



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

May 20, 2021

DIVISION ADVISORY

No. 067 s. 2021

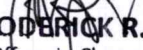
To: Public Schools District Supervisor
Elementary, Secondary and SHS Heads
All others Concerned

This Office informs that the Business Coach, Inc. is holding a series of Supervisory, Management and Leadership Webinars via Zoom.

Attached is a letter from the Business Coach, Inc. and list of their Webinars, for reference and information.

Wide dissemination of this Advisory to all is desired.

 **ROLAND M. FRONZA, EdD, CESO VI**
OIC - Schools Division Superintendent


WILLIAM RODERICK R. FALLORIN
Officer-in-Charge
Office of the Assistant Schools Division Superintendent

In compliance with the DepEd Order No. 8 s. 2013, this Division Advisory is issued not for endorsement per D.O. 28 s. 2001 only for the information of DepEd Officials, personnel as well as the concerned public

SO11



“WE MOULD HEROES”

Address: Bataan Provincial Capitol Compound, Balanga City 2100 Bataan | Telephone / Fax: (047) 237-2102
Email Address: bataan@deped.gov.ph | Website: www.depedbataan.com | Facebook Page: www.facebook.com/DepEdBataan



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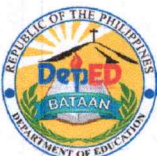
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Invitation to supervisory, management and leadership webinars

BusinessCoach <mktg.businesscoach@gmail.com>
To: BusinessCoach <businesscoach.sales@gmail.com>

Mon, May 17, 2021 at 2:00 PM



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

SUPERVISORY, MANAGEMENT, AND LEADERSHIP WEBINARS (via ZOOM)

Basic Supervisory Skills Training – May 22, 2021 (Saturday) 9 am to 12 pm

Advanced Supervisory Skills Training – May 22, 2021 (Saturday) 1 pm to 4 pm

Managing Millennials and Multigenerational Workforce – May 22, 2021 (Saturday) 9 am to 12 pm

Six Sigma For Quality Improvement – May 24, 2021 (Monday) 1 pm to 4 pm

Basic Leadership Skills – May 25, 2021 (Tuesday) 9 am to 12 pm

Project Management Principles and Tools – May 25, 2021 (Tuesday) 9 am to 12 pm

Effective Office Administration – June 2, 2021 (Wednesday) 1 pm to 4 pm

Middle Management Training and Development – June 7, 2021 (Monday) 9 am to 12 pm

Facilities Management Training – June 7, 2021 (Monday) 1 pm to 4 pm

Negotiation and Assertiveness Training – June 7, 2021 (Monday) 1 pm to 4 pm

People Management Skills Training – June 9, 2021 (Wednesday) 1 pm to 4 pm

Basic Training for New Managers – June 11, 2021 (Friday) 9 am to 12 pm

Coaching Skills Training to Improve Employee Performance – June 11, 2021 (Friday) 9 am to 12 pm

WEBINAR FEE: Php 1,500/3-hour session (Inclusive of e-Handouts and e-Certificate)

RESERVATION: Please email us your name, webinar title and mobile number so we can better assist you.

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.

BUSINESSCOACH SCHEDULE OF SEMINARS

CLASSROOM / FACE-TO-FACE TRAINING (9 am to 4 pm)

LOGISTICS

Import Procedures and Documentations - June 5, 2021 (P 3,500)

Freight Forwarding and Multimodal Transport - June 19, 2021 (P3,500)

OFFICE AND ADMINISTRATIVE SKILLS TRAINING

WEBINARS / ONLINE TRAINING VIA ZOOM (P1,500/3-hour session)

HR MANAGEMENT AND CORPORATE SKILLS TRAINING

Creative Problem Solving and Decision Making – May 17, 2021 (Monday) 9 am to 12 pm

Training for Executive Assistants – May 17, 2021 (Monday) 9 am to 12 pm

Effective Employee and Labor Relations Management – May 17, 2021 (Monday) 1 pm to 4 pm

Professional Image Enhancement – May 18, 2021 (Tuesday) 9 am to 12 pm

Records and Filing Management - June 24, 2021 (P 3,500)

Microsoft Office Excel (Intermediate) - May 8 (P 3,500)

