

# 2027 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
- Training Rooms and more...

## TRAINING SCHEDULE: JANUARY TO DECEMBER 2027

| 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                   |
| <a href="#">Proactive Sales &amp; Marketing</a>                     | 1    | Feb 3 (pm)   Jun 23 (pm)   Oct 6 (pm)                                                         | Apr 7   Aug 4   Dec 6                                      | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Digital Marketing Plan</a>                              | 1    | Jan 14 (pm)   Apr 7 (pm)   Jul 14 (pm)   Oct 13 (pm)                                          | Feb 10   Jun 9   Sep 8                                     | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Social Media &amp; Content Marketing</a>                | 1    | Mar 3 (pm)   Jun 16-17 (pm)   Sep 15 (pm)   Dec 1 (pm)                                        | Jan 20   May 5   Aug 18   Nov 10                           | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Sales Training: Probing, Negotiations &amp; Closing</a> | 1    | Feb 24 (am)   Apr 15 (am)   Aug 24 (am)   Oct 27 (am)                                         | Jan 13   Mar 4   May 4   Jul 8   Sep 22   Nov 17           | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Sale Presentation &amp; Pitching</a>                    | 1    | Apr 16 (am)   Aug 25 (am)                                                                     | Feb 16   Jun 2   Oct 11                                    | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Sales Team Leadership &amp; Management</a>              | 2    | Jun 10-11 (pm)   Nov 11-12 (am)                                                               | Mar 15-16   Aug 26-27                                      | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Customer Service Excellence</a>                         | 1    | Feb 4 (am)   Apr 21 (am)   Jun 3 (am)   Jul 15 (am)   Sep 30 (am)   Oct 14 (am)   Dec 13 (am) | Jan 21   Mar 5   Apr 1   May 19   Aug 12   Sep 9   Nov 25  | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Customer Complaint Handling</a>                         | 1    | Jan 22 (am)   Mar 8 (am)   May 12 (am)   Jun 4 (am)   Aug 31 (am)   Oct 15 (am)   Dec 14 (am) | Feb 18   Apr 2   Jun 17   Jul 9   Sep 10   Oct 29   Nov 26 | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Advanced Customer Service &amp; Complaints Handling</a> | 2    | Feb 16-17 (pm)   May 20-21 (pm)   Aug 26-27 (pm)   Nov 18-19 (pm)                             | Mar 18-19   Jun 24-25   Sep 23-24   Dec 1-2                | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Customer Communication Skills</a>                       | 2    | Jan 28-29 (am)   Apr 22-23 (am)   Jul 29-30 (am)   Oct 28-29 (am)                             | Mar 11-12   Jun 29-30   Sep 16-17   Dec 9-10               | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Frontliner &amp; Receptionist Training</a>              | 1    | Feb 5 (am)   May 24 (am)   Aug 6 (am)   Nov 24 (pm)                                           | Jan 28   Apr 8   Jul 23   Oct 22                           | W = P2,250+VAT<br>S = P4,250+VAT |

