

Accredited Learning Provider:  
Civil Service Commission  
PHILGEPS & PRC

**We offer:**

- Live & Recorded Webinars
- Public Seminars
- Certificate Programs
- Group Bookings
- Clubs & Community Support
- Virtual Office Service
- Office & Staff House Rentals



**LIVE ZOOM WEBINAR SCHEDULE: JAN TO DEC 2021**

(Live Seminar Schedule on Page 3)

**ZOOM WEBINARS: FINANCE COURSES**

FINANCE:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Accounting for Non-Accountants	2x4hrs	Jan 19-20 (AM)   Apr 13-14 (AM)   Jul 13-14 (PM)   Oct 5-6 (PM)	P8,500+VAT	P3,800+VAT
Effective Taxation & BIR Compliance	2x4hrs	Feb 2-3 (AM)   May 4-5 (AM)   Aug 10-11 (AM)   Oct 26-27 (PM)	P8,500+VAT	P3,800+VAT
Payroll & Benefits Administration	2x4hrs	Mar 23-24 (PM)   Jun 15-16 (PM)   Sep 29-30 (AM)   Nov 16-17 (PM)	P8,500+VAT	P3,800+VAT

**ZOOM WEBINARS: TRADING & INVESTMENT COURSES**

FINANCE:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	Non-Member	Basic Member	Annual Member	Lifetime Member
Global Trading Course	1x4hrs	Jan 16   Feb 20   Mar 20   Apr 17   May 15   Jun 19   Jul 17   Aug 14   Sep 11   Oct 9   Nov 13   Dec 11	P5,250	4,500	FREE 1yr	FREE
Global Trading: Technical Analysis	1x4hrs	Mar 27   May 29   Jul 24   Sep 18   Nov 27	P6,500	5,500	FREE 1yr	FREE
Global Trading: News Analysis	1x4hrs	Apr 24   Jun 26   Aug 28   Oct 23   Dec 4	P7,500	6,500	FREE 1yr	FREE

