

# Join HR Club Philippines

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**Be a Certified HUMAN RESOURCE Professional**

Businessmaker Academy & HR Club Philippines offer **CERTIFICATE PROGRAMS** for individuals who wish to pursue a successful career in Human Resources.

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- ✓ Flexible schedule
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**CERTIFIED HR GENERALIST**

**CERTIFIED RECRUITMENT SPECIALIST**

**CERTIFIED TRAINING & DEVELOPMENT SPECIALIST**

**CERTIFIED COMPENSATION & BENEFITS SPECIALIST**

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**We also accept In-house Group Bookings!**

## CALENDAR OF SEMINARS & EVENTS 2020

HUMAN RESOURCE MANAGEMENT EDUCATIONAL PACKAGE		9am-5pm	RATES
Full 5-day HR Management Series	5D	Jan 27-31   Mar 16-20   May 11-15   Jul 13-17   Sep 14-18   Nov 9-11 (Mon-Fri)	EB:17500   REG: 19000+VAT
Fundamentals of HR Management	1D	Jan 27   Feb 12   Mar 16   May 11   Jun 3   Jul 13   Aug 5   Sep 14   Oct 7   Nov 9	EB:3500   REG: 3800 +VAT
Recruitment Management	1D	Jan 28   Feb 19   Mar 17   May 12   Jun 10   Jul 14   Aug 12   Sep 15   Oct 14   Nov 10	EB:3500   REG: 3800 +VAT
Training Program Development	1D	Jan 29   Mar 18   Apr 15   May 13   Jun 17   Jul 15   Aug 19   Sep 16   Oct 21   Nov 11	EB:3500   REG: 3800 +VAT
Performance Management System	1D	Jan 30   Mar 19   Apr 22   May 14   Jun 24   Jul 16   Aug 26   Sep 17   Oct 28   Nov 12	EB:3500   REG: 3800 +VAT
Compensation & Benefits Mgmt	1D	Jan 31   Mar 20   Apr 29   May 15   Jul 1   Jul 17   Sep 2   Sep 18   Nov 13   Dec 2	EB:3500   REG: 3800 +VAT
INTENSIVE HUMAN RESOURCE PROGRAMS		9am-5pm	RATES
Labor Law: Code & Practice	2D	Jan 27-28   Mar 23-24   May 25-26   Jul 27-28   Sep 21-22   Nov 23-24	EB:8500   REG: 9500+VAT
Employee Discipline & DOLE Compliance	2D	Feb 6-7   May 28-29   Jul 23-24   Sep 24-25   Nov 26-27	EB:8500   REG: 9500+VAT
Grievance Handling & Conflict Mgmt.	2D	Feb 20-21   Jun 4-5   Aug 13-14   Nov 5-6	EB:8500   REG: 9500+VAT
Co. Policy Making & Implementation	2D	Feb 5-6   Jun 25-26   Oct 22-23	EB:8500   REG: 9500+VAT
Professional HR Operations	2D	Mar 26-27   May 7-8   Jul 9-10   Sep 10-11   Nov 5-6	EB:10500   REG: 11500+VAT
Job Evaluation & Pay Structure	2D	Jan 23-24   Mar 11-12   Jun 18-19   Aug 5-6   Nov 18-19	EB:8500   REG: 9500+VAT
Employee Promotion & Career Planning	2D	Feb 13-14   Oct 1-2	EB:8500   REG: 9500+VAT
Organization Development	2D	Feb 26-27   Jun 25-26   Oct 8-9   Dec 3-4	EB:8500   REG: 9500+VAT
Talent Management	2D	Apr 2-3   Sep 23-24	EB:8500   REG: 9500+VAT
Competency Interview & Assessment	2D	Apr 23-24   Jul 29-30   Oct 15-16	EB:9500   REG: 10500+VAT
Trainers Training Program	2D	Mar 19-20   May 27-28   Aug 27-28   Oct 22-23	EB:8500   REG: 9500+VAT
Training Module Instruction Design	2D	May 20-21   Aug 13-14   Oct 29-30	EB:8500   REG: 9500+VAT
Digital Recruitment	2D	Mar 9-10   Jul 23-24   Oct 8-9	EB:8500   REG: 9500+VAT
Competency-Based HR	2D	Apr 16-17   Aug 27-28   Dec 10-11	EB:8500   REG: 9500+VAT
HR CLUB EVENTS		HR Club Member	Non-Member
HR Leadership Conference	2D	Mar 4-5 (Time: 9am-6pm)	Get more info: visit website or call: 6873416
Employee Wellness Forum	HD	Jun 11 (Time: 2-5pm)	EB:600   REG:900+VAT   EB:1200   REG: 1500 +VAT
HR & Legal Forum	1D	Aug 7 (Time: 9-5am)	EB:3500   REG:4500+VAT   EB:6000   REG:5000+VAT
HR Technology Forum	HD	Oct 2 (Time: 2-5pm)	EB:600   REG:900+VAT   EB:1200   REG:1500+VAT
CERTIFIED HUMAN RESOURCE PROFESSIONAL PROGRAM		RATES	
Certified HR Generalist	F	Flexible schedule arrangement	Php 78,000 +VAT
Certified Recruitment Specialist	F	Flexible schedule arrangement	Php 78,000 +VAT
Certified Training & Dev't Specialist	F	Flexible schedule arrangement	Php 78,000 +VAT
Certified Compensation Specialist	F	Flexible schedule arrangement	Php 78,000 +VAT

