and time-saving techniques that you can immediately apply.

WHO SHOULD ATTEND:

Office Managers, Office Administrators, Department Officers, Executive Assistants, Records & Files Officers, Archive Officers, Accounting Officers, Data Management Officers or any person who wants to enhance their organizational skills in relation to records and documents management.

PERFORMANCE OBJECTIVES:

Upon completion of this workshop, participants should be able to show improvement in their basic knowledge of office files and records management via tests & questionnaires, assess office files and records management deficiencies, acquire and use editable templates for records management and prepare to set up their system for office files and records management.

LEARNING OBJECTIVES:

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

- Identify types of files and what to do with them
- Brainstorm solutions to challenges in records management
- Assess their current filing system
- Define the cycle and steps for effective records management
- Categorize and label files consistently
- Prepare a plan for better records management

COURSE TOPIC HIGHLIGHTS:

1. Standards for Records Management
2. Documents vs. Records
3. Objectives of Documented Information
4. Records Management Life Cycle
5. Key Challenges of Records Management Consistency
6. Elements of Effective Records Management Program
   - Policies & Procedures
   - Records Inventory & Classification
   - Retention Scheduling
   - Records Storage & Conversion
   - Vital Records Program
   - Disaster Prevention & Recovery Plan
   - Disposition
7. Digital Records Management
8. Path to Digital RM
9. File Naming Convention
10. Space Technique
11. Numerical Filing System
12. Integration
13. Records Management Tips
14. Next Steps: Records Management Plan

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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