**ZOOM WEBINARS: HUMAN RESOURCE MANAGEMENT**

HR EDPACK:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Fundamentals of HR Management	1x4hrs	Jan 12 (PM)   Mar 8 (PM)   Apr 6 (PM)   May 11 (PM)   Jun 15 (AM)   Jul 26 (PM)   Aug 17 (PM)   Sep 21 (AM)   Oct 26 (AM)   Dec 2 (PM)	P3,500+VAT	P1,800 +VAT
Recruitment Management	1x4hrs	Jan 19 (PM)   Mar 9 (PM)   Apr 13 (PM)   May 18 (PM)   Jun 22 (AM)   Jul 27 (PM)   Aug 24 (PM)   Sep 28 (AM)   Nov 9 (AM)   Dec 3 (PM)	P3,500+VAT	P1,800 +VAT
Training Program Development	1x4hrs	Jan 26 (PM)   Mar 10 (PM)   Apr 20 (PM)   May 25 (PM)   Jun 29 (AM)   Jul 28 (PM)   Aug 31 (PM)   Oct 5 (AM)   Nov 16 (AM)   Dec 7 (PM)	P3,500+VAT	P1,800 +VAT
Performance Management System	1x4hrs	Feb 2 (PM)   Mar 11 (PM)   Apr 27 (PM)   Jun 1 (PM)   Jul 6 (AM)   Jul 29 (PM)   Sep 7 (PM)   Oct 12 (AM)   Nov 23 (AM)   Dec 14 (PM)	P3,500+VAT	P1,800 +VAT
Compensation & Benefits Mgmt.	1x4hrs	Feb 9 (PM)   Mar 12 (PM)   May 4 (PM)   Jun 8 (PM)   Jul 13 (AM)   Jul 30 (PM)   Sep 14 (PM)   Oct 19 (AM)   Dec 16 (PM)	P3,500+VAT	P1,800 +VAT
HR INTENSIVE:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Labor Law: Code & Practice	2x4hrs	Jan 28-29 (PM)   Mar 2-3 (AM)   May 6-7 (AM)   Jul 6-7 (PM)   Sep 2-3 (AM)   Nov 11-12 (PM)	P8,500+VAT	P3,800+VAT
Employee Discipline	2x4hrs	Feb 10-11 (PM)   Apr 15-16 (PM)   Jun 3-4 (PM)   Aug 3-4 (AM)   Oct 7-8 (PM)   Dec 9-10 (PM)	P8,500+VAT	P3,800+VAT
Grievance Handling & Conflict Mgmt.	2x4hrs	Jun 10-11 (PM)   Oct 27-28 (AM)	P8,500+VAT	P3,800+VAT
Co. Policy Making	2x4hrs	Feb 4-5 (PM)   May 20-21 (PM)   Aug 19-20 (PM)   Nov 25-26 (PM)	P8,500+VAT	P3,800+VAT
Professional HR Operations	2x4hrs	Feb 18-19 (PM)   May 6-7 (PM)   Aug 26-27 (PM)   Nov 18-19 (PM)	P8,500+VAT	P3,800+VAT
Job Evaluation & Pay Structure	2x4hrs	Feb 23-24 (AM)   Jun 17-18 (PM)   Sep 23-24 (AM)   Nov 4-5 (PM)	P8,500+VAT	P3,800+VAT
Employee Incentive & Rewards	2x4hrs	Jun 24-25 (PM)   Oct 21-22 (PM)	P8,500+VAT	P3,800+VAT
Organizational Development	2x4hrs	Jan 21-22 (PM)   Apr 22-23 (PM)   Oct 12-13 (PM)	P8,500+VAT	P3,800+VAT
Talent Management & Retention	2x4hrs	Mar 2-3 (PM)   Jul 22-23 (PM)	P8,500+VAT	P3,800+VAT
Competency Interview & Assessment	2x4hrs	Mar 18-19 (PM)   Aug 10-11 (PM)	P8,500+VAT	P3,800+VAT
Digital Recruitment	2x4hrs	Mar 25-26 (PM)   May 25-26 (AM)   Jul 15-16 (PM)   Sep 9-10 (PM)	P8,500+VAT	P3,800+VAT
Competency-Based HR Management	2x4hrs	Mar 23-24 (AM)   Sep 16-17 (PM)	P8,500+VAT	P3,800+VAT
Onboarding & Employee Engagement	1x4hrs	Apr 26 (PM)	P3,500+VAT	P1,800 +VAT

Note: Schedule is subject to change without prior notice. Registration required.  
Can't find a schedule that works for you? We also offer group bookings or webinar recordings for select courses.