*Note: Schedule is subject to change without prior notice. Please contact us to register and confirm. (Updated as of 1/21/2020)*

**Business Maker Academy, Inc.**  
Suite 1503A West Tower, Philippine Stock Exchange Bldg.,  
Exchange Road, Ortigas Center, Pasig City, Philippines

**CALL: (02) 86874645, 86873416, (0917) 5699639, (0922) 8874445**  
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## CALENDAR OF SEMINARS & EVENTS 2020

MARKETING & SALES		9am-5pm	RATES
Proactive Sales & Marketing	1D	Jan 17   Feb 28   May 14   Jul 3   Sep 17   Nov 13	EB:3500   REG: 3800 +VAT
Digital Marketing Plan	1D	Jan 15   Mar 13   May 5   Jul 17   Sep 2   Nov 25	EB:3500   REG: 3800 +VAT
Social Media & Content Management	1D	Feb 13   Apr 23   Jun 11   Aug 4   Oct 6   Dec 9	EB:3500   REG: 3800 +VAT
Sales Probing, Negotiations & Closing	1D	Feb 4   Apr 1   Jun 23   Aug 7   Oct 1   Dec 2	EB:3500   REG: 3800 +VAT
Sale Presentation & Pitching	1D	Mar 23   Jun 10   Oct 19	EB:3500   REG: 3800 +VAT
Telemarketing	2D	Apr 29-30   Jun 29-30   Sep 3-4	EB:8500   REG:9500+VAT
Sales Management	2D	May 20-21   Nov 5-6	EB:8500   REG:9500+VAT
Customer Service Excellence	1D	Jan 20   Mar 10   May 11   Jul 3   Sep 16   Nov 4	EB:3500   REG: 3800 +VAT
Customer Complaint Handling	1D	Feb 10   Apr 21   Jun 9   Aug 11   Oct 26   Dec 9	EB:3500   REG: 3800 +VAT
FINANCE		9am-5pm	RATES
Accounting for Non-Accountants	2D	Jan 21-22   Mar 30-31   May 18-19   Jul 27-28   Sep 28-29   Nov 16-17	EB:8500   REG:9500+VAT
Effective Taxation & BIR Compliance	2D	Mar 24-25   Jun 3-4   Aug 25-26   Oct 20-21	EB:8500   REG:9500+VAT
Bookkeeping	2D	Apr 20-21   Oct 12-13	EB:8500   REG:9500+VAT
Payroll & Benefits Administration	2D	Jan 21-22   Mar 11-12   May 6-7   Jul 15-16   Sep 10-11   Nov 11-12	EB:8500   REG:9500+VAT
LEADERSHIP & MANAGEMENT		9am-5pm	RATES
Business Operations Management	1D	Mar 14   Jun 20   Sep 12   Nov 7	EB:3500   REG: 3800 +VAT
Project Management	2D	Feb 18-19   Apr 2-3   Jun 23-24   Sep 28-29   Nov 20-21	EB:8500   REG:9500+VAT
Professional Events	2D	Apr 15-16   Jul 29-30   Oct 27-28	EB:8500   REG:9500+VAT
Leadership for Managers	2D	Feb 4-5   May 5-6   Aug 11-12   Oct 6-7	EB:8500   REG:9500+VAT
Leadership for Supervisors	1D	Jan 15   Mar 13   May 27   Jul 10   Sep 25   Nov 4	EB:3500   REG: 3800 +VAT
Leadership for Millennials	2D	Feb 27-28   Jul 8-9   Oct 8-9	EB:8500   REG:9500+VAT
Coaching Skills	1D	Feb 17   Apr 22   Jul 22   Sep 23   Dec 1	EB:3500   REG: 3800 +VAT
Successful Delegating	1D	Apr 20   Aug 14   Dec 11	EB:3500   REG: 3800 +VAT
Transformational Leadership Communication & Public Speaking	2D	Mar 30-31   Jun 8-9   Sep 14-15   Dec 7-8	EB:8500   REG:9500+VAT
PROFESSIONAL OFFICE ADMINISTRATION SERIES		9am-5pm	RATES
Full 5-day Office Admin Series	5D	Feb 10-14   Jun 15-19   Oct 12-16 (Mon to Fri)	EB:17500   REG: 19000+VAT
Office Administration Fundamentals	1D	Jan 16   Feb 10   Apr 17   Jun 15   Jul 8   Aug 6   Sep 11   Oct 12   Dec 3	EB:3500   REG: 3800 +VAT
Office Facilities Management	1D	Feb 11   Apr 24   Jun 16   Aug 13   Oct 13	EB:3500   REG: 3800 +VAT
Office Inventory & Supplies	1D	Jan 22   Feb 12   May 8   Jun 17   Jul 22   Aug 20   Sep 18   Oct 14   Dec 8	EB:3500   REG: 3800 +VAT
Office Logistics, Transport, Travel	1D	Feb 13   May 15   Jun 18   Aug 27   Oct 15	EB:3500   REG: 3800 +VAT
Office Files & Records Management	1D	Feb 14   Mar 16   May 22   Jun 19   Jul 28   Sep 3   Oct 16   Nov 10   Dec 10	EB:3500   REG: 3800 +VAT
ADMINISTRATIVE SKILLS		9am-5pm	RATES
Executive Assistant Training	2D	Jan 29-30   Mar 17-18   May 12-13   Jul 13-14   Sep 8-9   Nov 24-25	EB:8500   REG:9500+VAT
Business Writing & Online Etiquette	1D	Feb 11   Apr 1   Jun 2   Aug 4   Oct 1   Dec 17	EB:3500   REG: 3800 +VAT
Microsoft Excel: Basic & Intermediate	2D	Feb 6-7   Mar 26-27   May 25-26   Jul 20-21   Sep 21-22   Nov 26-27	EB:8500   REG:9500+VAT
Microsoft Excel: Advanced Users	2D	Feb 20-21   Apr 27-28   Jun 29-30   Aug 17-18   Oct 29-30   Dec 17-18	EB:8500   REG:9500+VAT
FOREX & GLOBAL TRADING EDUCATION			RATES & TIME
Orientation: Global Stocks, Forex & Investments	HD	Jan 11   Feb 8   Mar 14   Apr 18   May 9   Jun 20 Jul 11   Aug 8   Sep 12   Oct 10   Nov 7	EB: 500   REG: 2500 +VAT [2-6pm]
Beginners Course: Global Stocks, Forex & Investments	2HD	Jan 20-21   Feb 17-18   Mar 23-24   Apr 27-28   May 18-19 Jun 29-30 Jul 20-21   Aug 17-18   Sep 21-22   Oct 19-20   Nov 16-17	EB: 9000   REG: 10000+VAT [8:30am - 12:30pm]
Full Program: Forex & Global Asset Management	SS	Batch 1: Jan 24, 31, Feb 7, 14, 21 Batch 2: May 22, 26, 29, June 2, 5 Batch 3: Aug 25, 28, Sep 1, 4, 8 Batch 4: Nov 20, 24, 27, Dec 1, 4	EB: 35000   REG: 40000+VAT Session 1 [9am-5pm] Session 2-5 [8:30am-12nn]

