

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	Jan 20 (PM) Jul 1 (PM) Oct 14 (PM) Nov 4 (PM)	Mar 4 Sep 2	W = P2250+VAT S = P4250+VAT
Digital Marketing Plan	1	Jan 13 (AM) Mar 5 (PM) Jul 30 (AM) Sep 22 (PM)	May 18 Nov 16	W = P2250+VAT S = P4250+VAT
Social Media & Content Marketing	1	Feb 5 (AM) Apr 8 (PM) Aug 26 (AM) Oct 26 (AM)	Jun 18 Dec 10	W = P2250+VAT S = P4250+VAT
Sales Training Program	1	Feb 6 (PM) Apr 29 (PM) Jun 9 (AM) Oct 29 PM) Dec 3 (PM)	Feb 11 May 21 Aug 26	W = P2250+VAT S = P4250+VAT
Sale Presentation & Pitching	1	Feb 10 (AM) 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)	Feb 19-20 Jul 2-3	W = P4500+VAT S = P8500+VAT
Customer Service Excellence	1	Feb 12 (PM) Apr 14 (PM) Jun 2 (AM) Aug 4 (AM) Sep 15 (AM) Nov 19 (AM) Dec 3 (AM)	Jan 15 May 14 Jul 16 Oct 8	W = P2250+VAT S = P4250+VAT
Customer Complaint Handling	1	Feb 13 (PM) Apr 15 (PM) Jun 3 (AM) Aug 5 (AM) Sep 16 (AM) Nov 20 (AM) Dec 4 (AM)	Jan 13 May 15 Jul 17 Oct 9	W = P2250+VAT S = P4250+VAT
Advanced Customer Service & Complaint Handling	2	Feb 9-10 (PM) Jun 9-10 (PM) Sep 29-30 (PM) Dec 10-11 (PM)	Mar 10-11 Jul 21-22 Oct 20-21	W = P4500+VAT S = P8500+VAT
Customer Communication Skills	2	Feb 23-24 (AM) 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	Jan 15-16 (PM) Apr 16-17 (PM) Jul 16-17 (PM) Oct 15-16 (PM)	Feb 12-13 May 14-15 Aug 12-13 Nov 12-13	W = P4500+VAT S = P8500+VAT
Taxation & BIR Compliance	2	Feb 5-6 (PM) 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	Feb 19-20 (PM) 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	Jan 26-27 (AM) 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	Feb 12-13 (PM) Apr 20-21 (PM) Jul 6-7 (AM) Oct 12-13 (PM)	Jan 29-30 May 25-26 Sep 21-22 Dec 14-15	W = P4500+VAT S = P8500+VAT
Internal Audit & Control	2	Jan 22-23 (PM) May 21-22 (PM) Sep 10-11 (PM)	Mar 5-6 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)	Feb 4 Jun 10 Oct 14	W = P2250+VAT S = P4250+VAT
VAT & Percentage Taxes	1	Mar 19 (AM) Jul 24 (PM) Nov 17 (PM)	Jan 28 May 6 Sep 23	W = P2250+VAT S = P4250+VAT
Creditable & Final Withholding Tax	1	Jan 27 (AM) 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	Mar 16-17 (PM) Jun 15-16 (PM) Oct 27-28 (PM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
MS Excel: Basic & Intermediate	2	Jan 26 (AM+PM) Apr 13 (AM+PM) Jul 6 (AM+PM) Oct 5 (AM+PM)	Feb 9-10 May 4-5 Sep 28-29 Nov 3-4	W = P4500+VAT S = P8500+VAT
MS Excel: Advanced	2	Feb 23 (AM+PM) 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)
Leadership for Managers		2		Feb 26-27 (AM) May 21-22 (AM) Aug 27-28 (AM) Nov 19-20 (PM)	Jan 29-30 Apr 23-24 Jul 9-10 Oct 1-2
Project Management		2		Mar 18-19 (PM) Jul 21-22 (PM) Nov 17-18 (AM)	May 12-13 Sep 15-16
Problem Solving & Decision-Making		2		Mar 24-25 (PM) Jul 28-29 (AM) Oct 8-9 (AM)	By Special Arrangement
Transformational Leadership		2		Feb 23-24 (PM) Jun 23-24 (PM) Oct 6-7 (PM)	Aug 24-25 Nov 10-11
Coaching Skills for the Workplace		1		Jan 21 (AM) Mar 24 (AM) Jul 1 (AM) Nov 24 (AM)	May 11 Sep 7
Leading with EQ		1		Feb 6 (AM) Aug 6 (AM)	Apr 7 Oct 19
Leadership for Supervisors		1		Jan 14 (AM) Mar 4 (AM) May 19 (AM) Jul 15 (AM) Sep 23 (AM) Nov 18 (AM) Dec 9 (AM)	Feb 10 Apr 10 Jun 11 Aug 14 Oct 16
Self-Leadership		1		Jan 26 (PM) Mar 12 (AM) Aug 7 (AM) Oct 21 (AM)	Mar 16 Jun 19 Dec 7
Time, Productivity & Stress Mgmt		1		Apr 20 (AM) Jun 17 (AM) Sep 11 (AM) Nov 9 (AM)	Feb 9 Jul 6
Successful Delegating Skills		1		Jan 15 (AM) Mar 13 (AM) Sep 22 (AM) Nov 16 (AM)	Apr 27 Jun 1
Leadership Communication Skills		1		Apr 30 (PM) Aug 18 (AM) Oct 30 (AM) Dec 4 (AM)	Feb 3 Jun 8
Effective Team Collaboration				Feb 20 (AM) Jun 22 (AM) Aug 24 (AM) Dec 11 (AM)	Apr 6 Oct 26
Completed Staff Work (CSW)		2		Apr 23-24 (AM) Jul 30-31 (AM) Nov 12-13 (AM)	Feb 26-27 Jun 25-26 Sep 17-18
Assertive Communication		1		Feb 4 (PM) May 25 (PM) Sep 14 (PM) Dec 7 (PM)	Jul 28 Nov 20
W.A.V.E - Work Attitude & Values		1		Feb 16 (AM) May 26 (AM) Aug 19 (AM) Oct 14 (AM)	Mar 30 Jun 15
Personality Development & Image Enhancement		1		Apr 28 (PM) Oct 19 (PM)	Feb 23 Jul 29
Events Planning & Management		2		Mar 10-11 (PM) Jul 7-8 (PM) Oct 1-2 (PM)	By Special Arrangement
Public Speaking & Presentation		2		By Special Arrangement	Feb 26-27 May 19-20 Sep 8-9
W = P4500+VAT S = P8500+VAT					

