BUSINESSMAKER ACADEMY

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	Sep 22 (PM)	Nov 11	W = P2250+VAT S = P4250+VAT
Social Media & Content Marketing	1	Aug 26 (PM) | Oct 26 (AM)	Dec 10	W = P2250+VAT S = P4250+VAT
Sales Training Program	1	Oct 29 PM) | Dec 3 (PM)	Oct 16	W = P2250+VAT S = P4250+VAT
Sales Presentation & Pitching	1	By Special Arrangement	Oct 28	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 l Jul 17 l Oct 9	W = P2250+VAT S = P4250+VAT
Advanced Customer Service & Complaint Handling	2	Sep 24-25 (AM) | Sep 29-30 (PM) | Dec 10-11 (PM)	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 = P4500+VAT S = P8500+VAT
Telemarketing & Outbound Sales	2	Aug 17-18 (PM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Service Delivery: Ease of Doing Business	2	By Special Arrangement	Jun 29-30	W = P4500+VAT S = P8500+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 23-24 (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	Nov 25 (PM)	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	Oct 27-28 (PM)	Nov 4-5	W = P4500+VAT S = P8500+VAT
MS Excel: Basic & Intermediate	2	Oct 5 (AM+PM) | Oct 20 (AM+PM)	Nov 3-4	W = P4500+VAT S = P8500+VAT
MS Excel: Advanced	2	Nov 23 (AM+PM)	Oct 28-29	W = P4500+VAT S = P8500+VAT
Data Analytics Using Microsoft Excel for Proficient Users	2	May 22 (AM+PM) | Jun 10-11 (PM)	Jul 20-21	W = P4500+VAT S = P8500+VAT

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TRAINING SCHEDULE 2026

(Schedules & Rates: Updated as of October 29, 2026)

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	Nov 23-24 (AM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Problem Solving & Decision-Making	2	Oct 8-9 (PM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Transformational Leadership	2	Oct 6-7 (PM)	Sep 1-2 | 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	Nov 20 (AM) | Dec 9 (AM)	Nov 6	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	Nov 25 (AM)	By Special Arrangement	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	1	Jun 22 (AM) | Aug 24 (AM) | Dec 11 (AM)	Apr 6 | Oct 26	W = P2250+VAT S = P4250+VAT
Completed Staff Work (CSW)	2	Sep 29-30 (AM) | Nov 12-13 (AM)	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	Oct 28 (PM)	By Special Arrangement	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 = P4500+VAT S = P8500+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	Dec 14 (AM)	Oct 19	W = P2250+VAT S = P4250+VAT

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HUMAN RESOURCE MANAGEMENT (EDPACK)	WEBINAR SCHEDULE	SEMINAR SCHEDULE	RATES

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Choose Your Course…	Days	4 hrs./session (half-day)	8 hrs./session (full-day)	Fee per Course
Fundamentals of HR Management	1	Oct 7 (AM)	Nov 23	W = P2250+VAT S = P4250+VAT
Recruitment Management	1	Oct 14 (AM)	Nov 27	W = P2250+VAT S = P4250+VAT
Training & Development Mgmt	1	Oct 21 (AM)	Nov 24	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 8-9 (PM) | Sep 21-22 (AM) | Oct 19-20 (PM) | 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 13-14 (AM) | Nov 26-27 (AM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Grievance Handling & Conflict Mgmt	2	Oct 22-23 (AM)	Oct 1-2	W = P4500+VAT S = P8500+VAT
Company Policy Making	2	Jun 4-5 (AM) | Sep 17-18 (AM)	Jul 6-7	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)	Jun 23-24	W = P4500+VAT S = P8500+VAT
KRAs & KPIs Development	2	Nov 9-10 (AM)	By Special Arrangement	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) |	May 21	W = P2250+VAT S = P4250+VAT
Organization Development	2	May 25-26 (AM) | Nov 11-12 (AM) |	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Digital Recruitment	2	Oct 5-6 (PM)	Nov 12-13	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	Nov 25 (AM)	Oct 27	W = P2250+VAT S = P4250+VAT
Competency-based HR Mgmt	2	Jun 24-25 (AM)	By Special Arrangement	W = P4500+VAT S = P8500+VAT
Trainers Training for Managers & Instructors	2	May 14-15 (PM), Jun 15-16 (PM)	By Special Arrangement	W = P4500+VAT S = P8500+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

promo

Gov't Employee Discount

Present your Govt Employee ID upon enrollment to get Php500 discount

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

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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

STEP 2: SETTLE PAYMENT

You may remit payment through any of the methods below

☐ Bank Deposit	☐ Paypal	☐ Dragonpay	☐ 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. GCash SCAN TO PAY HERE Businessmaker

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

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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