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:

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 | 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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Businessmaker® ACADEMY

TRAINING INVITATION



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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