

2026 TRAINING CALENDAR

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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 2026

| SALES, MARKETING & CS | | WEBINAR SCHEDULE | | SEMINAR SCHEDULE | | RATES | |
|--|------|--|--|---------------------------|--|--------------------------------|--|
| Choose Your Course... | Days | 4 hrs./session (half-day) | | 8 hrs./session (full-day) | | Fee per Course | |
| Proactive Sales & Marketing | 1 | Jul 1 (PM) Oct 14 (PM) Nov 4 (PM) | | Sep 2 | | W = P2250+VAT S = P4250+VAT | |
| Digital Marketing Plan | 1 | Jul 30 (AM) Sep 22 (PM) | | May 18 Nov 16 | | W = P2250+VAT S = P4250+VAT | |
| Social Media & Content Marketing | 1 | Apr 8 (PM) Aug 26 (AM) Oct 26 (AM) | | Jun 18 Dec 10 | | W = P2250+VAT S = P4250+VAT | |
| Sales Training Program | 1 | Apr 29 (PM) Jun 9 (AM) Oct 29 (PM) Dec 3 (PM) | | May 21 Aug 26 | | W = P2250+VAT S = P4250+VAT | |
| Sale Presentation & Pitching | 1 | Sep 25 (AM) | | May 22 Jul 15 | | W = P2250+VAT S = P4250+VAT | |
| Sales Team Leadership & Management | 2 | Apr 21-22 (PM) Oct 29-30 (PM) | | Jul 2-3 | | W = P4500+VAT S = P8500+VAT | |
| Customer Service Excellence | 1 | Apr 14 (PM) Jun 2 (AM) Aug 4 (AM) Sep 15 (AM) Nov 19 (AM) Dec 3 (AM) | | May 14 Jul 16 Oct 8 | | W = P2250+VAT S = P4250+VAT | |
| Customer Complaint Handling | 1 | Apr 15 (PM) Jun 3 (AM) Aug 5 (AM) Sep 16 (AM) Nov 20 (AM) Dec 4 (AM) | | May 15 Jul 17 Oct 9 | | W = P2250+VAT S = P4250+VAT | |
| Advanced Customer Service & Complaint Handling | 2 | Jun 9-10 (PM) Sep 29-30 (PM) Dec 10-11 (PM) | | Jul 21-22 Oct 20-21 | | W = P4500+VAT S = P8500+VAT | |
| Customer Communication Skills | 2 | Jun 18-19 (AM) Nov 26-27 (AM) | | Apr 27-28 Oct 12-13 | | W = P2250+VAT S = P4250+VAT | |

| FINANCE | | WEBINAR SCHEDULE | | SEMINAR SCHEDULE | | RATES | |
|--|---|--|--|---|--|--------------------------------|--|
| Accounting for Non-Accountants | 2 | Apr 16-17 (PM) Jul 16-17 (PM) Oct 15-16 (PM) | | May 14-15 Aug 12-13 Nov 12-13 | | W = P4500+VAT S = P8500+VAT | |
| Taxation & BIR Compliance | 2 | May 14-15 (PM) Aug 6-7 (PM) Nov 10-11 (PM) | | Mar 12-13 Jun 4-5 Sep 3-4 Dec 3-4 | | W = P4500+VAT S = P8500+VAT | |
| Bookkeeping for Non-Accountants | 2 | Jun 25-26 (PM) Oct 22-23 (PM) | | Apr 29-30 Aug 27-28 Nov 26-27 | | W = P4500+VAT S = P8500+VAT | |
| Cost Accounting | 2 | Mar 26-27 (PM) Jul 16-17 (PM) Sep 17-18 (PM) | | May 28-29 Nov 24-25 | | W = P4500+VAT S = P8500+VAT | |
| Payroll & Benefits Administration | 2 | Apr 20-21 (PM) Jul 6-7 (AM) Oct 12-13 (PM) | | May 25-26 Sep 21-22 Dec 14-15 | | W = P4500+VAT S = P8500+VAT | |
| Internal Audit & Control | 2 | May 21-22 (PM) Sep 10-11 (PM) | | Jul 30-31 Oct 29-30 | | W = P4500+VAT S = P8500+VAT | |
| Financial Statement Analysis | 1 | Apr 10 (PM) Aug 20 (AM) Dec 10 (PM) | | Jun 10 Oct 14 | | W = P2250+VAT S = P4250+VAT | |
| VAT & Percentage Taxes | 1 | Mar 19 (AM) Jul 24 (PM) Nov 17 (PM) | | May 6 Sep 23 | | W = P2250+VAT S = P4250+VAT | |
| Creditable & Final Withholding Tax | 1 | Jun 11 (PM) Sep 15 (PM) | | Apr 8 Jul 8 Dec 9 | | W = P2250+VAT S = P4250+VAT | |

