



LIVE ZOOM WEBINAR SCHEDULE: JAN TO DEC 2022

(See Discounted Training Program Bundles in Page 4)

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 13-14 (PM) Apr 7-8 (PM) Jul 7-8 (PM) Oct 6-7 (PM)	P8,500+VAT	P3,950+VAT
Effective Taxation & BIR Compliance	2x4hrs	Feb 22-23 (AM) May 17-18 (PM) Aug 16-17 (PM) Nov 22-23 (PM)	P8,500+VAT	P3,950+VAT
Bookkeeping	2x4hrs	Mar 3-4 (PM) Jun 2-3 (PM) Sep 22-23 (PM) Dec 1-2 (PM)	P8,500+VAT	P3,950+VAT
Cost Accounting	2x4hrs	Feb 3-4 (PM) May 5-6 (PM) Aug 4-5 (PM) Nov 10-11 (PM)	P8,500+VAT	P3,950+VAT
Payroll & Benefits Administration	2x4hrs	Jan 18-19 (PM) Apr 26-27 (PM) Jul 12-13 (PM) Oct 11-12 (PM)	P8,500+VAT	P3,950+VAT

ZOOM WEBINARS: TRADING & INVESTMENT COURSES						
TRADING & INVESTMENT:	SESSION	PM Schedule = 1:30 to 5:30 pm	Non-Member	Basic Member	Annual Member	Lifetime Member
Global Trading Course	1x4hrs	Jan 15 Feb 12 Mar 12 Apr 2 May 14 Jun 11 Jul 16 Aug 13 Sep 10 Oct 8 Nov 12	P5,250	4,500	FREE 1yr	FREE
Global Trading: Technical Analysis	1x4hrs	Jan 29 Apr 23 Jul 30 Oct 22	P6,500	5,500	FREE 1yr	FREE
Global Trading: News Analysis	1x4hrs	Feb 26 May 28 Aug 27 Nov 26	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 11 (AM) Mar 1 (AM) Apr 18 (PM) May 10 (AM) Jun 21 (AM) Aug 2 (AM) Sep 19 (AM) Oct 4 (AM) Nov 15 (AM)	P3,500+VAT	P1,950 +VAT
Recruitment Management	1x4hrs	Jan 18 (AM) Mar 8 (AM) Apr 19 (PM) May 17 (AM) Jun 28 (AM) Aug 9 (AM) Sep 20 (AM) Oct 11 (AM) Nov 22 (AM)	P3,500+VAT	P1,950 +VAT
Training Program Development	1x4hrs	Jan 25 (AM) Mar 15 (AM) Apr 20 (PM) May 24 (AM) Jul 5 (AM) Aug 16 (AM) Sep 21 (AM) Oct 18 (AM) Nov 29 (AM)	P3,500+VAT	P1,950 +VAT
Performance Management System	1x4hrs	Feb 8 (AM) Mar 22 (AM) Apr 21 (PM) May 31 (AM) Jul 12 (AM) Aug 23 (AM) Sep 22 (AM) Oct 25 (AM) Dec 6 (AM)	P3,500+VAT	P1,950 +VAT
Compensation & Benefits Mgmt.	1x4hrs	Feb 15 (AM) Mar 29 (AM) Apr 22 (PM) Jun 7 (AM) Jul 19 (AM) Aug 30 (AM) Sep 23 (AM) Nov 8 (AM) Dec 13 (AM)	P3,500+VAT	P1,950 +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 27-28 (PM) Mar 15-16 (PM) May 24-25 (PM) Jul 19-20 (PM) Sep 13-14 (AM) Nov 8-9 (PM)	P8,500+VAT	P3,950+VAT
Employee Discipline	2x4hrs	Feb 10-11 (AM) Apr 7-8 (AM) Jun 2-3 (AM) Aug 18 (PM)- Aug 19 (AM) Oct 13-14 (AM) Nov 24-25 (AM)	P8,500+VAT	P3,950+VAT
Grievance Handling & Conflict Mgmt.	2x4hrs	May 5-6 (AM) Oct 20-21 (AM)	P8,500+VAT	P3,950+VAT
Company Policy Making	2x4hrs	Jan 20-21 (AM) Mar 10-11 (AM) Jul 14-15 (AM) Oct 6-7 (AM)	P8,500+VAT	P3,950+VAT
Professional HR Operations	2x4hrs	Feb 17-18 (AM) May 12-13 (AM) Aug 4-5 (AM) Nov 17-18 (AM)	P8,500+VAT	P3,950+VAT
Job Evaluation & Pay Structure	2x4hrs	Feb 3-4 (AM) Apr 28-29 (AM) Jul 28-29 (AM) Oct 27-28 (AM)	P8,500+VAT	P3,950+VAT
Employee Incentive & Rewards	2x4hrs	May 19-20 (AM) Sep 15-16 (AM)	P8,500+VAT	P3,950+VAT
Organization Development	2x4hrs	Mar 17-18 (AM) Jun 23-24 (AM) Sep 1-2 (AM)	P8,500+VAT	P3,950+VAT
Competency-Based HR Management	2x4hrs	Mar 3-4 (AM) Jun 9-10 (AM) Sep 8-9 (AM)	P8,500+VAT	P3,950+VAT
KRAs & KPIs Devt. & Implementation	2x4hrs	Jun 14-15 (AM) Oct 20-21 (AM)	P8,500+VAT	P3,950+VAT
Talent Management & Retention	2x4hrs	Mar 24-25 (AM) Jun 16-17 (AM) Sep 29-30 (PM)	P8,500+VAT	P3,950+VAT
Digital Recruitment	2x4hrs	Jan 26-27 (AM) Apr 26-27 (AM) Jul 27-28 (AM) Oct 26-27 (AM)	P8,500+VAT	P3,950+VAT
Competency Interview & Assessment	2x4hrs	Feb 24-25 (AM) May 26-27 (AM) Aug 25-26 (AM) Nov 10-11 (AM)	P8,500+VAT	P3,950+VAT
Onboarding & Employee Engagement	1x4hr	Mar 30 (PM) Jun 30 (PM) Sep 27 (PM)	P3,500+VAT	P1,950 +VAT
Trainers Training	2x4hrs	Feb 15-16 (PM) May 19-20 (PM) Aug 17-18 (AM) Nov 28-29 (PM)	P8,500+VAT	P3,950+VAT