| FINANCE                                                         |   | WEBINAR SCHEDULE                                                                                   | SEMINAR SCHEDULE                                                      | RATES                            |
|-----------------------------------------------------------------|---|----------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|----------------------------------|
| <a href="#">Accounting for Non-Accountants</a>                  | 2 | Jan 14-15 (am)   Mar 4-5 (am)   May 6-7 (am)   Jul 8-9 (am)   Sep 2-3 (am)   Nov 18-19 (am)        | Feb 16-17   Apr 6-7   Jun 1-2   Aug 10-11   Oct 6-7   Dec 1-2         | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Taxation &amp; BIR Compliance</a>                   | 2 | Feb 25-26 (am)   Apr 22-23 (am)   Jun 10-11 (am)   Aug 19-20 (am)   Oct 20-21 (am)   Dec 9-10 (am) | Jan 12-13   Mar 2-3   May 12-13   Jul 13-14   Sep 7-8   Nov 9-10      | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Bookkeeping for Non-Accountants</a>                 | 2 | Jan 28-29 (am)   May 20-21 (am)   Sep 23-24 (am)                                                   | Mar 11-12   Jul 21-22   Nov 23-24                                     | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Cost Accounting</a>                                 | 2 | Feb 18-19 (am)   Jun 24-25 (am)   Oct 28-29 (am)                                                   | Apr 13-14   Aug 24-25   Dec 6-7                                       | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Mandatory Payroll &amp; Benefits Administration</a> | 2 | Feb 22-23 (pm)   Apr 5-6 (pm)   Jun 17-18 (am)   Aug 12-13 (pm)   Oct 21-22 (pm)   Dec 9-10 (pm)   | Jan 20-21   Mar 15-16   May 27-28   Jul 29-30   Sep 16-17   Nov 25-26 | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Internal Audit &amp; Control</a>                    | 2 | Apr 15-16 (am)   Aug 4-5 (am)   Dec 16-17 (am)                                                     | Feb 2-3   Jun 15-16   Oct 25-26                                       | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Financial Statement Analysis</a>                    | 1 | Jan 21 (am)   May 25 (am)   Sep 27 (am)                                                            | Mar 30   Jul 20   Nov 17                                              | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">VAT &amp; Percentage Taxes</a>                      | 1 | Jan 22 (am)   May 4 (am)   Sep 28 (am)                                                             | Mar 9   Jul 15   Nov 16                                               | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Creditable &amp; Final Withholding Tax</a>          | 1 | Mar 31 (am)   Jul 23 (am)   Nov 25 (am)                                                            | Jan 19   May 18   Sep 14                                              | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Cashflow Management</a>                             | 2 | Feb 9-10 (am)   May 27-28 (am)   Aug 26-27 (am)   Nov 4-5 (am)                                     | Jan 26-27   Apr 27-28   Jul 6-7   Oct 14-15                           | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Budgeting &amp; Forecasting</a>                     | 2 | Feb 11-12 (am)   Apr 1-2 (am)   Jul 27-28 (am)   Oct 14-15 (am)                                    | Mar 18-19   Jun 29-30   Sep 21-22   Dec 14-15                         | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Financial Statement Preparation Essentials</a>      | 2 | Jan 28-29 (pm)   Aug 16-17 (am)   Nov 8-9 (pm)                                                     | Feb 22-23   Jun 8-9   Sep 27-28                                       | W = P4,500+VAT<br>S = P8,500+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                   |
| <a href="#">Leadership for Managers</a>                         | 2    | Jan 21-22 (pm)   Mar 4-5 (pm)   May 6-7 (pm)   Jul 6-7 (pm)   Sep 2-3 (pm)   Nov 18-19 (pm) | Feb 4-5   Apr 22-23   Jun 3-4   Aug 5-6   Oct 13-14   Dec 9-10 | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Project Management</a>                              | 2    | Mar 11-12 (pm)   Jun 21-22 (pm)   Sep 16-17 (pm)   Dec 15-16 (pm)                           | Feb 18-19   May 6-7   Aug 19-20   Nov 4-5                      | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Problem Solving &amp; Decision-Making</a>           | 2    | Jan 28-29 (pm)   Apr 29-30 (pm)   Jun 17-18 (pm)   Sep 29-30 (pm)                           | Feb 10-11   May 20-21   Jul 8-9   Oct 20-21 (pm)   Dec 15-16   | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Transformational Leadership</a>                     | 2    | Feb 18-19 (pm)   Jun 10-11 (pm)   Oct 7-8 (pm)                                              | Apr 29-30   Aug 10-11   Dec 1-2                                | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Coaching Skills for the Workplace</a>               | 1    | Jan 27 (am)   Apr 6 (am)   Aug 20 (am)   Dec 15 (am)                                        | Feb 8   Jun 23   Oct 15                                        | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Leading with EQ</a>                                 | 1    | Feb 22 (am)   Jul 26 (am)   Nov 25 (am)                                                     | Apr 19   Sep 27                                                | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Leadership for Supervisors</a>                      | 1    | Feb 2 (am)   Apr 28 (am)   Jun 9 (am)   Jul 21 (am)   Sep 15 (am)   Oct 6 (am)   Dec 6 (am) | Jan 11   Mar 17   Apr 8   May 26   Aug 4   Sep 1   Nov 26      | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Self-Leadership</a>                                 | 1    | Feb 5 (am)   May 10 (am)   Aug 12 (am)   Nov 8 (am)                                         | Jan 14   Apr 27   Jul 16   Oct 22                              | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Time, Productivity &amp; Stress Mgmt</a>            | 1    | Feb 8 (am)   Apr 28 (pm)   Jul 20 (pm)   Oct 26 (am)                                        | Jan 25   Mar 8   Jun 18   Aug 31   Nov 23                      | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Successful Delegating Skills</a>                    | 1    | Feb 10 (pm)   May 5 (am)   Aug 13 (am)   Nov 11 (am)                                        | Mar 31   Jun 30   Sep 28   Dec 3                               | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Leadership Communication Skills</a>                 | 1    | Feb 9 (pm)   May 6 (am)   Aug 3 (am)   Nov 24 (pm)                                          | Jan 18   Apr 21   Jul 26   Oct 19                              | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Effective Team Collaboration</a>                    | 1    | Feb 3 (am)   May 5 (am)   Aug 27 (am)   Nov 26 (am)                                         | Mar 30   Jun 21   Sep 6   Dec 13                               | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Completed Staff Work (CSW)</a>                      | 2    | Jan 18-19 (pm)   Mar 4-5 (am)   Jun 3-4 (am)   Aug 9-10 (am)   Oct 11-12 (am)               | Feb 18-19   May 27-28   Sep 2-3   Nov 11-12                    | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Assertive Communication</a>                         | 1    | Feb 22 (pm)   Apr 20 (pm)   Jun 8 (pm)   Sep 14 (pm)   Nov 17 (pm)                          | Mar 3   May 18   Jul 28   Oct 27   Dec 3                       | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">W.A.V.E - Work Attitude &amp; Values</a>            | 1    | Feb 10 (pm)   May 19 (am)   Aug 16 (am)   Nov 10 (am)                                       | Jan 15   Apr 16   Jul 5   Oct 1                                | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Personality Development &amp; Image Enhancement</a> | 1    | Jan 20 (pm)   Jul 23 (pm)                                                                   | Apr 13   Oct 5                                                 | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Events Planning &amp; Management</a>                | 2    | Feb 2-3 (pm)   Jun 1-2 (pm)   Oct 7-8 (pm)                                                  | Apr 22-23   Aug 12-13   Dec 9-10                               | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Public Speaking &amp; Presentation</a>              | 2    | Flexi-schedule: By Special Arrangement                                                      | Feb 16-17   Apr 15-16   Jul 13-14   Sep 16-17   Nov 4-5        | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Business Operations Mgmt</a>                        | 1    | Feb 8 (pm)   Aug 11 (pm)                                                                    | May 5   Nov 22                                                 | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Ethical Leadership</a>                              | 1    | Mar 31 (pm)   Jun 1 (pm)   Sep 29 (pm)   Dec 3 (pm)                                         | Feb 23   May 14   Aug 18   Nov 16                              | W = P2,250+VAT<br>S = P4,250+VAT |