<b>ZOOM WEBINARS: BUSINESS MANAGEMENT</b>				
<b>MARKETING &amp; SALES:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Proactive Sales & Marketing	1x4hrs	Jan 13 (PM)   Mar 5 (PM)   May 5 (PM)   Jul 7 (AM)   Sep 2 (PM)   Nov 10 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Digital Marketing Plan	1x4hrs	Jan 27 (PM)   Mar 17 (PM)   May 19 (PM)   Jul 21 (PM)   Sep 15 (PM)   Nov 24 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Social Media Marketing	1x4hrs	Feb 26 (PM)   Apr 21 (PM)   Jun 10 (AM)   Aug 19 (AM)   Oct 14 (AM)   Dec 15 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Sales Probing, Negotiations & Closing	1x4hrs	Feb 4 (AM)   Apr 7 (AM)   Jun 3 (AM)   Aug 6 (PM)   Oct 6 (AM)   Dec 1 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Customer Service Excellence	1x4hrs	Jan 26 (AM)   Mar 16 (PM)   May 12 (PM)   Jul 21 (AM)   Sep 8 (PM)   Nov 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Customer Complaint Handling	1x4hrs	Feb 18 (AM)   Apr 14 (PM)   Jun 9 (PM)   Aug 25 (PM)   Oct 21 (AM)   Dec 14 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
<b>LEADERSHIP &amp; MANAGEMENT:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Leadership for Managers	2x4hrs	Apr 29-30 (PM)   Jun 16-17 (AM)   Sep 16-17 (AM)   Dec 15-16 (AM)	Php 8,500 + VAT	Php 3,800 + VAT
Project Management	2x4hrs	Feb 16-17 (PM)   Apr 15-16 (AM)   Jun 8-9 (AM)   Sep 9-10 (AM)   Nov 18-19 (AM)	Php 8,500 + VAT	Php 3,800 + VAT
Business Operations Management	1x4hrs	Jan 14 (AM)   Apr 28 (PM)   Jul 1 (PM)   Oct 8 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Managing Telecommuters	1x4hrs	Jan 21 (AM)   Apr 21 (AM)   Jul 15 (AM)   Sep 28 (PM)   Nov 10 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Problem Solving & Decision Making	2x4hrs	Mar 9-10 (AM)   Jun 22-23 (PM)   Sep 29-30 (PM)   Nov 23-24 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Transformational Leadership Comm.	2x4hrs	Feb 23-24 (PM)   May 11-12 (AM)   Aug 3-4 (PM)   Oct 19-20 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Time, Productivity & Stress Mgmt	1x4hrs	Apr 8 (AM)   Jul 22 (AM)   Oct 20 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
<b>LEADERSHIP FOR SUPERVISORS:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Supervisory Leadership	1x4hrs	Jan 20 (PM)   Feb 9 (AM)   Apr 6 (AM)   May 26 (PM)   Jul 14 (AM)   Aug 17 (AM)   Oct 13 (AM)   Nov 13 (AM)   Dec 9 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Self-Leadership	1x4hrs	Mar 18 (AM)   Jun 2 (PM)   Sep 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Successful Delegating	1x4hrs	Jan 28 (AM)   Apr 20 (AM)   Jul 1 (AM)   Oct 7 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Coaching Skills	1x4hrs	Feb 3 (PM)   May 20 (AM)   Aug 31 (AM)   Nov 11 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Leadership Communication Skills	1x4hrs	Mar 11 (AM)   Jun 23 (AM)   Sep 22 (AM)   Nov 9 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
<b>PROFESSIONAL OFFICE ADMIN:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Office Administration Fundamentals	1x4hrs	Jan 15 (AM)   Feb 26 (AM)   Apr 26 (AM)   May 14 (AM)   Jun 18 (AM)   Aug 6 (AM)   Sep 20 (PM)   Oct 15 (AM)   Dec 3 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Inventory & Supplies	1x4hrs	Jan 22 (AM)   Mar 5 (AM)   Apr 27 (AM)   May 21 (AM)   Jun 25 (AM)   Aug 13 (AM)   Sep 21 (PM)   Oct 22 (AM)   Dec 7 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Facilities Management	1x4hrs	Jan 29 (AM)   Mar 12 (AM)   Apr 28 (AM)   May 28 (AM)   Jul 9 (AM)   Aug 20 (AM)   Sep 22 (PM)   Oct 29 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Files & Records Management	1x4hrs	Feb 5 (AM)   Mar 19 (AM)   Apr 29 (AM)   Jun 4 (AM)   Jul 16 (AM)   Aug 27 (AM)   Sep 23 (PM)   Nov 5 (AM)   Dec 10 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Logistics, Transport, Travel	1x4hrs	Feb 19 (AM)   Mar 26 (AM)   Apr 30 (AM)   Jun 11 (AM)   Jul 23 (AM)   Sep 24 (PM)   Nov 12 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
<b>ADMINISTRATIVE SKILLS:</b>	<b>SESSION</b>	<b>AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm</b>	<b>SEMINAR + WEBINAR</b>	<b>WEBINAR ONLY</b>
Business Writing & Online Etiquette	1x4hrs	Jan 27 (AM)   Mar 25 (AM)   May 14 (PM)   Jul 8 (AM)   Sep 15 (AM)   Nov 4 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Executive Assistant Training	2x4hrs	Jan 12-13 (AM)   Apr 7-8 (PM)   Jun 1-2 (AM)   Sep 7-8 (AM)   Dec 1-2 (AM)	Php 8,500 + VAT	Php 3,800 + VAT
Prof. Virtual Assistant Workshop	2x4hrs	Mar 16-17 (AM)   May 27-28 (PM)   Jul 29-30 (AM)   Oct 28-29 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Excel Basics & Intermediate	2x4hrs	Jan 14-15 (PM)   Apr 22-23 (AM)   Jul 27-28 (AM)   Oct 14-15 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Excel Advanced	2x4hrs	Feb 16-17 (AM)   May 18-19 (AM)   Aug 24-25 (AM)   Nov 25-26 (AM)	Php 8,500 + VAT	Php 3,800 + VAT

