**LEADING WITHOUT THE TITLE**

**A Seminar for Administrators, Assistants and Secretaries**

**PROGRAM DESCRIPTION**

The role of executive secretaries and administrators has evolved over the years. Today, their leadership responsibilities have found greater appreciation - being in supportive partnership with their corporate executives, assuming office management in the absence of their boss, and even contributing to the bottom line. To carry out their role well, they need to develop such leadership qualities and mindset such as confidence, professionalism, foresight, influence, and good judgment, among others.

**5 KEY BENEFITS**

* Compliment their excellent qualities by applying servant leadership principles and skills in their profession.
* Discover their influential role and value and how it will directly benefit them, their bosses, and their organization.
* Understand the EGO Diagram (problems with pride and fear) and how it is affecting their work and relationships.
* Learn the skills of having FORESIGHT in their work and being PROACTIVE.
* Learn to be values-driven and recalibrate commitment on those values on a daily basis.

**8 SESSION MODULES**

**I. Introduction**

**II. Burdens and Blessings**

* Standard Job Expectations
* 10 Competencies from Bosses

**III. Your Position of Influence**

* Definitions of Influence and Leadership
* The Leadership Model
* Values of Relationships

**IV. EGO in Leadership**

* The Heart of a Leadership
* Servant Leadership

**V. Leading Yourself**

* Effective Personal Management
* Time Management

**VI. Proactive Mindset**

* Key Behaviours
* Foresight Tools
* Circle of Life

**VII. The Responsibilities of Your Leadership Role.**

* Leadership Tips
* Professionalism
* Confidentiality
* Two Roles of a Leader

**VIII. Recalibration and Closing**

**PROGRAM FACILITATOR**

***Daisy Callanta***is an inspirational speaker and trainer for leadership programs. A seasoned HR Executive with proven track record in the mastery of HR functions and strategies. With degrees in BS Psychology and Law, her qualification are well complemented by a strong background in Employee Relations, Policy Management, Diversity & Inclusion, Conflict Management, and Labor Relations. She is adept at case management and winning labor related cases through experience-honed skills in administrative and alternative dispute resolutions. Tenacious in forging strong relationships with business partners through transparent and effective internal, external and public relations. Her years of experience were gained from various industries such as travel, manufacturing, financial services, retail, BPO, shared services and most recently global firm, both from global to local enterprises for more than 22 years.

Presently, an Evangelist and President of Jesus HUGS Ministries, a non-profit Christian organization established withthe sole purpose of sharing the good news about Jesus providing free community support programs to help spread awareness and proper care for children with special needs. She is also a Certified Facilitator for Lead Like Jesus Training Program (a program designed by Ken Blanchard.) And most recently, she is certified as National Facilitator for Haggai Philippines.

She wants to equip people within the workplace to adapt a “lifestyle of excellence” through effective application of proven HR best practice. Her personal advocacy is to help children with special needs and their families to be freed and transformed by the healing power of Jesus Christ.

She is married to John Callanta and has two sons named Joshua and Josiah.

**RESERVE-NOW-BEFORE-IT'S-TOO-LATE! FORM**

**TO REGISTER:**

1. Fill out the form below and email us at [seminars@saltandlight.ph](mailto:seminars@saltandlight.ph)

2. Send the form together with your company check to

**Breakthrough Leadership Management Consultancy, Inc.**

**2/F HPL Building, 60 Sen. Gil Puyat Avenue, Makati**

**TO INQUIRE:**

1. Call 830 2191 or 813 2732, look for Juliet

2. Email us at [seminars@saltandlight.ph](mailto:seminars@saltandlight.ph)

**LEADING WITHOUT THE TITLE**

**A Seminar for Administrators, Assistants and Secretaries**

**Facilitated by Daisy Callanta**

March 27, 2020 | 9:00 AM to 5:00 PM |Joy~Nostalg Hotel & Suites Manila, Ortigas Center

*//source: Leading Without The Title21\_Daisy Callanta\_March 27, 2020\_OP\_Website*

**YES!** Please register \_\_ participant(s) for this seminar/workshop!

**LEARNING INVESTMENT:**

|  |  |
| --- | --- |
| ~~[  ]~~ **~~Best Buy Rate:~~**~~Php5,977 +12% VAT~~ | [ ] **Early Bird Rate:**Php 6,877 +12% VAT until January 22, 2020 |
| [  ] **Regular Rate:**Php 7,777 +12% VAT | [  ] **Walk-in Rate:**Php 8,277 +12% VAT |

[ ] **Get 1 FREE SEAT by booking for 3 SEATS**

**Workshop fee includes**:

* AM & PM snacks
* Lunch
* IDs
* Manuals
* Certificates

**TERMS:**

1. Participants availing of the **Best Buy Rate or Early Bird Rate** will be given five (5) working days to settle their fees after the promo deadline. Next applicable rate shall apply if the participant fails to settle his/her fee within the five (5) working day period.
2. **Gift Certificates/Discount Vouchers** from Breakthrough Leadership or Salt & Light Ventures shall only be applied on the Regular Rate. All other promos (2 or 3+1 promo, Group and Suki discounts) are not applicable when GCs or vouchers are applied.
3. **Cancellation** seven (7) working days before the event, whether paid or unpaid, or a no-show during the event will not be honored. Failure to inform of your cancellation before the seven-day deadline will result to 30% charge to your account. This will serve as secretariat and banquet fee. Cancellation should be in writing and emailed or faxed to us.
4. Seminar participation may be transferred to another person in the same company.
5. If you wish to move your reservation to another seminar happening within the calendar year, please note that the rate of your updated seminar choice will be applied. Should the prevailing rate be higher than the initial learning investment already paid for, please settle the balance prior to the seminar date. Promo seats cannot be moved or transferred to another date or seminar.
6. We reserve the option to cancel or reschedule an event if minimum number of participants is not reached.
7. This reservation form, when completed, may also serve as your billing invoice.
8. All seminar fees must be prepaid.

