





BUSINESSMAKER ACADEMY

2025

TRAINING CALENDAR

Accredited Learning & Development Institution
of the Civil Service Commission (CSC) & PHILGEPS

Business Maker Academy offers:

- Year-round Public Classes
- Webinars & Seminars
- In-house Corporate Training
- Certified HR Programs
- HR Club Learning Sessions
- Consultancy and more...

TRAINING SCHEDULE: JUNE TO DECEMBER 2025

SALES, MARKETING & CS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Choose Your Course...		4 hrs./session (half-day)	8 hrs./session (full-day)
Proactive Sales & Marketing	1	Nov 11 (PM) Dec 10 (PM)	Sep 3
Digital Marketing Plan	1	Sep 10 (PM)	Nov 12
Social Media & Content Marketing	1	Oct 8 (PM)	Sep 5
Sales Training Program	1	Oct 1 (PM) Dec 3 (PM)	Sep 23
Sales Presentation & Pitching	1	Sep 24 (PM)	By Special Arrangement
Telemarketing & Outbound Sales	2	Oct 23-24 (PM)	By special arrangement
Sales Team Management	2	Sep 16-17 (PM)	Sep 19-20
Customer Service Excellence		Oct 16 (PM) Nov 20 (PM) Dec 17 (PM)	Sep 18 Dec 16
Customer Complaint Handling	1	Oct 17 (PM) Nov 21 (PM)	Sep 19 Dec 17
Service Delivery	2	Sep 11-12 (AM)	By special arrangement
Customer Communication Skills	2	Sep 8-9 (AM) Nov 27-28 (AM)	Oct 23-24 Nov 24-25
Adv Customer Service & Complaint	2	Dec 11-12 (PM)	Nov 13-14

FINANCE		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Accounting for Non-Accountants	2	Oct 29-30 (PM)	Oct 16-17 Nov 20-21
Taxation & BIR Compliance	2	Oct 8-9 (PM) Nov 27-28 (AM)	Sep 11-12 Dec 4-5
Bookkeeping for Non-Accountants	2	Sep 11-12 (PM) Dec 11-12 (PM)	Oct 14-15
Cost Accounting	2	Sep 25-26 (AM) Nov 6-7 (AM)	By special arrangement
Payroll & Benefits Administration	2	Oct 27-28 (AM)	Nov 10-11
Internal Control & Audit (new)	2	Dec 1-2 (PM)	By special arrangement
Creditable & Final Withholding Income Tax (new)	2	Oct 15 (PM) Dec 17 (AM)	By Special Arrangement
Financial Statement Analysis (new)	2	Nov 12 (PM)	Oct 20 Dec 11
VAT & Percentage Taxes (new)	2	Oct 13 (PM) Nov 24 (PM)	By special Arrangement

LEADERSHIP & MANAGEMENT		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Leadership for Managers	2	Nov 18-19 (PM)	Oct 8-9
Project Management	2	Dec 15-16 (PM)	By special arrangement
Prof. Operations Management	1	Oct 21 (AM)	By special arrangement
Problem Solving & Decision Making	2	Dec 1-2 (PM)	Oct 2-3
Transformational Leadership	2	Dec 15-16 (AM)	Sep 16-17
Coaching Skills for the Workplace	1	Nov 14 (PM)	By Special Arrangement
Leading with EQ	1	By Special Arrangement	Oct 30
Leadership for Supervisors	1	Sep 24 (AM) Nov 24 (AM)	Oct 6 Nov 5
Self-Leadership	1	Nov 3 (AM)	Oct 13 Nov 20
Time, Productivity & Stress Mgmt	1	Nov 10 (AM) Dec 15 (AM)	Oct 10
Successful Delegating Skills	1	Sep 10 (AM) Nov 13 (PM)	By Special Arrangement
Leadership Communication Skills	1	Oct 29 (AM) Dec 3 (AM)	By Special Arrangement
Completed Staff Work (CSW)	2	Nov 6-7 (AM) Nov 18-19 (PM)	By special arrangement
Assertive Communication	1	Oct 21 (PM) Dec 15 (PM)	By Special Arrangement
W.A.V.E - Work Attitude & Values	1	Nov 10 (AM)	Oct 20
Personality Development & Image	1	Oct 7 (PM) Nov 25 (PM)	By Special Arrangement
Events Planning & Management	2	By Special Arrangement	Sep 29-30 Nov 18-19
Public Speaking & Presentation	2	Oct 2-3 (AM)	Sep 22-23 Dec 4-5
Effective Team Collaboration (new)	2	Nov 4 (AM)	By special arrangement

PROF. OFFICE ADMINISTRATION		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Choose Your Course...		4 hrs./session (half-day)	8 hrs./session (full-day)
Office Administration Fundamentals	1	Sep 16 (AM) Nov 11 (AM)	Oct 28
Office Facilities Management	1	Sep 23 (AM) Nov 18 (AM)	Oct 29 Nov 26
Office Inventory & Supplies	1	Sep 30 (PM) Dec 1 (AM)	By Special Arrangement
Office Services & Logistics	1	Oct 10 (AM) Dec 2 (AM)	By Special Arrangement
Office Files & Records Mgmt	1	Oct 14 (AM) Dec 12 (AM)	Nov 17

ADMINISTRATIVE SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Executive Assistant Training	2	Sep 22-23 (PM) Nov 3-4 (PM) Nov 24-25 (PM)	Oct 21-22 Oct 29-30
Business Writing & Online Etiquette	1	Dec 9 (PM)	Oct 1
Minutes-Taking & Meeting Reports	2	Oct 2-3 (PM)	By special arrangement
Technical Writing Fundamentals	2	Sep 8-9 (PM)	By special arrangement
5S & 7S Method for the Workplace	1	Nov 19 (AM)	By special arrangement