Note: Schedule is subject to change without prior notice. Registration required.



**LIVE SEMINAR SCHEDULE: JAN TO JUN 2021**

(Live Zoom Webinar Schedule on Page 1-2)

LIVE SEMINARS: SALES SERIES				
MARKETING & SALES:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Sales Probing, Negotiations & Closing	1 day	Jan 15   Jun 18	Php 3,500 + VAT	Php 1,800 + VAT
Sales Presentation & Pitching	1 day	Feb 5   May 6	Php 3,500 + VAT	Php 1,800 + VAT
Sales Leadership	2 days	Mar 23-24	Php 8,500 + VAT	Php 3,800 + VAT
FINANCE:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Accounting for Non-Accountants	2 days	Mar 2-3   May 26-27	Php 8,500 + VAT	Php 3,800 + VAT
Effective Taxation & BIR Compliance	2 days	Jan 19-20   Mar 9-10   Jun 23-24	Php 8,500 + VAT	Php 3,800 + VAT
LEADERSHIP & MANAGEMENT:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Leadership for Managers	2 days	Feb 3-4	Php 8,500 + VAT	Php 3,800 + VAT
Project Management	2 days	Jan 21-22   Mar 25-26   May 19-20	Php 8,500 + VAT	Php 3,800 + VAT
Business Operations Management	1 day	Mar 17   Jun 2	Php 3,500 + VAT	Php 1,800 + VAT
LEADERSHIP FOR SUPERVISORS:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Supervisory Leadership	1 day	Jan 26   Feb 9   Apr 21   Jun 3	Php 3,500 + VAT	Php 1,800 + VAT
Self-Leadership	1 day	Feb 19   Apr 29	Php 3,500 + VAT	Php 1,800 + VAT
Time, Productivity & Stress Mgmt	1 day	Feb 11   Apr 28   Jun 25	Php 3,500 + VAT	Php 1,800 + VAT
Successful Delegating	1 day	Feb 16   May 5	Php 3,500 + VAT	Php 1,800 + VAT
Leadership Communication Skills	1 day	Feb 26   Apr 22   Jun 29	Php 3,500 + VAT	Php 1,800 + VAT
PROFESSIONAL OFFICE ADMIN:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Office Administration Fundamentals	1 day	Mar 16   Apr 14	Php 3,500 + VAT	Php 1,800 + VAT
Office Facilities Management	1 day	Feb 10   May 7	Php 3,500 + VAT	Php 1,800 + VAT
Office Files & Records Management	1 day	Jan 27   Mar 12   Apr 15	Php 3,500 + VAT	Php 1,800 + VAT
ADMINISTRATIVE SKILLS:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Executive Assistant Training	2 days	Feb 17-18   May 11-12	Php 8,500 + VAT	Php 3,800 + VAT
Excel Basics & Intermediate	2 days	Mar 4-5   Jun 9-10	Php 8,500 + VAT	Php 3,800 + VAT
Excel Advanced	2 days	Mar 18-19	Php 8,500 + VAT	Php 3,800 + VAT
HR INTENSIVE COURSES	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Labor Law: Code & Practice	2 days	Feb 23-24   April 26-27	Php 8,500 + VAT	Php 3,800 + VAT
Employee Discipline	2 days	Jun 16-17	Php 8,500 + VAT	Php 3,800 + VAT
Trainers Training	2 days	Mar 30-31	Php 8,500 + VAT	Php 3,800 + VAT

Note: Schedule is subject to change without prior notice. Registration required.

**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 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.

