



Bankers Institute of the Philippines, Inc. (BAIPHIL)

Tel. Nos. (02) 853-4457 or (02) 519-2433

Email: training@baiphil.org

Website: www.baiphil.org

Bankers Institute of the Philippines, Inc. (BAIPHIL)

cordially invites you to the two-day:

Training the Bank Trainers

Speaker:

Ms. Odette Abaya-De-Guia

Training Consultant

Course Objectives:

By the end of the two-day program, participants would have been able to:

- Discuss principles of adult and experiential learning;
- Discuss the training cycle and demonstrate the skill of writing training objectives and preparing a short training design;
- Discuss and demonstrate skills in presenting an interactive lecturette: facilitation skills
- Discuss and demonstrate skills in presenting an interactive lecturette: verbal, vocal and visual techniques.

Target Audience:

1. Those who are now conducting presentations/lecturettes who believe they may still be able to improve their skills to be more effective
2. Those who are now conducting presentations but did not have the opportunity to have formal learning about concepts and techniques to make the learning session more effective in terms of transferring knowledge and skills.
3. Those who are subject matter experts and need to improve their training presentation skills

Schedule:

June 7-8, 2018 (Thursday & Friday); 8:30 A.M. to 5:00 P.M.

Venue:

Dusit Thani Manila, Ayala Center, Makati City.

Registration Dues:

Php7,000.00 / participant for Member Banks

Php8,000.00 / participant for Non-Member Banks

(Inclusive of AM Snack, Lunch, PM Snack, Certificate of Attendance and materials)

Payment Options:

- Deposit thru our Bank Account:

Account Name: Bankers Institute of the Philippines, Inc.

Name of Bank : Bank of Commerce – Dela Costa/Alfaro Rd.. Br.

Acct. No. : 101-00-004876-4

Please fax or email the deposit slip and indicate the name of your bank, participants and seminar to be attended

- Bring Check Payment on the day of Seminar. (Check payable to Bankers Institute of the Philippines, Inc. or BAIPHIL)
- Deliver check payment to BAIPHIL Office at Unit 2103, 21st Floor, The Peak Tower, #107 L.P. Leviste Street, Salcedo Village, Makati City.

Payment should be made on or before the seminar date payable to Bankers Institute of the Philippines, Inc. (BAIPHIL). NO PAYMENT IN CASH DURING THE SEMINAR DAY.

For inquiries, please call the BAIPHIL Secretariat at (02) 853-4457 or 519-2433.

Registration form may be reproduced, and fax at no. (02) 853-0889 or e-mail at: training@baiphil.org

Cancellation Guidelines :

Deadline of Submission of Registration is May 30, 2018 (Wednesday)

BAIPHIL reserves the right to cancel programs due to low turn-out of registration, illness of resource speaker, inclement weather or unforeseen events. As such, participants to the program or their HR representatives will be advised either through e-mail or by phone, at least five working days prior to the learning event otherwise same shall be billed accordingly.

BAIPHIL is responsible only for the full refund of the registration fee but not for the transportation expense of the participants who have booked their travel in advance.

Should a participant decide to cancel his/her registration, he/she may opt for a refund or transfer his/her participation in the program to another colleague by sending in writing his cancellation or transfer notice to BAIPHIL. A 100% refund or transfer will be made if the advice is received within five working days before the seminar run.