ACCOUNTING AND TAXATION

Latest Issuances for Effective Tax Compliance and Interpretation of Tax Laws: New Administrative Issuances and Latest Court Decisions - June 4 (P 3,500)

Managing BIR Tax Assessments - June 11 (P 3,500)

Income Tax and Preparation of Income Tax Return (ITR) - June 18 (P 3,500)

All About TRAIN Law and Latest BIR Implementing Regulations - June 25 (P 3,500)

Financial Statement Analysis - June 26, 2021 (P 3,500)

FOOD BUSINESS

Modern Restaurant Management and Operations - June 8, 2021 (P 3,500)

Cost Control of Food and Labor in Restaurants and Other Food Business - June 21, 2021 (P 3,500)

How to Start a Catering Business - June 23, 2021 (P 3,500)

Food Safety: A Basic Training on HACCP - July 6, 2021 (P 3,500)

EVENTS AND PARTY NEEDS BUSINESS

Starting a Flower Shop Business - September 7, 2021 (P 3,500)

HEALTH AND WELLNESS

Starting a Spa - August 10, 2021 (P 3,500)

OTHER HIGH POTENTIAL BUSINESSES

Digital Recruitment Process, Tools and Best Practices – May 18, 2021 (Tuesday) 9 am to 12 pm

Organizational Development – May 20, 2021 (Thursday) 9 am to 12 pm

Work Attitude and Value Enhancement (WAVE) Program – May 24, 2021 (Monday) 9 am to 12 pm

Training the Trainers – May 25, 2021 (Tuesday) 1 pm to 4 pm

Human Resource Management – May 27, 2021 (Thursday) 9 am to 12 pm

Conducting Interviews, Recruitment and Selection Process – May 29, 2021 (Saturday) 9 am to 12 pm

Performance Management System – May 29, 2021 (Saturday) 1 pm to 4 pm

Competency-Based Development of HR Policies and Procedures – June 1, 2021 (Tuesday) 9 am to 12 pm

Competency-Based Salary Structure Design – June 1, 2021 (Tuesday) 1 pm to 4 pm

Training Needs Analysis – June 2, 2021 (Wednesday) 9 am to 12 pm

Six Sigma for HR Professionals – June 3, 2021 (Thursday) 9 am to 12 pm

Effective Company Culture Building – June 4, 2021 (Friday) 9 am to 12 pm

Basics of Measuring the Effectiveness of Training – June 5, 2021 (Saturday) 9 am to 12 pm

Mandatory Employee Contributions Made Easy – June 5, 2021 (Saturday) 1 pm to 4 pm

Training for Receptionists – June 7, 2021 (Monday) 9 am to 12 pm

Handling Grievance, Discipline, Termination and Dismissal – June 8, 2021 (Tuesday) 9 am to 12 pm

Onboarding: Creating the Best New Hire Experience – June 8, 2021 (Tuesday) 9 am to 12 pm

Competency-Based Succession Planning – June 8, 2021 (Tuesday) 1 pm to 4 pm

Personality Development – June 9, 2021 (Wednesday) 9 am to 12 pm

Managing Work from Home Employees – June 10, 2021 (Thursday) 9 am to 12 pm

Improving Performance Using Balanced Scorecard – June 14, 2021 (Monday) 9 am to 12 pm

Effective Change Management – June 14, 2021 (Monday) 1 pm to 4 pm

Computing Salaries Made Easy – June 19, 2021 (Saturday) 9 am to 12 pm

How to Start and Manage a Preschool or Day Care Center - June 22, 2021 (P 3,500)

How to Start and Operate a Printing Press - June 24, 2021 (P 3,500)

Starting a Pet Shop Business - July 26, 2021 (P 3,500)

Hotel and Resort Operations and Management - August 31, 2021 (P 3,500)

*Limited participants only. No face mask/no face shield, no entry. Social distancing will be observed; health declarations, temperature checks, hepa air filters, sanitizing and other safety protocol will be in place.

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

IN-HOUSE / GROUP SESSIONS

This is available in-person or online/virtual via ZOOM App for 10 participants or more.

