**MOVING INTO MANAGEMENT**

**From Managing Tasks to Managing Others**

**PROGRAM DESCRIPTION**

Transitioning into a new role can be a bit of a challenge. Adjustments have to be made as you take on a new title, especially if you see yourself lacking in skills and unsure of what you should expect and what lies ahead.

The same can be said about a new manager. At times, new managers assume their new roles without fully understanding what they are embarking into and what is required of them -- a change of mindset complemented by an advance set of skills. What companies have then are managers who lack confidence and are hesitant to assert their leadership.

Moving Into Management: From Managing Tasks to Managing Others is designed to help new managers understand and embrace the responsibilities that come with their new role and equip them with the skills they need to fulfill what is expected of them. This seminar will help them smoothly transition from managing tasks to managing people.

**WHAT CAN YOU EXPECT**

The seminar features some whole group sessions, but the emphasis is on practical exercises in groups, pairs, and on your own. The workshop also offers many opportunities to work on your real-life management problems in a supportive and totally confidential environment.

**COURSE OUTLINE**

This training course helps new managers gain confidence and skills. It focuses particularly on the crucial people skills that you need to supervise and motivate your team. We will work on the group members' own issues, as well as prepared case studies, in a confidential and supportive setting. During this one-day seminar, we will cover:

* The manager's role: key management responsibilities
* Leadership and management
* Planning ahead: principles, tools and strategies
* Motivating and managing individuals
* Performance management systems: induction, appraisal and supervision
* Offering effective and appropriate feedback
* The art of delegation
* Leading your team
* Management and leadership styles
* Good communications: verbal and non-verbal messages
* The importance of good listening skills
* Managing with assertiveness
* Time management
* Your current management issues and difficulties

**WHO SHOULD ATTEND**

For anyone stepping on the first rung of the management ladder -- they may recently have taken up post or be about to do so. Others with more experience but no formal training will also find the course rewarding.

**PROGRAM FACILITATOR**

*Registered Investors in People (UK) Specialist*

*Certified Management Consultant, Institute of Management Consultants of the Philippines*

*Certified Sales Professional™, Sales and Marketing International Institute (Australia)*

*Certified Marketing Professional™, Sales and Marketing International Institute (Australia)*

Boris Joaquin is one of the country's top-ranked public speaker and trainer for leadership programs and other soft skills. He is a seasoned management and marketing professional, bring involved in various industries (advertising, fragrances, goods, printing/publishing, telecommunications, BPO and business solutions) both from multinationals to locally owned enterprises for more than two decades now.

Presently, he is the President and Chief Equipping Officer of Breakthrough Leadership Management Consultancy (an affiliate of the United Neon Group of Companies). He is also the Master Trainer and Country Representative of the Lead Like Jesus Training Program (a program designed by Ken Blanchard).

The other hats Boris wears find him serving as Board of Trustee for Family First Philippines, The Bible League Philippines and World Teach Philippines. Because of his practice of his leadership gifts through these humanitarian involvements, the University of Santo Tomas bestowed upon him the distinguished Manuel L. Quezon Leadership Award for 2 consecutive years. He is also the Editor-in-Chief of the People Manager Magazine, official publication of the People Management Association of the Philippines (PMAP) and writes a regular column for PhilStar.com and Inquirer Libre!

He is married to Michelle Joaquin and has 2 daughter.

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

**TO REGISTER:**

1. Fill out the form below and email us at seminars@saltandlight.ph

2. Fill out the form and fax to 813-2745

3. 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 887 1571, look for Juliet

2. Email us at seminars@saltandlight.ph

**16THMOVING INTO MANAGEMENT**

**From Managing Tasks to Managing Others**

**Facilitated by Boris Joaquin**

March 3,2020 | 9:00 AM to 5:00 PM |Joy~Nostalg Hotel & Suites Manila, Ortigas Center

*//source: Moving Into Management15\_Boris Joaquin\_March 3, 2020\_OP\_Website*

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

**LEARNING INVESTMENT:**

|  |  |
| --- | --- |
| [  ] **Best Buy Rate:** Php 7,327 +12% VAT | [ ] **Early Bird Rate:** Php 8,327 +12% VAT |
| [  ] **Regular Rate:** Php 9,327 +12% VAT | [  ] **Walk-in Rate:** Php 9,827 +12% VAT |

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

\*For current promo and to avail free seats, call us at **813-2703/32** or email seminars@saltandlight.ph

**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 #** |
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| **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** |
|  |
| **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 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** concerns, please call Irene at (02) 889-1111 local 765.

*//source: Moving Into Management15\_Boris Joaquin\_March 3, 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 887 1571 and look for Jenna or Kevin, or emailseminars@saltandlight.ph for more details.