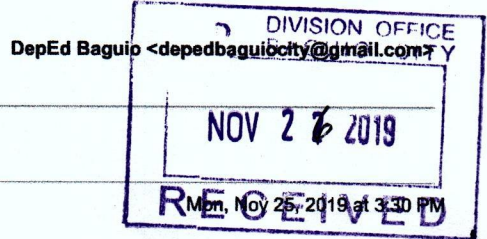


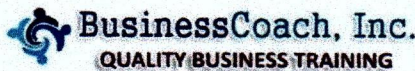
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Invitation to leadership and management seminars

1 message

BusinessCoach <businessseminars101@gmail.com>
To: rose.businesscoach101@gmail.com



Civil Service Commission (CSC) Accredited Learning and Development Institution
Department of Tourism (DOT) Accredited Training Center

Proud Member: People Management Association of the Philippines
Philippine Society for Training and Development

While leadership and management come naturally for a few, the overwhelming majority needs to be coached, trained, or even pushed to learn the skill. It is neither easy nor quick, but aspiring to acquire the qualities of a good leader/manager can reap you tremendous benefits. Businesscoach Inc. cordially invites you to attend its leadership and management seminars:

- Managing the Millennials - December 4 (P 3,500)
- Project Management Fundamentals - December 6 (P 3,500)
- Advanced Supervisory Skills Training - December 7 (P 3,500)
- Basic Leadership Training - December 10 (P 3,500)
- Negotiation and Assertiveness Training - December 11 (P 3,500)
- Effective Team Leaders' Guide to Teamwork and Team Building - December 13 (P 3,500)
- Basic Supervisory Skills Training - December 14 (P 3,500)
- People Management Skills Training - December 18 (P 3,500)
- Fundamentals of Strategic Planning - December 20 (P 3,500)
- Basic Training for New Managers - December 20 (P 3,500)
- Middle Management Training and Development - January 8 (P3,500)

To: All School Administrators, Principals & Teachers In-Charge
(Elementary & Secondary)
FOR YOUR INFORMATION & APPROPRIATE ACTION

[Signature]
MARIE CAROLYN B. VERANO, CESO VI
Schools Division Superintendent

SEMINAR FEE: P3,500/participant (inclusive of am and pm snacks, lunch, seminar kit, handouts, and certificate of attendance). Less P500/participant if payment is made at least five banking days before the event.

RESERVATION: Phone reservation is required. Please call telephone 8727-5628, 8727-8860 or 8701-7002.

SCHEDULE: Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.

***WE ALSO CONDUCT IN-HOUSE TRAINING PROGRAMS AT YOUR CHOSEN VENUE AND SCHEDULE.**

BUSINESSCOACH SCHEDULE OF SEMINARS

<p>For inquiries and reservation, please call</p> <ul style="list-style-type: none"> • Bianca - 8727.88.60 • Keah - 8701.70.01 • Kath - 8701.70.02 • Crystal - 8727.56.28 <p>As seats are limited, we only guarantee reservation to those who have paid the seminar fee before the scheduled event. Walk-in participants shall be waitlisted, and will only be allowed entry subject to availability of seats and training materials.</p>	<p>HUMAN RESOURCE AND CORPORATE SKILLS TRAINING</p> <ul style="list-style-type: none"> Basic Contracts - November 29 (P 3,500) Effective Employee and Labor Relations Management - November 29 (P 3,500) Competency-Based Development of HR Policies and Procedures - December 2 (P 3,500) Training Needs Analysis - December 3 (P 3,500) Professional Image Enhancement Workshop - December 3 (P 3,500) Fundamentals of Organizational Development - December 9 (P3,500) Personality Development - December 9 (P 3,500) Handling Grievance, Discipline, Termination and Dismissal - December 10 (P 3,500) Work Attitude and Value Enhancement (WAVE) Program - December 11 (P 3,500) Labor Law Compliance for Business - December 12 (P 3,500) Human Resource Management Training - December 13 (P 3,500) Training the Trainers - December 17 (P 3,500)
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VENUE: Unit 201 Richbelt Tower, 17 Annapolis St., Greenhills, San Juan City, Metro Manila

TIME: 9:00 am to 4:00 pm

PAYMENT INCLUSIONS: AM and PM snacks, lunch, seminar kit, materials for hands-on, handouts, certificate

MODE OF PAYMENT:

- Deposit payment at Banco de Oro (BUSINESSCOACH, INC., Savings Account). FAX deposit slip (indicate name of participant and seminar title) to confirm reservation.
- On-site payment (CASH only)
- Company checks are accepted, provided that they are received at least five (5) banking days before the event.

CANCELLATION BY ATTENDEE: Registrant may refund amount paid, with less 30% processing charge from the LISTED AMOUNT within 30 days, or opt to use the payment for a seminar of equal value within 60 days. Cancellation must be done at least 2 days before the event. Non-appearance or failure to inform us of cancellation will result to forfeiture of full amount paid.