COMPUTER SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Digital Literacy for the Workplace	2	Oct 6-7 (AM)	By special arrangement
MS Excel: Basic & Intermediate	2	Oct 6 (AM/PM)	Nov 4-5
MS Excel: Advanced	2	Oct 7 (AM/PM)	Sep 8-9 Dec 9-10
MS Excel: Data Analytics	2	Oct 20 (AM/PM)	By special arrangement


HUMAR RESOURCE MANAGEMENT (EDPACK)		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Fundamentals of HR Management	1	Oct 15 (AM)	Nov 24
Recruitment Management	1	Sep 10 (AM) Oct 22 (AM)	Nov 26
Training & Development Mgmt	1	Sep 17 (AM) Oct 29 (AM)	Nov 25
Performance Management System	1	Sep 24 (AM) Nov 5 (AM)	Nov 27
Compensation & Benefits Mgmt	1	Oct 1 (AM) Nov 12 (AM)	Nov 28


HR INTENSIVE		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Labor Code & Practice	2	Sep 22-23 (PM) Oct 27-28 (PM) Dec 1-2 (AM)	Nov 10-11
Employee Discipline	2	Dec 11-12 (AM)	Oct 27-28
Grievance Handling & Conflict Mgmt	2	By Special Arrangement	Sep 25-26
Company Policy Making	2	Oct 9-10 (AM)	By special arrangement
Professional HR Operations	2	Sep 18-19 (AM)	Nov 6-7
Job Evaluation & Pay Structure	2	Nov 13-14 (AM)	Sep 11-12
Organization Development	2	By Special Arrangement	Oct 16-17
Competency-Based HR	2	Sep 25-26 (AM)	By special arrangement
KRAs & KPIs Development	2	Nov 20-21 (AM)	By Special Arrangement
Talent Management	2	Oct 23-24 (AM)	By special arrangement
Succession Planning	1	Dec 10 (AM)	By special arrangement
Digital Recruitment	2	Oct 16-17 (AM)	Dec 1-29
Interview & Assessment	2	Oct 2-3 (AM) Dec 4-5 (AM)	Dec 15-16
Onboarding & Emp. Engagement	1	Oct 14 (AM)	Dec 3
Trainers Training Program	2	Oct 9-10 (PM)	By Special Arrangement

Note: Schedule may change. Please register in advance.

important notes
 Webinar Time: AM - 8:30am to 12:30pm
 PM - 1:30pm to 5:30pm
 Seminar Time: 9:00am to 5:00pm


WEBINAR RATE
 1 session = Php2250+12%VAT
 2 sessions = Php4500+12%VAT


SEMINAR RATE
 1 day = Php4250+12%VAT
 2 days = Php8500+12%VAT


promo
Gov't Employee Discount
 Present your Govt Employee ID upon enrollment to get Php500 discount

NOTES:

➤ WEBINAR CLASSES INCLUDE:

- Live Online Classes via Zoom
- E-Certificates (Printed Certificates may be requested with a minimal processing fee of Php100 + shipping costs c/o participant).
- E-Handout

➤ SEMINAR CLASSES INCLUDE:

- Live In-person Classes
- Certificate of Completion, handouts, meals, snacks & drinks
- Free 1 Refresher Session within 1 year (a minimal fee of Php500/day will be charged to cover meals and handout reprinting).
- Pay parking is available in & around the building. First come, first served.

HOW TO ENROLL: 3 easy steps



STEP 1: REGISTER


Choose your course & schedule. Then book a slot via:

- o Online Registration: <https://businessmaker-academy.com/individual-registration/>
- o Call, Viber or Text: (632) 8687-4645, 8687-3416, (0912) 2231826, (0917) 6372471, (0917) 1357279



STEP 2: SETTLE PAYMENT

You may remit payment through any of the methods below

<input type="checkbox"/> Bank Deposit	<input type="checkbox"/> Paypal	<input type="checkbox"/> Dragonpay	<input type="checkbox"/> Gcash
<p>We accept bank deposits:</p> <p>Account Name: Business Maker Academy, Inc.</p> <p>BPI SA Acct#: 4013-0306-64</p> <p>BDO SA Acct#: 000-280-622-422</p> <p>Landbank CA# 3732-114-830</p>	<p>We accept paypal or credit card payments. If you wish to use this payment method, pls register and click on paypal as your mode of payment. Our rep will contact you to provide our official paypal link and assist you in processing payment.</p>	<p>We accept payments via e-wallets, credit card, online banking or over-the-counter payment centers via Dragonpay. Pls register and choose Dragonpay payment method. Our rep will contact and provide you with our Dragonpay link.</p>	<p>We accept Gcash payments. Pls register & pay using this QR code.</p> 
<p>Don't forget to send your proof of payment with your name, company, course, date & contact info to: Email: info@businessmaker-academy.com or Viber: (0912) 2231826, (0917) 6372471, (0917) 1357279</p>			



STEP 3: ATTEND YOUR CLASS

We will send you the Zoom Link before the webinar session. If you need further assistance, please contact us:
Call/Text/Viber: (0912) 2231826, (0917) 6372471, (0917) 1357279

Seminar Venue:

Suite 1503A West Tower, Tektite Bldg. (former PSEC), Exchange Road, Ortigas Center, Pasig City, Philippines



You can use this Waze link to find us:
Business Maker Academy, Inc.
<https://waze.com/ul/hwdw4fydn4>

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BUSINESS MAKER ACADEMY & HR CLUB PHILIPPINES

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