TRAINING SCHEDULE (continued)

ZOOM WEBINARS: HUMAN RESOURCE MANAGEMENT				
MARKETING & SALES:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM+ WEB	WEB ONLY
Proactive Sales & Marketing	1x4hrs	Jan 20 (PM) Apr 6 (PM) Jul 22 (PM) Oct 13 (PM)	P3,500+VAT	P1,950+VAT
Digital Marketing Plan	1x4hrs	Jan 13 (AM) Mar 10 (PM) May 4 (PM) Jul 14 (PM) Sep 8 (PM) Nov 9 (AM)	P3,500+VAT	P1,950+VAT
Social Media Marketing	1x4hrs	Feb 10 (PM) Apr 5 (PM) Jun 9 (PM) Aug 25 (PM) Oct 20 (PM) Dec 7 (PM)	P3,500+VAT	P1,950+VAT
Sales Probing, Negotiations & Closing	1x4hrs	Feb 2 (PM) May 12 (PM) Aug 11 (AM) Nov 17 (PM)	P3,500+VAT	P1,950+VAT
Sales Presentation Techniques	1x4hrs	Mar 17 (PM) Sep 15 (PM)	P3,500+VAT	P1,950+VAT
Telemarketing & Outbound Sales	2x4hrs	Apr 11-12 (AM) Aug 30-31 (AM)	P8,500+VAT	P3,950+VAT
Sales Management	2x4hrs	Mar 28-29 (PM) Aug 23-24 (PM)	P8,500+VAT	P3,950+VAT
Customer Service Excellence	1x4hrs	Jan 12 (PM) Mar 2 (PM) May 4 (AM) Jul 6 (AM) Sep 13 (PM) Nov 28 (AM)	P3,500+VAT	P1,950+VAT
Customer Complaint Handling	1x4hrs	Feb 28 (AM) Apr 6 (AM) Jun 1 (PM) Aug 3 (PM) Oct 26 (PM) Dec 9 (PM)	P3,500+VAT	P1,950+VAT
LEADERSHIP & MANAGEMENT:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM+ WEB	WEB ONLY
Leadership for Managers	2x4hrs	Mar 8-9 (PM) Jun 7-8 (PM) Aug 9-10 (PM) Nov 3-4 (AM)	P8,500+VAT	P3,950+VAT
Project Management	2x4hrs	Mar 22-23 (PM) Jun 21-22 (PM) Sep 19-20 (PM) Nov 15-16 (PM)	P8,500+VAT	P3,950+VAT
Business Operations Management	1x4hrs	Feb 24 (PM) Apr 1 (AM) Jul 1 (PM) Sep 27 (AM)	P3,500+VAT	P1,950+VAT
Problem Solving & Decision Making	2x4hrs	Feb 8-9 (PM) May 10-11 (PM) Jul 7-8 (AM) Oct 4-5 (PM)	P8,500+VAT	P3,950+VAT
Transformational Leadership Communication & Public Speaking	2x4hrs	Feb 22-23 (PM) Apr 28-29 (PM) Aug 11-12 (PM) Oct 18-19 (PM)	P8,500+VAT	P3,950+VAT
Coaching Skills	1x4hrs	Feb 25 (PM) Apr 19 (AM) Jun 24 (PM) Aug 26 (PM) Oct 28 (PM) Dec 16 (AM)	P3,500+VAT	P1,950+VAT
Supervisory Leadership	1x4hrs	Jan 14 (AM) Mar 11 (PM) Apr 18 (AM) May 13 (PM) Jul 15 (PM) Aug 24 (AM) Sep 9 (PM) Nov 11 (PM) Dec 6 (PM)	P3,500+VAT	P1,950+VAT
Self-Leadership	1x4hrs	Jan 21 (PM) Mar 18 (PM) May 20 (PM) Jul 22 (AM) Sep 16 (PM) Nov 18 (PM)	P3,500+VAT	P1,950+VAT