| COMPUTER SKILLS | | WEBINAR SCHEDULE | | SEMINAR SCHEDULE | | RATES | |
|--|---|--|--|---|--|--------------------------------|--|
| Digital Literacy for the Workplace | 2 | Apr 15-16 (AM) Jun 15-16 (PM) Oct 27-28 (PM) | | By Special Arrangement | | W = P4500+VAT S = P8500+VAT | |
| MS Excel: Basic & Intermediate | 2 | Apr 13 (AM+PM) Jul 6 (AM+PM) Oct 5 (AM+PM) | | May 4-5 Sep 28-29 Nov 3-4 | | W = P4500+VAT S = P8500+VAT | |
| MS Excel: Advanced | 2 | May 18 (AM+PM) Aug 3 (AM+PM) Nov 16 (AM+PM) | | Mar 16-17 Jun 22-23 Oct 26-27 Dec 1-2 | | W = P4500+VAT S = P8500+VAT | |

Note: Schedule may change. Please register in advance.

| LEADERSHIP & MANAGEMENT | | WEBINAR SCHEDULE | SEMINAR SCHEDULE | RATES |
|---|------|--|-----------------------------------|--------------------------------|
| Choose Your Course... | Days | 4 hrs./session (half-day) | 8 hrs./session (full-day) | Fee per Course |
| Leadership for Managers | 2 | May 21-22 (AM) Aug 27-28 (AM) Nov 19-20 (PM) | Apr 23-24 Jul 9-10 Oct 1-2 | W = P4500+VAT S = P8500+VAT |
| Project Management | 2 | Mar 18-19 (PM) Jul 21-22 (PM) Nov 17-18 (AM) | May 12-13 Sep 15-16 | W = P4500+VAT S = P8500+VAT |
| Problem Solving & Decision-Making | 2 | Mar 24-25 (PM) Jul 28-29 (AM) Oct 8-9 (AM) | By Special Arrangement | W = P4500+VAT S = P8500+VAT |
| Transformational Leadership | 2 | Jun 23-24 (PM) Oct 6-7 (PM) | Aug 24-25 Nov 10-11 | W = P4500+VAT S = P8500+VAT |
| Coaching Skills for the Workplace | 1 | Mar 24 (AM) Jul 1 (AM) Nov 24 (AM) | May 11 Sep 7 | W = P2250+VAT S = P4250+VAT |
| Leading with EQ | 1 | Aug 6 (AM) | Apr 7 Oct 19 | W = P2250+VAT S = P4250+VAT |
| Leadership for Supervisors | 1 | Mar 26 (PM) Mar 27 (PM) May 19 (AM) Jul 15 (AM) Sep 23 (AM) Nov 18 (AM) Dec 9 (AM) | Apr 10 Jun 11 Aug 14 Oct 16 | W = P2250+VAT S = P4250+VAT |
| Self-Leadership | 1 | Aug 7 (AM) Oct 21 (AM) | Mar 16 Jun 19 Dec 7 | W = P2250+VAT S = P4250+VAT |
| Time, Productivity & Stress Mgmt | 1 | Apr 20 (AM) Jun 17 (AM) Sep 11 (AM) Nov 9 (AM) | Jul 6 | W = P2250+VAT S = P4250+VAT |
| Successful Delegating Skills | 1 | Mar 13 (AM) Sep 22 (AM) Nov 16 (AM) | Apr 27 Jun 1 | W = P2250+VAT S = P4250+VAT |
| Leadership Communication Skills | 1 | Apr 30 (PM) Aug 18 (AM) Oct 30 (AM) Dec 4 (AM) | Jun 8 | W = P2250+VAT S = P4250+VAT |
| Effective Team Collaboration | | Jun 22 (AM) Aug 24 (AM) Dec 11 (AM) | Apr 6 Oct 26 | W = P2250+VAT S = P4250+VAT |
| Completed Staff Work (CSW) | 2 | Apr 23-24 (AM) Jul 30-31 (AM) Nov 12-13 (AM) | Jun 25-26 Sep 17-18 | W = P4500+VAT S = P8500+VAT |
| Assertive Communication | 1 | May 25 (PM) Sep 14 (PM) Dec 7 (PM) | Jul 28 Nov 20 | W = P2250+VAT S = P4250+VAT |
| W.A.V.E - Work Attitude & Values | 1 | May 26 (AM) Aug 19 (AM) Oct 14 (AM) | Mar 30 Jun 15 | W = P2250+VAT S = P4250+VAT |
| Personality Development & Image Enhancement | 1 | Apr 28 (PM) Oct 19 (PM) | Jul 29 | W = P2250+VAT S = P4250+VAT |
| Events Planning & Management | 2 | Jul 7-8 (PM) Oct 1-2 (PM) | By Special Arrangement | W = P2250+VAT S = P4250+VAT |
| Public Speaking & Presentation | 2 | By Special Arrangement | May 19-20 Sep 8-9 | W = P4500+VAT S = P8500+VAT |