CANCELLATION BY BUSINESSCOACH: Registrant may refund full amount paid within 30 days, or may opt to use the payment for a seminar of equal value within sixty days of cancellation.

REFUND POLICY: Payment may be refunded upon presentation of the original copy of bank deposit slip and a valid ID. Cash refund is strictly implemented, and may be availed only at the BusinessCoach office in San Juan City, Metro Manila. BusinessCoach does not deposit refunds.

IN-HOUSE SEMINARS

We also conduct in-house seminars, at your location or chosen venue. Here are the reasons why you should avail our service:

- You can save money on travel expense, accommodation, and other allowances
- You can avail a program that is tailored, and will address your specific needs and requirements
- You can attend the seminar at the time and venue you choose
- You can be open to discussions, without the fear of problems in confidentiality or privacy

Take your company to the next level! Trust us, as we take pride in having trained more than 75,000 professionals. Let us know how we can be your partner in your continuing success.

Digital Recruitment Process, Tools and Best Practices - December 21 (P 3,500)

How to Compute Salaries, Wages and Benefits - December 21 (P 3,500)

Competency-Based Salary Structure Design - January 6 (P 3,500)

Competency-Based Succession Planning - January 13 (P 3,500)

Onboarding: Creating the Best New Hire Experience - January 18 (P 3,500)

Improving Performance Using Balanced Scorecard - January 20 (P 3,500)

Creative Problem Solving and Decision Making - January 21 (P 3,500)

Training Evaluation: Measuring the Impact of Training - February 8 (P 3,500)

Six Sigma for HR Professionals - February 8 (P 3,500)

Conducting Interviews, Recruitment, and Selection Process - February 15 (P 3,500)

Effective Change Management - February 18 (P 3,500)

Effective Company Culture Building - February 19 (P 3,500)

Performance Management System - March 14 (P 3,500)

MANAGEMENT AND LEADERSHIP TRAINING

Managing the Millennials - December 4 (P 3,500)

Project Management Fundamentals - December 6 (P 3,500)

Advanced Supervisory Skills Training - December 7 (P 3,500)

Basic Leadership Training - December 10 (P 3,500)

Negotiation and Assertiveness Training - December 11 (P 3,500)

Effective Team Leaders' Guide to Teamwork and Team Building - December 13 (P 3,500)

Basic Supervisory Skills Training - December 14 (P 3,500)

People Management Skills Training - December 18 (P 3,500)

Fundamentals of Strategic Planning - December 20 (P 3,500)

Basic Training for New Managers - December 20 (P 3,500)

Facilities Management Training - January 8 (P 3,500)

Middle Management Training and Development - January 8 (P 3,500)

Coaching Skills Training to Improve Employee Performance - January 20 (P 3,500)

Employee Engagement and Motivation - January 22 (P 3,500)

Effective Conflict Management - January 27 (P 3,500)

How to Deal with Office Politics - January 28 (P 3,500)

Effective Meeting Management - February 19 (P 3,500)

Effective Time and Stress Management - March 23 (P 3,500)

OFFICE AND ADMINISTRATIVE SKILLS TRAINING

Electronic Records Management - November 29 (P 3,500)

Effective Office Administration - December 4 (P 3,500)

Training for Executive Assistants - December 16 (P 3,500)

Microsoft Office Excel (Intermediate) - December 21 (P 3,500)

Training for Receptionists - January 7 (P 3,500)

Records and Filing Management - January 30 (P 3,500)

SALES AND MARKETING

How to Handle Customer Complaints - November 29 (P 3,500)

Competitive Selling Techniques - December 5 (P 3,500)

Effective Telemarketing and Cold Calling Techniques - December 9 (P 3,500)

How to Handle Difficult Customers - December 12 (P 3,500)

How to Close a Sale - December 16 (P 3,500)

Effective Presentation Skills - January 7 (P 3,500)

Customer Service Training - January 23 (P 3,500)

Training for Store Frontliners - January 24 (P 3,500)

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Balloons and Party Needs Business - December 11 (P 3,500)

Events Management Training - December 13 (P 3,500)

Events Hosting Techniques Workshop - January 22 (P 3,500)

HEALTH AND WELLNESS

Starting a Spa - December 10 (P 3,500)

Starting a Drugstore Business - December 21 (P 3,500)

MONEY BUSINESS

How to Start a Money Changer Business - December 4 (P 3,500)

How to Start a Micro-Lending Business - December 12 (P 3,500)

Starting a Pawnshop Business - January 27 (P 3,500)

REAL ESTATE BUSINESS

Real Estate Marketing Seminar - November 28 (P 3,500)

How to Buy and Sell Real Estate Properties - December 5 (P 3,500)

Condominium Management Principles and Practices - December 10 (P 3,500)

Starting a Property Rental Business - December 12 (P 3,500)

Real Estate Property Appraisal - December 19 (P 3,500)

Building and Property Management - January 14 (P 3,500)

OTHER HIGH POTENTIAL BUSINESSES

Gift Wrapping, Gift Basket, and Ribbon Making - November 28 (P 3,500)