| COMPUTER SKILLS                                    |   | WEBINAR SCHEDULE                                                                                   | SEMINAR SCHEDULE                                                    | RATES                            |
|----------------------------------------------------|---|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|----------------------------------|
| <a href="#">MS Excel: Basic &amp; Intermediate</a> | 2 | Feb 2 (am/pm)   Apr 5 (am/pm)   Jun 8 (am/pm)   Aug 3 (am/pm)   Oct 5 (am/pm)   Dec 7 (am/pm)      | Jan 18-19   Mar 1-2   May 10-11   Jul 5-6   Sep 6-7   Nov 8-9       | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">MS Excel: Advanced</a>                 | 2 | Jan 25 (am/pm)   Mar 8 (am/pm)   May 24 (am/pm)   Jul 13 (am/pm)   Sep 21 (am/pm)   Nov 16 (am/pm) | Feb 8-9   Apr 19-20   Jun 21-22   Aug 16-17   Oct 11-12   Dec 13-14 | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">MS Excel: Data Analytics</a>           | 2 | Feb 23 (am/pm)   May 18 (am/pm)   Aug 31 (am/pm)   Nov 22 (am/pm)                                  | Mar 15-16   Jul 26-27   Oct 25-26                                   | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Microsoft Power BI Training</a>        | 2 | Feb 4-5 (am+pm)   May 10-11 (am+pm)   Jul 8-9 (am+pm)                                              | Mar 8-9   Sep 2-3   Nov 11-12                                       | W = P15000+VAT<br>S = P20000+VAT |
| <a href="#">Digital Literacy for the Workplace</a> | 2 | Apr 1-2 (pm)   Jun 29-30 (pm)   Nov 11-12 (pm)                                                     | Feb 4-5   Sep 9-10                                                  | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">AI Literacy Training Program</a>       | 2 | Feb 25-26 (pm)   Apr 13-14 (pm)   Jul 8-9 (pm)   Oct 28-29 (pm)                                    | Jan 14-15   May 25-26   Aug 19-20   Nov 18-19                       | W = P4,500+VAT<br>S = P8,500+VAT |

