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**BMA WEBINAR SCHEDULE FOR AUGUST TO DECEMBER 2020**

| Course                            | Date                            | Duration            | Rate Live Zoom Webinar | Rate Webinar +Seminar |
|-----------------------------------|---------------------------------|---------------------|------------------------|-----------------------|
| <b>HUMAN RESOURCE MANAGEMENT</b>  |                                 |                     |                        |                       |
| HR1: Fundamentals of HR           | Aug 4   Sep15   Oct 20          | 1sx 4hrs = 4 t.hrs  | Php1500+VAT            | Php3500+VAT           |
| HR2: Recruitment Management       | Aug 11   Sep 22   Oct 27        | 1s x 4hrs = 4 t.hrs | Php1500+VAT            | Php3500+VAT           |
| HR3: Trainers Training            | Aug 18   Sep 29   Nov 3         | 1s x 4hrs = 4 t.hrs | Php1500+VAT            | Php3500+VAT           |
| HR4: Performance Mgmt             | Aug 25   Oct 6   Nov 17         | 1s x 4hrs = 4 t.hrs | Php1500+VAT            | Php3500+VAT           |
| HR5: Compensation & Benefits      | Sept 1   Oct 13   Nov 24        | 1s x 4hrs = 4 t.hrs | Php1500+VAT            | Php3500+VAT           |
| Labor Law: Code & Practice        | Aug 19-20   Oct 14-15   Dec 1-2 | 2s x 4hrs = 8 t.hrs | Php3500+VAT            | Php8500+VAT           |
| Digital Recruitment               | Aug 26-27                       | 2s x 4hrs = 8 t.hrs | Php3500+VAT            | Php8500+VAT           |
| HR Operations                     | Sept 8-9                        | 2s x 4hrs = 8 t.hrs | Php3500+VAT            | Php8500+VAT           |
| Company Policy Making             | Sept 24-25                      | 2s x 4hrs = 8 t.hrs | Php3500+VAT            | Php8500+VAT           |
| Job Evaluation                    | Dec 10-11                       | 2s x 4hrs = 8 t.hrs | Php3500+VAT            | Php8500+VAT           |
| <b>FINANCE &amp; ACCOUNTING</b>   |                                 |                     |                        |                       |
| Accounting for Non Accountants    | Sept 2-3   Nov 10-11            | 2s x 4hrs = 8 t.hrs | Php3500+VAT            | Php8500+VAT           |
| Taxation & BIR Compliance         | Sept 16-17                      | 2s x 4hrs = 8 t.hrs | Php3500+VAT            | Php8500+VAT           |
| Payroll & Benefits Administration | Nov 18-19                       | 2s x 4hrs = 8 t.hrs | Php3500+VAT            | Php8500+VAT           |
| <b>MARKETING &amp; SALES</b>      |                                 |                     |                        |                       |
| Proactive Sales & Marketing       | Aug 13   Oct 8   Dec 3          | 1s x 4hrs = 4 t.hrs | Php1500+VAT            | Php3500+VAT           |
| Customer Service Excellence       | Nov 25                          | 1s x 4hrs = 4 t.hrs | Php1500+VAT            | Php3500+VAT           |
| Customer Complaint Handling       | Aug 12                          | 1s x 4hrs = 4 t.hrs | Php1500+VAT            | Php3500+VAT           |
| Digital Marketing                 | Oct 22   Dec 16                 | 1s x 4hrs = 4 t.hrs | Php1500+VAT            | Php3500+VAT           |

|                                    |   |                     |             |             |
|------------------------------------|---|---------------------|-------------|-------------|
| Social Media Marketing             | Nov 12                                    | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Sales Training                     | Nov 4                                     | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| <b>LEADERSHIP &amp; MANAGEMENT</b> |   |                     |             |             |
| Supervisory Leadership             | Aug 5   Sep 30   Oct 21   Nov 27   Dec 15 | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Business Operations                | Aug 6   Oct 1                             | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Transform Lead Communication       | Sept 10-11                                | 2s x 4hrs = 8 t.hrs | Php3500+VAT | Php8500+VAT |
| Successful Delegating Skills       | Oct 7                                     | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Coaching Skills                    | Dec 9                                     | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Project Management                 | Nov 5-6                                   | 2s x 4hrs = 8 t.hrs | Php3500+VAT | Php8500+VAT |
| <b>ADMINISTRATIVE SKILLS</b>       |   |                     |             |             |
| Office Administration              | Aug 7   Oct 2   Nov 13                    | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Ofc Files & Records Mgmt           | Aug 14   Sept 23   Oct 23   Dec 4         | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Office Inventory                   | Aug 28   Oct 9   Nov 20                   | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Office Facilities Management       | Sept 4   Oct 16   Dec 5                   | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Office Logistics & Transport       | Sept 18   Oct 30                          | 1s x 4hrs = 4 t.hrs | Php1500+VAT | Php3500+VAT |
| Virtua Executive Assistant         | Oct 28-29                                 | 2s x 4hrs = 8 t.hrs | Php3500+VAT | Php8500+VAT |

*Note: Schedule is subject to change without prior notice. Please contact us to register and confirm. (Updated as of 08/19/2020)*

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Due to the Community Quarantine Guidelines, we have assigned Telecommuting employees to answer your queries. For any concerns or transactions, you may contact our team at these contact details:

|   |  |
|---|--|
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