Time, Productivity & Stress Management	1x4hrs	Feb 11 (PM) Apr 5 (AM) Jun 10 (PM) Aug 12 (AM) Oct 14 (PM) Dec 13 (PM)	P3,500+VAT	P1,950+VAT
Successful Delegating	1x4hrs	Feb 18 (PM) Apr 6 (AM) Jun 17 (PM) Aug 19 (PM) Oct 21 (PM) Dec 9 (AM)	P3,500+VAT	P1,950+VAT
Leadership Communication Skills	1x4hrs	Jan 28 (AM) Mar 25 (PM) May 27 (PM) Jul 29 (PM) Sep 30 (AM) Nov 25 (PM)	P3,500+VAT	P1,950+VAT
PROFESSIONAL OFFICE ADMIN:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM+ WEB	WEB ONLY
Office Administration Fundamentals	1x4hrs	Jan 12 (AM) Mar 2 (AM) May 11 (AM) Jul 13 (AM) Sep 14 (PM) Nov 9 (AM)	P3,500+VAT	P1,950+VAT
Office Facilities Management	1x4hrs	Jan 19 (AM) Mar 9 (AM) May 18 (AM) Jul 20 (AM) Sep 21 (PM) Nov 16 (AM)	P3,500+VAT	P1,950+VAT
Office Files & Records Management	1x4hrs	Jan 26 (PM) Mar 16 (AM) Apr 20 (AM) May 25 (AM) Jun 29 (AM) Jul 27 (PM) Sep 28 (PM) Oct 19 (AM) Nov 23 (AM) Dec 15 (AM)	P3,500+VAT	P1,950+VAT
Office Inventory & Supplies	1x4hrs	Feb 2 (AM) Mar 23 (AM) Jun 1 (AM) Aug 3 (AM) Oct 5 (AM) Dec 7 (AM)	P3,500+VAT	P1,950+VAT
Office Logistics, Transport, Travel	1x4hrs	Feb 9 (AM) Mar 30 (AM) Jun 8 (AM) Aug 10 (AM) Oct 12 (AM) Dec 14 (PM)	P3,500+VAT	P1,950+VAT
ADMINISTRATIVE SKILLS:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM+ WEB	WEB ONLY
Executive Assistant Training	2x4hrs	Feb 16-17 (AM) Apr 21-22 (AM) Jun 29-30 (AM) Sep 28-29 (AM) Dec 13-14 (AM)	P8,500+VAT	P3,950+VAT
Completed Staff Work	2x4hrs	Jun 2-3 (AM) Aug 30-31 (PM) Nov 3-4 (PM)	P8,500+VAT	P3,950+VAT
Business Writing & Online Etiquette	1x4hrs	Jan 24 (PM) Mar 17 (PM) May 30 (PM) Jul 6 (PM) Aug 2 (PM) Oct 25 (PM) Nov 24 (PM)	P3,500+VAT	P1,950+VAT
Minutes-Taking & Meeting Report Writing	2x4hrs	Jul 18-19 (PM) Oct 3-4 (PM) Dec 5-6 (PM)	P8,500+VAT	P3,950+VAT
Digital Literacy for the Workplace	2x4hrs	Jun 22-23 (PM) Sep 6-7 (PM) Dec 6-7 (PM)	P8,500+VAT	P3,950+VAT
MS Excel Basics & Intermediate	2x4hrs	Jan 24-25 (AM) Mar 31-Apr 1 (AM) Jul 4-5 (AM) Nov 3-4 (AM)	P8,500+VAT	P3,950+VAT
MS Excel Advanced	2x4hrs	Feb 28-Mar 1 (AM) May 30-31 (AM) Sep 1-2 (AM) Dec 1-2 (AM)	P8,500+VAT	P3,950+VAT
MS Excel Data Analytics	2x4hrs	Jan 24-25 (PM) Mar 31-Apr 1 (PM) Jul 4-5 (PM) Nov 3-4 (PM)	P8,500+VAT	P3,950+VAT
MS PowerPoint	2x4hrs	Feb 28-Mar 1 (PM) May 30-31 (PM) Sep 1-2 (PM) Dec 1-2 (PM)	P8,500+VAT	P3,950+VAT