| PROF. OFFICE ADMINISTRATION                        |   | WEBINAR SCHEDULE                                                                                | SEMINAR SCHEDULE                                          | RATES                            |
|----------------------------------------------------|---|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------|----------------------------------|
| <a href="#">Office Administration Fundamentals</a> | 1 | Feb 16 (am)   May 4 (am)   Jul 6 (am)   Sep 7 (am)   Nov 9 (am)                                 | Jan 11   Mar 30   Jun 1   Aug 3   Oct 5                   | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Office Facilities Management</a>       | 1 | Feb 23 (am)   May 11 (am)   Jul 13 (am)   Sep 14 (am)   Nov 16 (am)                             | Jan 19   Mar 18   Jun 8   Aug 24   Oct 12                 | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Office Inventory &amp; Supplies</a>    | 1 | Mar 2 (am)   May 18 (am)   Jul 20 (am)   Sep 21 (am)   Nov 10 (am)                              | Jan 26   Apr 6   Jun 15   Aug 2   Oct 19                  | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Office Services &amp; Logistics</a>    | 1 | Mar 9 (am)   May 25 (am)   Aug 18 (am)   Oct 13 (am)                                            | Feb 2   Apr 13   Jun 22   Nov 19                          | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Office Files &amp; Records Mgmt</a>    | 1 | Jan 20 (am)   Mar 16 (am)   May 26 (am)   Jul 27 (am)   Aug 11 (am)   Sep 28 (am)   Nov 17 (am) | Feb 9   Apr 20   May 7   Jun 29   Aug 17   Oct 21   Dec 7 | W = P2,250+VAT<br>S = P4,250+VAT |

