

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:

**EFFECTIVE TEAM COLLABORATION**

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



**BUSINESSMAKER ACADEMY & HR CLUB PHILIPPINES**

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[www.businessmaker-academy.com](http://www.businessmaker-academy.com) ▪ [www.hrclubphilippines.com](http://www.hrclubphilippines.com)



## **EFFECTIVE TEAM COLLABORATION**

**“Seamless Coordination Across Teams  
& Departments to Enhance Team  
Efficiency”**

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

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

### **COURSE DESCRIPTION:**

In today's dynamic work environment, effective team collaboration is essential for better team efficiency to achieve organizational goals and foster a positive workplace culture. This training provides participants with practical strategies to enhance communication and coordination, build trust, and work cohesively with diverse team members. Through interactive exercises and real-world examples, attendees will learn how to navigate team challenges and leverage collective strengths to drive success.

### **WHO SHOULD ATTEND:**

This training is ideal for team leaders, project managers, team members, HR professionals, Customer Care, Finance Departments and anyone involved in team-based work who aims to improve collaboration, boost team morale, and achieve collective success.

### **PERFORMANCE OBJECTIVES:**

Upon completion of this training program, participants will be able to apply key collaboration techniques to foster a more efficient, productive, and engaged team environment.

### **LEARNING OBJECTIVES:**

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

- Identify the fundamental principles that support effective team collaboration
- Demonstrate active listening skills and employ clear communication techniques for team coordination
- Analyze the key behaviors that foster trust and create a psychologically safe work environment within a team
- Apply practical strategies such as goal setting, leveraging strengths, and problem-solving to enhance team performance

### **COURSE TOPIC HIGHLIGHTS:**

1. Foundations of Team Collaboration
2. Importance of shared goals and vision
3. Roles and responsibilities within a team
4. Building a collaborative mindset
5. Communication Skills for Teams
6. Active listening & constructive feedback
7. Non-verbal & digital communication best practices
8. Overcoming misunderstandings & conflicts
9. Tools for effective team communication & coordination
10. Building Trust & Psychological Safety
11. Creating an environment of openness & respect
12. Encouraging diverse perspectives & inclusivity
13. Handling conflicts constructively
14. Setting clear objectives & accountability measures
15. Collaborative problem-solving techniques

### **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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