

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: JANUARY 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	Jan 15 (PM) Jul 2 (PM) Nov 5 (PM) Dec 10 (PM)		Mar 5 Sep 3	
Digital Marketing Plan	1	Jan 23 (PM) Mar 27 (PM) Jul 23 (PM) Sep 10 (PM)		May 14 Nov 12	
Social Media & Content Marketing	1	Feb 28 (PM) Apr 23 (PM) Aug 6 (PM) Oct 8 (PM)		By special arrangement	
Sales Training Program	1	Apr 30 (PM) Jun 18 (PM) Oct 1 (PM) Dec 3 (PM)		Feb 17 Aug 13	
Sales Presentation & Pitching	1	Jan 27 (PM) Sep 24 (PM)		May 7 Jul 10	
Telemarketing & Outbound Sales	2	Apr 1-2 (PM) Oct 23-24 (AM)		By special arrangement	
Sales Team Management	2	Mar 20-21 (PM) Sep 16-17 (PM)		By special arrangement	
Customer Service Excellence	1	Feb 11 (AM) Apr 10 (AM) Jun 19 (PM) Aug 19 (AM) Oct 16 (PM) Nov 20 (PM)		Jan 16 May 15 Sep 18 Dec 16	
Customer Complaint Handling	1	Feb 12 (AM) Apr 11 (AM) Jun 20 (PM) Aug 20 (AM) Oct 17 (PM) Nov 21 (PM)		Jan 17 May 16 Sep 19 Dec 17	
Service Delivery	2	Apr 24-25 (AM) Sep 11-12 (AM)		By special arrangement	
Customer Communication Skills	2	Feb 17-18 (PM) Jun 16-17 (AM) Sep 8-9 (AM) Nov 27-28 (AM)		Apr 14-15 Oct 23-24	

FINANCE		WEBINAR SCHEDULE		SEMINAR SCHEDULE	
Accounting for Non-Accountants	2	Jan 16-17 (PM) Apr 10-11 (PM) Jul 17-18 (PM) Oct 30-31 (PM)		Feb 27-28 May 22-23 Aug 26-27 Nov 20-21	
Taxation & BIR Compliance	2	Feb 12-13 (PM) May 15-16 (AM) Aug 14-15 (PM) Nov 27-28 (AM)		Mar 20-21 Jun 19-20 Sep 11-12 Dec 4-5	
Bookkeeping for Non-Accountants	2	Feb 20-21 (PM) Jul 10-11 (PM) Sep 18-19 (PM) Dec 11-12 (PM)		May 8-9 Oct 14-15	
Cost Accounting	2	Mar 6-7 (PM) Jun 10-11 (PM) Sep 25-26 (AM) Nov 6-7 (AM)		By special arrangement	
Payroll & Benefits Administration	2	Feb 10-11 (AM) Apr 28-29 (AM) Jul 7-8 (AM) Oct 27-28 (AM)		Jan 27-28 May 5-6 Aug 11-12 Nov 10-11	

LEADERSHIP & MANAGEMENT		WEBINAR SCHEDULE		SEMINAR SCHEDULE	
Leadership for Managers	2	Mar 13-14 (PM) May 29-30 (PM) Aug 7-8 (PM) Nov 18-19 (PM)		Jan 30-31 Jun 25-26 Oct 8-9	
Project Management	2	Mar 18-19 (PM) Jun 2-3 (PM) Sep 4-5 (PM) Dec 15-16 (PM)		By special arrangement	
Prof. Operations Management	1	May 13 (PM) Oct 21 (AM)		By special arrangement	
Problem Solving & Decision Making	2	Feb 4-5 (PM) Jun 26-27 (PM) Aug 18-19 (PM) Dec 1-2 (PM)		Apr 24-25 Oct 2-3	
Transformational Leadership	2	Jan 20-21 (PM) May 8-9 (PM) Jul 24-25 (PM) Nov 25-26 (PM)		Mar 18-19 Sep 16-17	
Coaching Skills for the Workplace	1	Jan 15 (AM) May 12 (AM) Sep 3 (PM) Nov 14 (PM)		Mar 13 Jul 18	
Leading with EQ	1	Apr 29 (PM) Jun 13 (PM) Aug 13 (AM)		Feb 14 Oct 27	
Leadership for Supervisors	1	Jan 13 (PM) Mar 12 (PM) May 21 (AM) Jul 23 (AM) Sep 24 (AM) Nov 24 (AM)		Feb 13 Apr 28 Jun 9 Aug 22 Oct 6 Nov 5	
Self-Leadership	1	Jan 23 (PM) Mar 6 (AM) May 14 (AM) Jul 18 (PM) Sep 5 (AM) Nov 3 (AM)		By special arrangement	
Time, Productivity & Stress Mgmt	1	Feb 26 (PM) Apr 21 (AM) Jun 5 (AM) Sep 29 (AM)		Jul 17 Oct 10	
Successful Delegating Skills	1	Jan 24 (PM) May 28 (PM) Sep 10 (AM) Nov 13 (PM)		Mar 27 Jul 3	
Leadership Communication Skills	1	Feb 4 (AM) Apr 2 (PM) Jun 4 (PM) Aug 11 (AM) Oct 29 (AM) Dec 3 (AM)		Mar 14 Jul 4	
Completed Staff Work (CSW)	2	Feb 20-21 (AM) May 5-6 (AM) Aug 7-8 (AM) Nov 6-7 (AM)		By special arrangement	
Assertive Communication	1	Jan 14 (PM) Jun 23 (PM) Oct 21 (PM) Dec 15 (PM)		Mar 28 Aug 20	
W.A.V.E - Work Attitude & Values	1	Feb 19 (PM) Apr 23 (AM) Aug 6 (AM) Nov 10 (AM)		Jun 2 Oct 20	
Personality Development & Image	1	Mar 17 (PM) Jul 2 (PM) Oct 7 (PM)		By special arrangement	
Events Planning & Management	2	Feb 20-21 (AM) Aug 28-29 (PM)		May 27-28 Nov 18-19	
Public Speaking & Presentation	2	By special arrangement		Mar 11-12 Jun 10-11 Sep 22-23 Dec 4-5	

