Businessmaker® ACADEMY

BMA WEBINAR SCHEDULE 2021

(Schedules & Rates Effective Jan 1, 2021 - Updated Nov 3, 2020)

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Civil Service Commission
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- Public Seminars
- Certificate Programs
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- Office & Staff House Rentals





FINANCE ZOOM WEBINARS				
FINANCE:	**SESSION**	**AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm**	**SEMINAR + WEBINAR**	**WEBINAR ONLY**
Accounting for Non-Accountants	2x4hrs	Jan 19-20 (AM) | Apr 13-14 (AM) | Jul 13-14 (PM) | Oct 5-6 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Effective Taxation & BIR Compliance	2x4hrs	Feb 2-3 (AM) | May 4-5 (AM) | Aug 10-11 (AM) | Oct 26-27 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Payroll & Benefits Administration	2x4hrs	Mar 23-24 (PM) | Jun 15-16 (PM) | Sep 14-15 (AM) | Nov 16-17 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Global Trading	1x4hrs	Jan 16 | Feb 20 | Mar 20 | Apr 17 | May 15 | Jun 19 | Jul 17 | Aug 14 | Sep 11 | Oct 9 | Nov 13 | Dec 11	N/A	Php 4,500 +VAT

HUMAN RESOURCE MANAGEMENT ZOOM WEBINARS				
HR EDPACK:	**SESSION**	**AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm**	**SEMINAR + WEBINAR**	**WEBINAR ONLY**
Fundamentals of HR Management	1x4hrs	Jan 12 (PM) | Mar 8 (PM) | Apr 6 (PM) | May11 (PM) | Jun 15 (AM) | Jul 26 (PM) | Aug 17 (PM) | Sep 21 (AM)| Oct 26 (AM) | Dec 2 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Recruitment Management	1x4hrs	Jan 19 (PM) | Mar 9 (PM) | Apr 13 (PM) | May 18 (PM) | Jun 22 (AM) | Jul 27 (PM) | Aug 24 (PM) | Sep 28 (AM) | Nov 9 (AM) | Dec 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Training Program Development	1x4hrs	Jan 26 (PM) | Mar 10 (PM) | Apr 20 (PM) | May 25 (PM) | Jun 29 (AM) | Jul 28 (PM) | Aug 31 (PM) | Oct 5 (AM) | Nov 16 (AM) | Dec 7 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Performance Management System	1x4hrs	Feb 2 (PM) | Mar 11 (PM) | Apr 27 (PM) | Jun 1 (PM) | Jul 6 (AM) | Jul 29 (PM) | Sep 7 (PM) | Oct 12 (AM) | Nov 23 (AM) | Dec 14 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Compensation & Benefits Mgmt.	1x4hrs	Feb 9 (PM) | Mar 12 (PM) | May 4 (PM) | Jun 8 (PM) | Jul 13 (AM) | Jul 30 (PM) | Sep 14 (PM) | Oct 19 (AM) | Dec 16 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
HR INTENSIVE:	**SESSION**	**AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm**	**SEMINAR + WEBINAR**	**WEBINAR ONLY**
Labor Law: Code & Practice	2x4hrs	Jan 28-29 (PM) | Mar 2-3 (AM) | May 6-7 (AM) | Jul 6-7 (PM) | Sep 2-3 (AM) | Nov 11-12 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Employee Discipline	2x4hrs	Feb 10-11 (PM) | Apr 15-16 (PM) | Jun 3-4 (PM) | Aug 3-4 (AM) | Oct 7-8 (PM) | Dec 9-10 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Grievance Handling & Conflict Mgmt.	2x4hrs	Jun 10-11 (PM) | Oct 27-28 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
Co. Policy Making	2x4hrs	Feb 4-5 (PM) | May 20-21 (PM) | Aug 19-20 (PM) | Nov 25-26 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Professional HR Operations	2x4hrs	Feb 18-19 (PM) | May 6-7 (PM) | Aug 26-27 (PM) | Nov 18-19 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Job Evaluation & Pay Structure	2x4hrs	Feb 23-24 (AM) | Jun 17-18 (PM) | Sep 23-24 (AM) | Nov 4-5 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Employee Incentive & Rewards	2x4hrs	Jun 24-25 (PM) | Oct 21-22 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Organizational Development	2x4hrs	Jan 21-22 (PM) | Apr 22-23 (PM) | Oct 12-13 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Talent Management & Retention	2x4hrs	Mar 2-3 (PM) | Jul 22-23 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Competency Interview & Assessment	2x4hrs	Mar 18-19 (PM) | Aug 10-11 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Digital Recruitment	2x4hrs	Mar 25-26 (PM) | May 25-26 (AM) | Jul 15-16 (PM) | Sep 9-10 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Competency-Based HR Management	2x4hrs	Mar 23-24 (AM) | Sep 16-17 (PM)	Php 8,500 + VAT	Php 3,900 + VAT

