

BMA WEBINAR SCHEDULE FOR NOVEMBER TO DECEMBER 2020

(Webinar Rates are effective until December 31, 2020)

Course	Date	Duration	Rate: Webinar Only	Rate: Webinar+Seminar
HUMAN RESOURCE MANAGEMENT: AM Schedule=8:30am-12:30nn PM Schedule=1:30 to 5:30pm				
HR1: Fundamentals of HR	Dec 1 (AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
HR2: Recruitment Management	Dec 3 (AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
HR3: Training and Devt	Nov 3 (PM) Dec 9 (AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
HR4: Performance Mgmt	Nov 17(PM) Dec 15(AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
HR5: Compensation & Benefits	Nov 24(PM) Dec 17(AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Labor Law: Code & Practice	Dec 1-2	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Digital Recruitment	Coming Soon	2 session x 4hrs	Php3500+VAT	Php8500+VAT
HR Operations	Coming Soon	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Company Policy Making	Coming Soon	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Job Evaluation	Dec 10-11 (PM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Employee Discipline	Nov 26-27 (AM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
FINANCE & ACCOUNTING: AM Schedule=8:30am-12:30nn PM Schedule=1:30 to 5:30pm				
Accounting for Accountants	Nov 10-11 (PM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Taxation & BIR Compliance	Nov 3-4 (AM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Payroll & Benefits Administration	Nov 18-19 (PM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
MARKETING & SALES: AM Schedule=8:30am-12:30nn PM Schedule=1:30 to 5:30pm				
Proactive Sales & Marketing	Dec 3 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Customer Service Excellence	Nov 25 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Customer Complaint Handling	Aug 12 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Digital Marketing	Dec 16 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Social Media Marketing	Nov 12 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Sales Training	Nov 4 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
LEADERSHIP & MANAGEMENT: AM Schedule=8:30am-12:30nn PM Schedule=1:30 to 5:30pm				
Supervisory Leadership	Nov 27(PM) Dec 15(PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Business Operations	Coming Soon	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Transform Lead Comm	Coming Soon	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Delegating Skills	Dec 11 (AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Coaching Skills	Dec 9 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Project Management	Nov 5-6 (PM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Leadership for Managers	Nov 19-20 (AM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Time, Productivity & Stress Mgmt	Dec 2 (AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Managing Telecommuters	Dec 4 (AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
ADMINISTRATIVE SKILLS: AM Schedule=8:30am-12:30nn PM Schedule=1:30 to 5:30pm				
Office Administration	Nov 13 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Ofc Files & Records Mgmt	Dec 4 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Office Inventory	Nov 20 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Office Facilities Mgmt	Dec 5 (PM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Office Logistics & Transport	Coming Soon	1 session x 4hrs	Php1500+VAT	Php3500+VAT
Virtua Executive Assistant	Nov 23-24 (AM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Business Writing	Dec 10 (AM)	1 session x 4hrs	Php1500+VAT	Php3500+VAT
MS Excel: Advanced	Nov 16 & 23 (PM)	2 session x 4hrs	Php3500+VAT	Php8500+VAT
Global Trading: AM Sched=8:30am-12:30nn PM Sched=1:30 to 5:30pm			Non-Alumni	Alumni
Global Trading	Nov 7 (PM) Dec 5 (AM)	1 session x 4hrs	Php4,500	Php2,500

Note: Schedule is subject to change without prior notice. Please contact us to register and confirm. (Updated as of 10/26/2020)

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