| PROF. OFFICE ADMINISTRATION | | WEBINAR SCHEDULE | SEMINAR SCHEDULE | RATES |
|--|---|--|-----------------------------------|--------------------------------|
| Office Administration Fundamentals | 1 | Apr 13 (AM) Jul 24 (AM) Aug 10 (AM) Nov 3 (AM) | Jun 9 Oct 22 | W = P2250+VAT S = P4250+VAT |
| Office Facilities Management | 1 | Apr 30 (AM) Jul 23 (AM) Aug 14 (AM) Nov 4 (AM) | Jun 3 Oct 23 | W = P2250+VAT S = P4250+VAT |
| Office Inventory & Supplies | 1 | Apr 16 (AM) Jun 5 (AM) Aug 12 (AM) Nov 5 (AM) | Jul 7 Oct 5 | W = P2250+VAT S = P4250+VAT |
| Office Services & Logistics | 1 | Apr 15 (AM) Aug 13 (AM) Oct 20 (AM) | Jun 2 Nov 6 | W = P2250+VAT S = P4250+VAT |
| Office Files & Records Mgmt | 1 | Apr 17 (AM) Jun 4 (AM) Aug 11 (AM) Oct 27 (AM) | Mar 23 Jul 14 Sep 14 Nov 23 | W = P2250+VAT S = P4250+VAT |

| ADMINISTRATIVE SKILLS | | WEBINAR SCHEDULE | SEMINAR SCHEDULE | RATES |
|---|---|---|---|--------------------------------|
| Executive Assistant Training | 2 | May 4-5 (AM) Sep 8-9 (PM) Nov 24-25 (PM) | Mar 24-25 Jun 29-30 Aug 10-11 Oct 6-7 | W = P4500+VAT S = P8500+VAT |
| Business Writing & Online Etiquette | 1 | Jun 8 (PM) Aug 25 (AM) Dec 1 (AM) | Apr 22 Oct 28 | W = P2250+VAT S = P4250+VAT |
| Minutes-Taking & Meeting Reports | 2 | May 28-29 (AM) Jul 2-3 (AM) Nov 10-11 (AM) | Mar 18-19 Sep 10-11 | W = P4500+VAT S = P8500+VAT |
| Technical Writing Fundamentals | 2 | Apr 15-16 (PM) Jun 29-30 (AM) Sep 24-25 (PM) Nov 12-13 (PM) | Aug 19-20 Dec 14-15 | W = P4500+VAT S = P8500+VAT |
| 5S & 7S Method for the Workplace | 1 | Apr 20 (AM) Aug 20 (AM) Dec 9 (AM) | Jun 24 Oct 13 | W = P2250+VAT S = P4250+VAT |

Note: Schedule may change. Please register in advance.

