

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	Jul 2 (PM) Nov 5 (PM) Dec 10 (PM)	Sep 3
Digital Marketing Plan	1	Jul 23 (PM) Sep 10 (PM)	Nov 12
Social Media & Content Marketing	1	Aug 6 (PM) Oct 8 (PM)	By special arrangement
Sales Training Program	1	Jun 18 (PM) Oct 1 (PM) Dec 3 (PM)	Jul 1 Aug 13
Sales Presentation & Pitching	1	Sep 24 (PM)	Jul 10
Telemarketing & Outbound Sales	2	Oct 23-24 (AM)	By special arrangement
Sales Team Management	2	Sep 16-17 (PM)	May 22-23
Customer Service Excellence	1	Jun 19 (PM) Aug 19 (AM) Oct 16 (PM) Nov 20 (PM)	Sep 18 Dec 16
Customer Complaint Handling	1	Jun 20 (PM) Aug 20 (AM) Oct 17 (PM) Nov 21 (PM)	Sep 19 Dec 17
Service Delivery	2	Sep 11-12 (AM)	By special arrangement
Customer Communication Skills	2	Jun 16-17 (AM) Sep 8-9 (AM) Nov 27-28 (AM)	Oct 23-24
Advanced Customer Service & Complaint Handling	2	Sep 1-2 (PM) Dec 11-12 (PM)	July 7-8 Nov 13-14

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

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

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

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

COMPUTER SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Digital Literacy for the Workplace	2	Jun 30-Jul 1 (PM) Oct 14-15 (PM)	By special arrangement
MS Excel: Basic & Intermediate	2	Jul 21 (AM/PM) Oct 6 (AM/PM)	Aug 18-19 Nov 4-5
MS Excel: Advanced	2	Jul 22 (AM/PM) Oct 7 (AM/PM)	Jun 23-24 Sep 8-9 Dec 9-10
MS Excel: Data Analytics	2	Jun 17-18 (PM) Oct 20 (AM/PM)	By special arrangement

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

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

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
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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



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
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			



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

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Seminar Venue:

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



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