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### How to Enroll: 3 easy steps!

1	2	3
<p><b>Choose Your Seminar(s)</b> Book a slot thru: &gt;Online Registration &gt;Download Registration Form &gt;Visit our Office &gt;Phone Booking at Tel#: (632) 6874445   6874645 Cel/Viber#: (0917) 8643416</p>	<p><b>Remit Payment:</b> &gt;at our office &gt;via Paypal &gt;via Bank Deposit: Savings Account Name: Business Maker Academy, Inc. BPI SA Acct#: 4013-0306-64 BDO SA Acct#: 000-280-622-422</p>	<p><b>Confirm &amp; Attend:</b> Send deposit slip with name and course via: Fax#: 6874445 loc. 814 Viber#: (0917) 8643416 Email: info@businessmaker-academy.com Bring deposit slip or receipt on your class day.</p>

**Important Note:** Business Maker Academy Inc. is a VAT-registered company. TIN# 223-672-691-000 VAT. For zero rated or VAT exempt companies, please include your Certificate of Exemption. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of service.

#### Seminar Inclusions:

Certificate of Completion, Seminar Handouts, Meals & Drinks, Free one-time Refresher Session within 1 year

#### Seminar Venue:

1503A & 1203A West Tower, Philippine Stock Exchange Bldg. (Tektite), Exchange Rd., Ortigas Center, Pasig City, Philippines

#### Parking:

Pay parking is available on a first come, first served basis in the area.



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