Note: Schedule may change. Please register in advance.

PROF. OFFICE ADMINISTRATION		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Choose Your Course...		4 hrs./session (half-day)	8 hrs./session (full-day)
Office Administration Fundamentals	1	Jan 14 (AM) Mar 11 (AM) May 13 (AM) Jul 15 (AM) Sep 16 (AM) Nov 11 (AM)	Feb 7 Jun 27 Oct 28
Office Facilities Management	1	Jan 21 (AM) Mar 18 (AM) May 20 (AM) Jul 22 (AM) Sep 23 (AM) Nov 18 (AM)	Feb 26 Oct 29
Office Inventory & Supplies	1	Jan 28 (AM) Mar 25 (AM) May 27 (AM) Aug 26 (AM) Sep 30 (PM) Nov 25 (AM)	Feb 3 Jul 29
Office Services & Logistics	1	Feb 4 (AM) Apr 1 (AM) Jun 3 (AM) Aug 5 (AM) Oct 7 (AM) Dec 2 (AM)	Mar 27 Jul 28
Office Files & Records Mgmt	1	Feb 10 (AM) Apr 8 (AM) Jun 10 (AM) Aug 12 (AM) Oct 14 (AM) Dec 9 (AM)	Jan 13 Mar 10 May 2 Jul 11 Sep 4 Nov 17

ADMINISTRATIVE SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Executive Assistant Training	2	Jan 30-31 (PM) Mar 3-4 (PM) May 20-21 (PM) Jul 28-29 (PM) Sep 22-23 (PM) Nov 3-4 (PM)	Feb 17-18 Jun 16-17 Oct 21-22
Business Writing & Online Etiquette	1	Feb 3 (PM) Jun 13 (PM) Aug 13 (PM) Dec 9 (PM)	Apr 1 Oct 1
Minutes-Taking & Meeting Reports	2	Apr 21-22 (PM) Jul 15-16 (PM) Oct 2-3 (PM)	By special arrangement
Technical Writing Fundamentals	2	Mar 10-11 (PM) Jun 23-24 (AM) Sep 8-9 (PM)	By special arrangement
5S & 7S Method for the Workplace	1	May 2 (AM) Aug 22 (AM) Nov 19 (AM)	By special arrangement

COMPUTER SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Digital Literacy for the Workplace	2	Mar 25-26 (PM) Jun 24-25 (PM) Oct 14-15 (PM)	By special arrangement
MS Excel: Basic & Intermediate	2	Jan 20 (AM/PM) Apr 7 (AM/PM) Jul 21 (AM/PM) Oct 6 (AM/PM)	Feb 10-11 May 12-13 Aug 18-19 Nov 4-5
MS Excel: Advanced	2	Jan 21 (AM/PM) Apr 8 (AM/PM) Jul 22 (AM/PM) Oct 7 (AM/PM)	Mar 3-4 Jun 23-24 Sep 8-9 Dec 9-10
MS Excel: Data Analytics	2	Apr 28 (AM/PM) Oct 20 (AM/PM)	By special arrangement

