

2026 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 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

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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



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<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

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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			

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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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