We can 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

Workers' Statutory Monetary Benefits Made Easy – June 19, 2021 (Saturday) 1 pm to 4 pm

SUPERVISORY, MANAGEMENT AND LEADERSHIP

Handling Office Politics – May 17, 2021 (Monday) 9 am to 12 pm

Fundamentals of Strategic Planning – May 17, 2021 (Monday) 1 pm to 4 pm

Effective Conflict Management – May 18, 2021 (Tuesday) 9 am to 12 pm

Effective Time and Stress Management – May 18, 2021 (Tuesday) 1 pm to 4 pm

Leadership and Supervision During Crisis – May 19, 2021 (Wednesday) 9 am to 12 pm

Effective Meeting Management – May 19, 2021 (Wednesday) 9 am to 12 pm

Operations Management Training – May 19, 2021 (Wednesday) 1 pm to 4 pm

Creative Thinking Skills for Managers and Leaders – May 21, 2021 (Friday) 9 am to 12 pm

Staying Self-Motivated and Dedicated – May 21, 2021 (Friday) 1 pm to 4 pm

Basic Supervisory Skills Training – May 22, 2021 (Saturday) 9 am to 12 pm

Advanced Supervisory Skills Training – May 22, 2021 (Saturday) 1 pm to 4 pm

Managing Millennials and Multigenerational Workforce – May 22, 2021 (Saturday) 9 am to 12 pm

Six Sigma For Quality Improvement – May 24, 2021 (Monday) 1 pm to 4 pm

Basic Leadership Skills – May 25, 2021 (Tuesday) 9 am to 12 pm

Project Management Principles and Tools – May 25, 2021 (Tuesday) 9 am to 12 pm

Emotional Intelligence – May 31, 2021 (Monday) 9 am to 12 pm

Effective Office Administration – June 2, 2021 (Wednesday) 1 pm to 4 pm

Middle Management Training and Development – June 7, 2021 (Monday) 9 am to 12 pm

Facilities Management Training – June 7, 2021 (Monday) 1 pm to 4 pm

Negotiation and Assertiveness Training – June 7, 2021 (Monday) 1 pm to 4 pm

People Management Skills Training – June 9, 2021 (Wednesday) 1 pm to 4 pm

Basic Training for New Managers – June 11, 2021 (Friday) 9 am to 12 pm

Coaching Skills Training to Improve Employee Performance – June 11, 2021 (Friday) 9 am to 12 pm

- 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.

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

Employee Engagement and Motivation – June 11, 2021 (Friday) 1 pm to 4 pm

Leaders' Guide to Team Building and Teamwork – June 14, 2021 (Monday) 9 am to 12 pm

Diversity, Equity, and Inclusion in the Workplace – June 28, 2021 (Monday) 1 pm to 4 pm

SALES AND MARKETING

Closing Sales – May 21, 2021 (Friday) 9 am to 12 pm

Account Management for Sales Improvement – May 22, 2021 (Saturday) 9 am to 12 pm

Basic Facebook Marketing for Online Business – May 22, 2021 (Saturday) 1 pm to 4 pm

Effective Telemarketing and Cold Calling Techniques – May 24, 2021 (Monday) 9 am to 12 pm

How to Handle Difficult Customers – May 26, 2021 (Wednesday) 9 am to 12 pm

Project Sales Management – May 29, 2021 (Saturday) 9 am to 12 pm

Competitive Selling Techniques – June 1, 2021 (Tuesday) 1 pm to 4 pm

Effective Presentation Skills – June 3, 2021 (Thursday) 9 am to 12 pm

Training for Store Frontliners – June 4, 2021 (Friday) 1 pm to 4 pm

Customer Service Training – June 8, 2021 (Tuesday) 9 am to 12 pm

Complaints Management – June 18, 2021 (Friday) 9 am to 12 pm

BUSINESS COMMUNICATION

Technical Writing for Beginners – May 28, 2021 (Friday) 9 am to 12 pm

Effective Communication Skills – June 1, 2021 (Tuesday) 9 am to 12 pm

Telephone Skills Training – June 3, 2021 (Thursday) 1 pm to 4 pm

Effective Business Writing – June 5, 2021 (Saturday) 1 pm to 4 pm

ACCOUNTING

Bookkeeping and Basic Accounting for Non-Accountants – May 20-21, 2021 (Thursday-Friday) 9 am to 4 pm