| HUMAR RESOURCE MANAGEMENT (EDPACK) | | WEBINAR SCHEDULE | SEMINAR SCHEDULE | RATES |
|--|------|--|---------------------------|--------------------------------|
| Choose Your Course... | Days | 4 hrs./session (half-day) | 8 hrs./session (full-day) | Fee per Course |
| Fundamentals of HR Management | 1 | May 6 (AM) Jul 1 (AM) Sep 2 (AM) Oct 7 (AM) | Apr 13 Aug 3 Nov 16 | W = P2250+VAT S = P4250+VAT |
| Recruitment Management | 1 | May 13 (AM) Jul 8 (AM) Sep 9 (AM) Oct 14 (AM) | Apr 15 Aug 5 Nov 18 | W = P2250+VAT S = P4250+VAT |
| Training & Development Mgmt | 1 | May 20 (AM) Jul 15 (AM) Sep 16 (AM) Oct 21 (AM) | Apr 14 Aug 4 Nov 17 | W = P2250+VAT S = P4250+VAT |
| Performance Management System | 1 | Mar 18 (AM) Jun 3 (AM) Jul 22 (AM) Sep 23 (AM) Oct 28 (AM) | Apr 16 Aug 6 Nov 19 | W = P2250+VAT S = P4250+VAT |
| Compensation & Benefits Mgmt | 1 | Mar 25 (AM) Jun 10 (AM) Jul 29 (AM) Sep 30 (AM) Dec 2 (AM) | Apr 17 Aug 7 Nov 20 | W = P2250+VAT S = P4250+VAT |

| HR INTENSIVE | | WEBINAR SCHEDULE | SEMINAR SCHEDULE | RATES |
|--|---|--|-----------------------------------|--------------------------------|
| Labor Code & Practice | 2 | May 25-26 (PM) Jun 10-11 (PM) Sep 21-22 (AM) Oct 19-20 (AM) Dec 14-15 (PM) | Apr 20-21 Jul 16-17 Nov 23-24 | W = P4500+VAT S = P8500+VAT |
| Employee Discipline | 2 | Apr 6-7 (AM) Jul 9-10 (AM) Nov 26-27 (AM) | By Special Arrangement | W = P4500+VAT S = P8500+VAT |
| Grievance Handling & Conflict Mgmt | 2 | Apr 29-30 (AM) Jun 25-26 (AM) Oct 22-23 (AM) | Aug 17-18 | W = P4500+VAT S = P8500+VAT |
| Company Policy Making | 2 | Jun 4-5 (AM) Sep 17-18 (AM) | By Special Arrangement | W = P4500+VAT S = P8500+VAT |
| Professional HR Operations | 2 | Jun 16-17 (AM) Oct 8-9 (AM) | By Special Arrangement | W = P4500+VAT S = P8500+VAT |
| Job Evaluation & Pay Structure | 2 | Jul 16-17 (AM) Oct 1-2 (AM) | By Special Arrangement | W = P4500+VAT S = P8500+VAT |
| KRAs & KPIs Development | 2 | Jun 18-19 (AM) Nov 5-6 (AM) | Mar 26-27 Sep 24-25 | W = P4500+VAT S = P8500+VAT |
| Talent Management | 2 | Mar 12-13 (AM) Oct 15-16 (AM) | By Special Arrangement | W = P4500+VAT S = P8500+VAT |
| Succession Planning | 1 | Mar 17 (AM) Aug 19 (AM) | By Special Arrangement | W = P2250+VAT S = P4250+VAT |
| Organization Development | 2 | May 28-29 (AM) Nov 11-12 (AM) | By Special Arrangement | W = P4500+VAT S = P8500+VAT |
| Digital Recruitment | 2 | Apr 27-28 (AM) Jul 9-10 (PM) Oct 5-6 (PM) | By Special Arrangement | W = P4500+VAT S = P8500+VAT |
| Interview & Assessment | 2 | Apr 23-24 (AM) Sep 3-4 (AM) | Jul 27-28 Oct 29-30 | W = P4500+VAT S = P8500+VAT |
| Onboarding & Emp. Engagement | 1 | Apr 10 (AM) Jul 23 (AM) Nov 25 (AM) | By Special Arrangement | W = P2250+VAT S = P4250+VAT |

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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



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NOTES:

- **WEBINAR CLASSES INCLUDE:**
 - Live Online Classes via Zoom
 - E-Certificates (Printed Certificates may be requested with minimal processing fee of Php100 + shipping costs c/o participant).
- **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).
 - Paid parking is available in & around the building. First come, first served.

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



Find Business Maker Academy using Waze:
<https://waze.com/ul/hwdw4fydn4>

HOW TO ENROLL: 3 easy steps

1

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

2

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 | | | |

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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: (632) 8687-4645, 8687-3416, (0912) 2231826, (0917) 6372471

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