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| **COMPANY DETAILS** |
| **NAME OF COMPANY/ORGANIZATION(BIR-REGISTERED NAME)** |
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| **COMPLETE ADDRESS (Address:Flr/Bldg/St.Village/Bgy./City)** |
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| **INDUSTRY** |
|  |
| **PRODUCT/SERVICES OFFERED** |
|  |
| **WEBSITE                                                 COMPANY TIN# (REQUIRED)** |
| **[  ] VAT      [  ] Zero-Rated or VAT Exempt** |

*\*For zero-rated or VAT exempt companies, please include your Certificate of Exemption or PEZA registration. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of services.*

**RESERVING OFFICER'S DETAILS       [  ] MR      [  ] MS      [  ] MRS      [  ] DR      [  ] PROF**

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| --- |
| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
|  |
| **MOBILE #                                                            EMAIL ADDRESS** |
|  |
| **PERSONAL TIN *(for personal reservation)*** |

**PARTICIPANT'S DETAILS**

**PARTICIPANT 1                  [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| --- |
| **FULL NAME** |
|  |
| **NICK NAME** |
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| **CIVIL STATUS:  [  ]Single   [  ]Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_ [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**PARTICIPANT 2              [  ] MR       [  ] MS       [  ] MRS       [  ] DR       [  ] PROF**

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| **FULL NAME** |
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| **NICK NAME** |
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| **CIVIL STATUS:  [  ] Single   [  ] Married** |
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| **JOB TITLE/POSITION** |
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| **TELEPHONE #                                                    FAX #** |
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| **MOBILE #                                                            EMAIL ADDRESS** |
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| **PERSONAL TIN*(for personal reservation)*** |

Pls. check if:   [  ] Vegetarian   [  ] Food Allergy:  ­­­­­\_\_\_\_\_\_\_\_\_\_    [  ] Senior Citizen    [  ] Pregnant    [  ] PWD

**NOTE:**

* For more than two (2) participants, kindly add more sections to the registration form.
* Putting your mobile number is optional. It's only to be used in case we need to confirm or inform delegates of urgent, last minute changes and in case of emergencies, i.e. weather disturbances, speaker changes, etc.
* Kindly indicate your own TIN if making a personal reservation.
* Inform the secretariat by emailing [seminars@saltandlight.ph](mailto:seminars@saltandlight.ph) if the seminar seat will be transferred to another participant within the same company.
* **Billing processing** takes two to three (2 to 3) working days upon receipt of your reservation.
* Please reconfirm your reservation if you do not receive your billing or any confirmation from us through email, call, or SMS.
* For **invoice/OR** concerns, please call Katherine Maglaque at (02) 889-1111 local 765.

*//source: Leading Without The Title21\_Daisy Callanta\_March 27, 2020\_OP\_Website*

**KINDLY SELECT ONE OF THE FOLLOWING PAYMENT METHODS:**

[  ] **By Cheque.** I will send check payment to your office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[  ] **By Pick-up.** Please pick-up our check on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (time/date).

***Made payable to Breakthrough Leadership Management Consultancy, Inc.***

[  ] **By Bank Deposit.** (Scan copy of deposit slip with your name and seminar title and send to seminars@saltandlight.ph)

     Kindly remit the money to the following. bank details:

     Company Name: Breakthrough Leadership Management Consultancy, Inc.

     TIN #: 008-524-715-VAT

     Account #: BPI CA#3711-0082-83, Gil Puyat, Makati Branch

     Account #: Chinabank CA#143-176931-7 Gil Puyat, Makati Branch

**GROUP DISCOUNTS:**

Knock off a couple of pesos off our rates when you register in groups! Call us to inquire about our group discounts.

\* 3 delegates - Less P 300 per delegate

\* 4 delegates - Less P 400 per delegate

\* 5 or more delegates - Less P 500 per delegate

**SUKI DISCOUNTS & INCENTIVES:**

Salt & Light Ventures' regular customers get an additional P500 discount per person when booking on top of Early Bird Rates and Group Discounts.

*Please note that our regular Group Discounts and Suki Discounts & Incentives are not applicable with our 2+1 and 3+1 promos.*

**IN-HOUSE:**

We'll bring this workshop right at your base - customized and personalized to fit your training needs. Grab this opportunity to train your whole staff and attain results faster and simultaneously. Call 830 2191 or 813 2732and look for Jenna or Kevin, or email [seminars@saltandlight.ph](mailto:seminars@saltandlight.ph) for more details.