HUMAR RESOURCE MANAGEMENT (EDPACK)		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Fundamentals of HR Management	1	Jan 15 (AM) Mar 5 (AM) May 7 (AM) Jun 18 (AM) Sep 3 (AM) Oct 15 (AM)	Apr 21 Aug 4 Nov 24
Recruitment Management	1	Feb 3 (AM) Mar 12 (AM) May 14 (AM) Jun 25 (AM) Sep 10 (AM) Oct 22 (AM)	Apr 23 Aug 6 Nov 26
Training & Development Mgmt	1	Feb 5 (AM) Mar 19 (AM) May 21 (AM) Jul 2 (AM) Sep 17 (AM) Oct 29 (AM)	Apr 22 Aug 5 Nov 25
Performance Management System	1	Feb 12 (AM) Mar 26 (AM) May 28 (AM) Jul 9 (AM) Sep 24 (AM) Nov 5 (AM)	Apr 24 Aug 7 Nov 27
Compensation & Benefits Mgmt	1	Feb 19 (AM) Apr 2 (AM) Jun 11 (AM) Jul 16 (AM) Oct 1 (AM) Nov 12 (AM)	Apr 25 Aug 8 Nov 28

HR INTENSIVE		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Labor Code & Practice	2	Feb 12-13 (PM) May 5-6 (AM) Jun 16-17 (PM) Sep 1-2 (PM) Oct 27-28 (PM) Dec 1-2 (AM)	Jan 22-23 Apr 2-3 Jul 24-25 Nov 10-11
Employee Discipline	2	Jan 16-17 (AM) Jun 4-5 (AM) Aug 4-5 (AM) Dec 11-12 (AM)	Mar 5-6 Oct 30-31
Grievance Handling & Conflict Mgmt	2	Feb 5-6 (AM) Jul 24-25 (PM)	Apr 29-30 Sep 25-26
Company Policy Making	2	Feb 6-7 (AM) May 15-16 (AM) Jul 10-11 (AM) Oct 9-10 (AM)	By special arrangement
Professional HR Operations	2	Jan 30-31 (AM) Mar 20-21 (AM) Jul 3-4 (AM) Sep 18-19 (AM)	May 29-30 Nov 6-7
Job Evaluation & Pay Structure	2	Feb 27-28 (AM) May 22-23 (AM) Aug 28-29 (AM) Nov 13-14 (AM)	By special arrangement
Organization Development	2	Jan 23 -24 (AM) Jul 17-18 (AM)	Apr 10-11 Oct 16-17
Competency-Based HR	2	Mar 27-28 (AM) Sep 25-26 (AM)	By special arrangement
KRAs & KPIs Development	2	Feb 13-14 (AM) May 8-9 (AM) Jul 24-25 (AM) Nov 20-21 (AM)	By special arrangement
Talent Management	2	Mar 13-14 (AM) Oct 23-24 (AM)	By special arrangement
Succession Planning	1	Jul 23 (AM) Dec 10 (AM)	By special arrangement
Digital Recruitment	2	Feb 10-11 (AM) Apr 14-15 (AM) Aug 14-15 (AM) Oct 16-17 (AM)	Jun 4-5 Dec 9-10
Interview & Assessment	2	Apr 3-4 (AM) Jun 19-20 (AM) Oct 2-3 (AM) Dec 4-5 (AM)	Feb 20-21 Aug 14-15
Onboarding & Emp. Engagement	1	Feb 26 (AM) Aug 27 (AM) Oct 8 (AM)	Apr 30 Jun 13 Dec 3
Trainers Training Program	2	May 22-23 (PM) Oct 9-10 (PM)	Mar 25-26 Aug 28-29

<p>important notes</p> <p>Webinar Time: AM - 8:30am to 12:30pm PM - 1:30pm to 5:30pm</p> <p>Seminar Time: 9:00am to 5:00pm</p>	<p align="center"></p> <p align="center">WEBINAR RATE</p> <p>1 session = Php2250+12%VAT 2 sessions = Php4500+12%VAT</p>	<p align="center"></p> <p align="center">SEMINAR RATE</p> <p>1 day = Php4250+12%VAT 2 days = Php8500+12%VAT</p>	<p align="center"></p> <p align="center">promo</p> <p align="center">Gov't Employee Discount</p> <p align="center">Present your Govt Employee ID upon enrollment to get Php500 discount</p>
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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

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STEP 1: REGISTER


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

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

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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
We accept bank deposits: Account Name: Business Maker Academy, Inc. BPI SA Acct#: 4013-0306-64 BDO SA Acct#: 000-280-622-422 Landbank CA# 3732-114-830	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.	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.	We accept Gcash payments. Pls register & pay using this QR code. 
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			

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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



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Suite 1503A West Tower, Tektite Bldg. (PSEC), Exchange Road, Ortigas Center, Pasig City, Philippines
 Tel: (632) 8687-4645, 8687-3416 ▪ Cel/Viber: (0917) 6372471, (0912) 2231826, (0917) 1357279 ▪ info@businessmaker-academy.com
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