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Suite 1503A West Tower, PSE Bldg. (Tektite), Exchange Road, Ortigas Center, Pasig City, Philippines
Tel: (632) 7957-7937, 721-1039 ▪ Cel/Viber: (0912) 2231826, (0917) 6372471 ▪ info@businessmaker-academy.com
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BUSINESS MANAGEMENT ZOOM WEBINARS				
MARKETING & SALES:	**SESSION**	**AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm**	**SEMINAR + WEBINAR**	**WEBINAR ONLY**
Proactive Sales & Marketing	1x4hrs	Jan 13 (PM) | Mar 5 (PM) | May 5 (PM) | Jul 7 (AM) | Sep 2 (PM) | Nov 10 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Digital Marketing Plan	1x4hrs	Jan 27 (PM) | Mar 17 (PM) | May 19 (PM) | Jul 21 (PM) | Sep 15 (PM) | Nov 24 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Social Media Marketing	1x4hrs	Feb 26 (PM) | Apr 21 (PM) | Jun 10 (AM) | Aug 19 (AM) | Oct 14 (AM) | Dec 15 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Sales Probing, Negotiations & Closing	1x4hrs	Feb 4 (AM) | Apr 7 (AM) | Jun 3 (AM) | Aug 6 (PM) | Oct 6 (AM) | Dec 1 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Customer Service Excellence	1x4hrs	Jan 26 (AM) | Mar 16 (PM) | May 12 (PM) | Jul 21 (AM) | Sep 8 (PM) | Nov 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Customer Complaint Handling	1x4hrs	Feb 18 (AM)| Apr 14 (PM) | Jun 9 (PM) | Aug 25 (PM) | Oct 21 (AM) | Dec 14 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
LEADERSHIP & MANAGEMENT:	**SESSION**	**AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm**	**SEMINAR + WEBINAR**	**WEBINAR ONLY**
Leadership for Managers	2x4hrs	Apr 29-30 (PM) | Jun 16-17 (AM) | Sep 16-17 (AM) | Dec 15-16 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
Project Management	2x4hrs	Feb 16-17 (PM) | Apr 15-16 (AM) | Jun 8-9 (AM) | Sep 9-10 (AM) | Nov 18-19 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
Business Operations Management	1x4hrs	Jan 14 (AM) | Apr 28 (PM) | Jul 1 (PM) | Oct 8 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Managing Telecommuters	1x4hrs	Jan 21 (AM) | Apr 21 (AM) | Jul 15 (AM) | Sep 28 (PM) | Nov 10 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Problem Solving & Decision Making	2x4hrs	Mar 9-10 (AM) | Jun 22-23 (PM) | Sep 29-30 (PM) | Nov 23-24 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Transformational Leadership Comm.	2x4hrs	Feb 23-24 (PM) | May 11-12 (AM) | Aug 3-4 (PM) | Oct 19-20 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Time, Productivity & Stress Mgmt	1x4hrs	Apr 8 (AM) | Jul 22 (AM) | Oct 20 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
LEADERSHIP FOR SUPERVISORS:	**SESSION**	**AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm**	**SEMINAR + WEBINAR**	**WEBINAR ONLY**
Supervisorial Leadership	1x4hrs	Jan 20 (PM) | Feb 9 (AM) | Apr 6 (AM) | May 26 (PM) | Jul 14 (AM) | Aug 17 (AM) | Oct 13 (AM) | Nov 17 (AM)| Dec 9 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Self-Leadership	1x4hrs	Mar 18 (AM) | Jun 2 (PM) | Sep 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Successful Delegating	1x4hrs	Jan 28 (AM) | Apr 20 (AM) | Jul 1 (AM) | Oct 7 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Coaching Skills	1x4hrs	Feb 3 (PM) | May 20 (AM) | Aug 31 (AM) | Nov 11 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Leadership Communication Skills	1x4hrs	Mar 11 (AM) | Jun 23 (AM) | Sep 22 (AM) | Nov 9 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
PROFESSIONAL OFFICE ADMIN:	**SESSION**	**AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm**	**SEMINAR + WEBINAR**	**WEBINAR ONLY**
Office Administration Fundamentals	1x4hrs	Jan 15 (AM) | Feb 26 (AM) | Apr 26 (AM) | May 14 (AM) | Jun 18(AM) | Aug 6 (AM) | Sep 20 (PM) | Oct 15 (AM) | Dec3 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Inventory & Supplies	1x4hrs	Jan 22 (AM) | Mar 5 (AM) | Apr 27 (AM) | May 21(AM) | Jun 25(PM) | Aug 13 (AM) | Sep 21 (PM) | Oct 22 (AM) | Dec7 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Facilities Management	1x4hrs	Jan 29 (AM) | Mar 12 (AM) | Apr 28 (AM) | May 28 (AM) | Jul 9 (AM) | Aug 20 (AM) | Sep 22 (PM) | Oct 29 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Files & Records Management	1x4hrs	Feb 5 (AM) | Mar 19 (PM) | Apr 29 (AM) | Jun 4 (AM) | Jul 16 (AM) | Aug 27 (AM) | Sep 23 (PM) | Nov 5 (AM) | Dec 10 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Logistics, Transport, Travel	1x4hrs	Feb 19 (AM) | Mar 26 (AM) | Apr 30 (AM) | Jun 11 (AM) | Jul 23 (AM) | Sep 24 (PM) | Nov 12 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
ADMINISTRATIVE SKILLS:	**SESSION**	**AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm**	**SEMINAR + WEBINAR**	**WEBINAR ONLY**
Business Writing & Online Etiquette	1x4hrs	Jan 27 (AM) | Mar 25 (AM) | May 14 (PM) | Jul 8 (AM) | Sep 29 (AM) | Nov 4 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Executive Assistant Training	2x4hrs	Jan 12-13 (AM) | Apr 7-8 (PM) | Jun 1-2 (AM) | Sep 7-8 (AM) | Dec 1-2 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
Prof. Virtual Assistant Workshop	2x4hrs	Mar 16-17 (AM) | May 27-28 (PM) | Jul 29-30 (AM) | Oct 28-29 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Excel Basics & Intermediate	2x4hrs	Jan 14-15 (PM) | Apr 22-23 (AM) | Jul 27-28 (AM) | Oct 14-15 (PM)	Php 8,500 + VAT	Php 3,900 + VAT
Excel Advanced	2x4hrs	Feb 16-17 (AM) | May 18-19 (AM) | Aug 24-25 (AM) | Nov 25-26 (AM)	Php 8,500 + VAT	Php 3,900 + VAT
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