Business Taxation Made Easy – June 3-4, 2021 (Thursday-Friday) 9 am to 4 pm

LOGISTICS

Effective Warehouse and Inventory Management – May 26, 2021 (Wednesday) 9 am to 12 pm

Introduction to Supply Chain Management – June 5, 2021 (Saturday) 9 am to 12 pm

Purchasing Management – June 16, 2021 (Wednesday) 9 am to 12 pm

BUSINESS LAW

Understanding Labor Law Amidst COVID-19 Pandemic – May 29, 2021 (Saturday) 9 am to 12 pm

Basic Contracts – June 18, 2021 (Friday) 1 pm to 4 pm

BUSINESS PROCESS

How to Plan and Start a Business – June 2, 2021 (Wednesday) 9 am to 12 pm

Collection Management and Strategies – June 7, 2021 (Monday) 9 am to 12 pm

REAL ESTATE

Condominium Management Principles and Practices – May 20, 2021 (Thursday) 1 pm to 4 pm

Starting a Property Rental Business – May 27, 2021 (Thursday) 1 pm to 4 pm

Building and Property Management – June 10, 2021 (Thursday) 1 pm to 4 pm

BUSINESS START-UP

How to Set Up a Local Manpower Business – May 18, 2021 (Tuesday) 1 pm to 4 pm

How to Start and Operate a Beauty Salon – May 19, 2021 (Wednesday) 9 am to 12 pm

Soap, Shampoo, and Perfume Making Business – May 19, 2021 (Wednesday) 1 pm to 4 pm

Events Hosting Techniques – May 20, 2021 (Thursday) 9 am to 12 pm

Starting a Junk Shop and Scrap Trading Business – May 20, 2021 (Thursday) 1 pm to 4 pm

How to Start a Drugstore Business – May 22, 2021 (Saturday) 9 am to 12 pm

Starting a Water Refilling Station Business – May 22, 2021 (Saturday) 1 pm to 4 pm

How to Operate a Janitorial Business – May 25, 2021 (Tuesday) 1 pm to 4 pm

How to Start a Balloon and Party Needs Business – May 26, 2021 (Wednesday) 1 pm to 4 pm

Events Management 101 – May 28, 2021 (Friday) 9 am to 12 pm

How to Start an Online Business – May 29, 2021 (Saturday) 1 pm to 4 pm

5/17/2021

Department of Education Mail - Invitation to supervisory, management and leadership webinars

Starting a Food Cart Business – June 1, 2021 (Tuesday) 9 am to 12 pm

How to Start a Money Changer and Remittance Center Business – June 2, 2021 (Wednesday)
1 pm to 4 pm

How to Start and Operate a Pawnshop – June 4, 2021 (Friday) 9 am to 12 pm

How to Start a Commercial Cleaning Business – June 8, 2021 (Tuesday) 1 pm to 4 pm

Starting a Corporate Giveaways and Souvenir Items Business – June 9, 2021 (Wednesday) 9
am to 12 pm

Wedding and Debut Planning and Coordination – June 10, 2021 (Thursday) 9 am to 12 pm

How to Start a Trucking Business – June 19, 2021 (Saturday) 9 am to 12 pm

SCHEDULE MAY CHANGE WITHOUT PRIOR NOTICE. PLEASE CALL TO CONFIRM

Due to Covid-19 situation, our office is temporarily closed to give way for sanitation and disinfection. We are currently working on limited staff via telecommuting (through internet/emails). If you have further questions or concerns, you may call/text our emergency number at 0915-157-2746 (Look for Ms. Kathlene Bernardo), or kindly email us back. We will resume our regular office on May 24, 2021.

Hoping for your understanding. Thank you and stay safe!

Sincerely,

BusinessCoach, Inc.

Unit 201 Richbelt Tower, 17 Annapolis St.,

Greenhills, San Juan City

Tel. +632 85697884 / +632 87275628 / +632 87278860 / +632 85694690

Mobile Numbers: Globe: +63 9152050133 / Smart: +63 9083423162 / Suni: +63 9335847266

NOTE: We send emails to all those who either subscribed, inquired and attended our seminars. We also email notifications to all those whom we identified will benefit from any of our training programs. If you no longer want to receive any message from us, please reply **REMOVE**.