| ADMINISTRATIVE SKILLS                                              |   | WEBINAR SCHEDULE                                                                            | SEMINAR SCHEDULE                                              | RATES                            |
|--------------------------------------------------------------------|---|---------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------|
| <a href="#">Executive Assistant Training</a>                       | 2 | Feb 11-12 (pm)   Apr 22-23 (pm)   Jun 3-4 (pm)   Aug 5-6 (pm)   Oct 7-8 (am)   Dec 2-3 (pm) | Jan 27-28   Mar 4-5   May 6-7   Jul 15-16   Sep 2-3   Nov 4-5 | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Business Writing &amp; Online Etiquette</a>            | 1 | Feb 24 (pm)   May 12 (pm)   Aug 10 (pm)   Nov 22 (pm)                                       | Jan 18   Apr 14   Jul 20   Oct 22                             | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Minutes-Taking &amp; Meeting Reports</a>               | 2 | Feb 4-5 (pm)   Jun 24-25 (pm)   Sep 9-10 (pm)   Dec 6-7 (pm)                                | Mar 8-9   May 20-21   Aug 24-25   Nov 11-12                   | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Technical Writing Fundamentals</a>                     | 2 | Jan 26-27 (pm)   May 25-26 (pm)   Aug 17-18 (pm)   Nov 9-10 (pm)                            | Feb 11-12   Apr 27-28   Jul 29-30   Oct 28-29                 | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">5S &amp; 7S Method for the Workplace</a>               | 1 | Feb 24 (am)   Jun 29 (am)   Oct 27 (am)                                                     | Apr 15   Aug 13   Dec 6                                       | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Vital Records: Disaster &amp; Contingency Planning</a> | 2 | Jan 25-26 (am)   May 13-14 (am)   Aug 4-5 (am)   Nov 4-5 (pm)                               | Feb 25-26   Apr 29-30   Jul 22-23   Oct 7-8                   | W = P4,500+VAT<br>S = P8,500+VAT |

| 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                   |
| <a href="#">Fundamentals of HR Management</a>    | 1    | Jan 13 (am)   Apr 7 (am)   Jun 2 (am)   Aug 6 (am)   Sep 1 (am)   Nov 23 (am)     | Feb 17   May 10   Jul 7   Oct 11  | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Recruitment Management</a>           | 1    | Jan 20 (am)   Apr 14 (am)   Jun 9 (am)   Aug 12 (am)   Sep 8 (am)   Nov 24 (am)   | Feb 24   May 11   Jul 14   Oct 12 | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Training &amp; Development Mgmt</a>  | 1    | Jan 27 (am)   Apr 21 (am)   Jun 16 (am)   Aug 18 (am)   Sep 15 (am)   Dec 1 (am)  | Mar 1   May 12   Jul 21   Oct 13  | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Performance Management System</a>    | 1    | Feb 3 (am)   Apr 27 (am)   Jun 23 (am)   Aug 25 (am)   Sep 22 (am)   Dec 2 (am)   | Mar 3   May 13   Jul 28   Oct 14  | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Compensation &amp; Benefits Mgmt</a> | 1    | Feb 10 (am)   Apr 28 (am)   Jun 30 (am)   Aug 26 (am)   Sep 29 (am)   Dec 15 (am) | Mar 17   May 14   Jul 27   Oct 15 | W = P2,250+VAT<br>S = P4,250+VAT |