PROF. OFFICE ADMINISTRATION		WEBINAR SCHEDULE		SEMINAR SCHEDULE	RATES
Office Administration Fundamentals		1		Feb 4 (AM) Apr 13 (AM) Jul 24 (AM) Aug 10 (AM) Nov 3 (AM)	Mar 2 Jun 9 Oct 22
Office Facilities Management		1		Feb 11 (AM) Apr 30 (AM) Jul 23 (AM) Aug 14 (AM) Nov 4 (AM)	Mar 3 Jun 3 Oct 23
Office Inventory & Supplies		1		Feb 18 (AM) Apr 16 (AM) Jun 5 (AM) Aug 12 (AM) Nov 5 (AM)	Mar 9 Jul 7 Oct 5
Office Services & Logistics		1		Feb 25 (AM) Apr 15 (AM) Aug 13 (AM) Oct 20 (AM)	Jun 2 Nov 6
Office Files & Records Mgmt		1		Feb 10 (AM) Apr 17 (AM) Jun 4 (AM) Aug 11 (AM) Oct 27 (AM)	Jan 20 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		Jan 20-21 (PM) May 4-5 (AM) Sep 8-9 (PM) Nov 24-25 (PM)	Mar 24-25 Jun 29-30 Aug 10-11 Oct 6-7
Business Writing & Online Etiquette		1		Feb 3 (PM) Jun 8 (PM) Aug 25 (AM) Dec 1 (AM)	Apr 22 Oct 28
Minutes-Taking & Meeting Reports		2		Jan 29-30 (PM) May 28-29 (AM) Jul 2-3 (AM) Nov 10-11 (AM)	Mar 18-19 Sep 10-11
Technical Writing Fundamentals		2		Apr 7-8 (PM) Jun 29-30 (AM) Sep 24-25 (PM) Nov 12-13 (PM)	Feb 5-6 Aug 19-20 Dec 14-15
5S & 7S Method for the Workplace		1		Apr 22 (AM) Aug 20 (AM) Dec 9 (AM)	Feb 18 Jun 24 Oct 13
W = P2250+VAT S = P4250+VAT					

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HUMAN 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	Jan 14 (AM) Feb 25 (AM) 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	Jan 21 (AM) Mar 4 (AM) 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	Jan 28 (AM) Mar 11 (AM) 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	Feb 4 (AM) 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	Feb 11 (AM) 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	Mar 2-3 (AM) May 25-26 (AM) Jun 10-11 (PM) Sep 21-22 (AM) Oct 19-20 (AM) Dec 14-15 (PM)	Jan 26-27 Apr 20-21 Jul 16-17 Nov 23-24	W = P4500+VAT S = P8500+VAT
Employee Discipline	2	Apr 7-8 (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)	Feb 5-6 Aug 17-18	W = P4500+VAT S = P8500+VAT
Company Policy Making	2	Feb 12-13 (AM) Jun 4-5 (AM) Sep 17-18 (AM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Professional HR Operations	2	Feb 26-27 (AM) Jun 16-17 (AM) Oct 8-9 (AM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Job Evaluation & Pay Structure	2	Mar 5-6 (AM) Jul 16-17 (AM) Oct 1-2 (AM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
KRAs & KPIs Development	2	Jan 29-30 (AM) 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	Jan 27-28 (PM) Apr 27-28 (AM) Jul 9-10 (PM) Oct 5-6 (PM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Interview & Assessment	2	Jan 22-23 (AM) 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 RATE 1 session = Php2250+12%VAT 2 sessions = Php4500+12%VAT	 SEMINAR RATE 1 day = Php4250+12%VAT 2 days = Php8500+12%VAT	 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 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/u/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
<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> <div style="text-align: center;">  <p>GCash SCAN TO PAY HERE Businessmaker</p> </div>

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:
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