How to Start and Operate a Printing Press - November 28 (P 3,500)

Starting a Junk Shop and Scrap Trading Business - November 28 (P3,500)

Starting a Water Refilling Station - November 28 (P 3,500)

Starting a Pet Shop Business - December 2 (P 3,500)

Starting a Travel and Tour Business - December 2 (P 3,500)

How to Operate a Janitorial Business - December 3 (P 3,500)

Starting a Silkscreen Printing Business - December 4 (P 3,500)

How to Start and Operate a Laundry Business - December 7 (P 3,500)

Domestic Tour Packages and Ticketing - December 13 (P 3,500)

How to Start a Trucking Business - December 14 (P 3,500)

Hotel and Resort Operations and Management - December 17 (P 3,500)

How to Set Up a Local Manpower Business - December 17 (P 3,500)

How to Start and Manage a Preschool or Day Care Center - December 17 (P 3,500)

How to Start and Manage an International Recruitment Agency - December 18 (P 3,500)

How to Start and Operate a Beauty Salon - December 18 (P 3,500)

Starting a Commercial Cleaning Business - January 7 (P 3,500)

Starting a Hardware and Construction Supplies Business - January 15 (P 3,500)

Starting a Corporate Giveaways or Souvenir Items Business - January 16 (P 3,500)

Soap Making, Shampoo, Lotion, and Perfume Making Business - January 29 (P 3,500)

Schedule may change without prior notice. Please call to confirm.

Should you have further questions or concerns, please call us at (02) 8727.88.60 / (02) 8727.56.28 / (02) 8701.70.01 / (02) 8701.70.02 (Look for Ms. Keah or Ms. Kath), or kindly email us back. We will be very glad to accommodate you.

Thank you and have a nice day.

Sincerely,

Go ahead, email us. We'll be glad to assist you!

COMMUNICATION AND PUBLIC RELATIONS

- Effective Communication Skills Training - December 3 (P 3,500)
- Telephone Skills Training - December 12 (P 3,500)
- Effective Business Writing - December 14 (P 3,500)
- Technical Writing for Beginners - December 17 (P 3,500)

LOGISTICS

- Purchasing Management - December 5 (P 3,500)
- Import Procedures and Documentations - December 7 (P 3,500)
- Effective Warehouse and Inventory Management - December 10 (P 3,500)
- Freight Forwarding and Multimodal Transport - December 14 (P3,500)
- Supply Chain Management - January 11 (P 3,500)

ACCOUNTING AND TAXATION

- All About TRAIN Law and Latest BIR Implementing Regulations - November 29 (P 3,500)
- Cash Flow Management and Forecasting - December 4 (P 3,500)
- Business Taxation Made Easy - December 5-6 (P 7,000)
- Latest Issuances for Effective Tax Compliance and Interpretation of Tax Laws: New Administrative Issuances and Latest Court Decisions - December 6 (P 3,500)
- Internal Control and Auditing - December 11 (P 3,500)
- Managing BIR Tax Assessments - December 13 (P 3,500)
- Bookkeeping and Basic Accounting - December 19-20 (P 7,000)
- Income Tax and Preparation of Income Tax Return (ITR) - December 20 (P 3,500)
- Financial Statement Analysis - December 21 (P 3,500)
- Value Added Tax and Other Percentage Tax - January 10 (P 3,500)
- Employee's Withholding and Fringe Benefits Tax - January 17 (P 3,500)
- Expanded Withholding Tax and Final Withholding Tax - January 24 (P 3,500)
- Budgeting and Personal Finance - January 29 (P3,500)
- Estate Planning Seminar - March 27 (P 3,500)

BUSINESS PROCESS

- How to Plan and Start a Business - December 6 (P 3,500)
- Collection Management and Strategies - December 6 (P 3,500)
- Current Good Manufacturing Practices (cGMP) - December 7 (P3,500)
- Kaizen Training for Continuous Improvement - December 9 (P 3,500)
- Credit and Collection Management Seminar - December 18 (P 3,500)
- Six Sigma For Quality Improvement - January 14 (P 3,500)

FOOD BUSINESS

- Starting a Food Cart Business - December 5 (P 3,500)
- Starting a Catering Business - December 7 (P 3,500)
- Starting a Coffee Shop Business with Barista Training - December 11 (P 3,500)
- How to Plan and Operate a Restaurant - December 14 (P 3,500)
- Modern Restaurant Management and Operations - December 16 (P 3,500)
- Cost Control of Food and Labor in Restaurants and Other Food Business - December 18 (P 3,500)
- How to be a Canteen Concessionaire - February 15 (P 3,500)

EVENTS AND PARTY NEEDS BUSINESS

- Wedding and Debut Planning and Coordination - December 2 (P 3,500)
- Starting a Flower Shop Business - December 3 (P 3,500)

11/25/2019

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Globe: +63 9266220768 / Globe: +63 9159009294

Website: <http://businesscoachphil.com>

"This email is intended only for recipients in the Philippines."

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