| HR INTENSIVE                                                |   | WEBINAR SCHEDULE                                                                                  | SEMINAR SCHEDULE                                                                        | RATES                            |
|-------------------------------------------------------------|---|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|----------------------------------|
| <a href="#">Labor Code &amp; Practice</a>                   | 2 | Feb 25-26 (pm)   Apr 1-2 (pm)   Jun 21-22 (am)   Aug 10-11 (am)   Oct 11-12 (pm)   Dec 13-14 (pm) | Jan 11-12   Mar 11-12   Apr 22-23   May 24-25   Jul 5-6   Aug 12-13   Sep 6-7   Nov 8-9 | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Employee Discipline</a>                         | 2 | Mar 4-5 (pm)   Jul 26-27 (pm)   Nov 22-23 (pm)                                                    | Jan 14-15   May 20-21   Sep 9-10                                                        | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Grievance Handling &amp; Conflict Mgmt</a>      | 2 | Apr 13-14 (am)   Aug 18-19 (pm)   Dec 13-14 (am)                                                  | Feb 11-12   Jun 24-25   Oct 28-29                                                       | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Company Policy Making</a>                       | 2 | Jan 18-19 (am)   May 27-28 (pm)   Sep 9-10 (pm)                                                   | Mar 4-5   Jul 21-22   Nov 24-25                                                         | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Professional HR Operations</a>                  | 2 | Mar 30-31 (am)   Sep 23-24 (am)                                                                   | Jun 17-18   Dec 13-14                                                                   | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Job Evaluation &amp; Pay Structure</a>          | 2 | Apr 29-30 (am)   Aug 24-25 (pm)   Dec 6-7 (am)                                                    | Feb 8-9   Jun 10-11   Oct 7-8                                                           | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Organization Development</a>                    | 2 | Feb 18-19 (am)   Aug 5-6 (pm)                                                                     | May 10-11   Oct 20-21                                                                   | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Talent Management</a>                           | 2 | Jun 21-22 (am)   Dec 2-3 (am)                                                                     | Mar 1-2   Sep 14-15                                                                     | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Competency-based Interview &amp; Assessment</a> | 2 | Feb 22-23 (am)   May 13-14 (am)   Aug 26-27 (pm)   Nov 8-9 (am)                                   | Jan 12-13   Apr 5-6   Jul 15-16   Oct 25-26                                             | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Digital Recruitment</a>                         | 2 | Feb 11-12 (am)   Jun 29-30 (am)   Nov 4-5 (am)                                                    | Apr 1-2   Aug 26-27                                                                     | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Trainers Training Program</a>                   | 2 | Apr 22-23 (pm)   Aug 16-17 (pm)                                                                   | Feb 24-25   Jun 1-2   Oct 5-6                                                           | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">KRAs &amp; KPIs Development</a>                 | 2 | Jan 14-15 (pm)   Apr 7-8 (pm)   Jul 6-7 (pm)   Oct 25-26 (pm)                                     | Feb 3-4   May 4-5   Aug 3-4   Nov 22-23                                                 | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Competency-Based HR Management</a>              | 2 | Mar 18-19 (am)   Jun 15-16 (am)   Sep 29-30 (am)   Dec 16-17 (am)                                 | Feb 25-26   May 24-25   Aug 19-20   Nov 18-19                                           | W = P4,500+VAT<br>S = P8,500+VAT |
| <a href="#">Onboarding &amp; Employee Engagement</a>        | 1 | Feb 24 (pm)   Jun 8 (am)   Dec 1 (pm)                                                             | Apr 8   Aug 31   Oct 27                                                                 | W = P2,250+VAT<br>S = P4,250+VAT |
| <a href="#">Succession Planning</a>                         | 1 | Mar 12 (am)   Sep 2 (am)                                                                          | Jun 3   Nov 10                                                                          | W = P4,500+VAT<br>S = P8,500+VAT |

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**

1session = Php2,250+12%VAT  
 2sessions = Php4,500+12%VAT


**SEMINAR RATE**

1day = Php4,250+12%VAT  
 2days = Php8,500+12%VAT


**promo**

Gov't Employee Discount  
 Present your Gov't Employee  
 ID upon enrollment to get  
 Php 500 discount

**INCLUSIONS:**
**➤ 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.

**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) 8687-3416, 8687-4645 | 0917-135-7279, 0917-637-2471, 0912-223-1826


**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                                                                                                                                    |
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| <p>We accept bank deposits:</p> <p><b>Account Name:</b><br/>Business Maker Academy, Inc.</p> <p><b>BPI SA Acct#:</b><br/>4013-0306-64</p> <p><b>BDO SA Acct#:</b><br/>000-280-622-422</p> <p><b>Landbank CA#</b><br/>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 &amp; pay using this QR code.</p>  |
| <p>Don't forget to send your proof of payment with your name, company, course, date &amp; contact info to:<br/>           Email: <a href="mailto:info@businessmaker-academy.com">info@businessmaker-academy.com</a> or Viber: 0917-135-7279, 0917-637-2471, 0912-223-1826</p> |                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                         |                                                                                                                                                                   |


**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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