LIVE SEMINAR SCHEDULE: JUL TO DEC 2022

LIVE SEMINARS:				
MARKETING & SALES:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Customer Service	1 day	Aug 10 Oct 25 Dec 5	Php 3,500 + VAT	Php 1,950 + VAT
Sales Training	1 day	Sep 23 Nov 8	Php 3,500 + VAT	Php 1,950 + VAT
Sales Presentation Techniques	1 day	Jul 13 Oct 4	Php 3,500 + VAT	Php 1,950 + VAT
Sales Management	2 days	Sep 8-9	Php 8,500 + VAT	Php 3,950 + VAT
Digital Marketing	1 day	Aug 03 Dec 13	Php 3,500 + VAT	Php 1,950 + VAT
Social Media Marketing	1 day	Oct 28 Dec 14	Php 3,500 + VAT	Php 1,950 + VAT
FINANCE:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Accounting for Non-Accountants	2 days	Nov 22-23	Php 8,500 + VAT	Php 3,950 + VAT
Bookkeeping	2 days	Jul 26-27 Sep 29-30	Php 8,500 + VAT	Php 3,950 + VAT
Effective Taxation & BIR Compliance	2 days	Jul 21-22 Sep 15-16 Dec 1-2	Php 8,500 + VAT	Php 3,950 + VAT
Cost Accounting	2 days	Oct 26-27	Php 8,500 + VAT	Php 3,950 + VAT
LEADERSHIP & MANAGEMENT:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Supervisory Leadership	1 day	Oct 19	Php 3,500 + VAT	Php 1,950 + VAT
Leadership Communication	1 day	Aug 15	Php 3,500 + VAT	Php 1,950 + VAT
Self-Leadership	1 day	Aug 08 Nov 21	Php 3,500 + VAT	Php 1,950 + VAT
Successful Delegating	1 day	Sep 27 Nov 14	Php 3,500 + VAT	Php 1,950 + VAT
Leadership for Managers	2 days	Jul 28-29 Oct 11-12	Php 8,500 + VAT	Php 3,950 + VAT
Project Management	2 days	Oct 6-7 Dec 15-16	Php 8,500 + VAT	Php 3,950 + VAT
Problem-Solving & Decision-Making	2 days	Nov 17-18	Php 8,500 + VAT	Php 3,950 + VAT
PROFESSIONAL OFFICE ADMIN:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Office Files and Records Management	1 day	Aug 16 Nov 10	Php 3,500 + VAT	Php 1,950 + VAT
Office Facilities Management	1 day	Aug 24 Oct 18	Php 3,500 + VAT	Php 1,950 + VAT
ADMINISTRATIVE SKILLS:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Executive Assistant Training	2 days	Aug 18-19 Oct 13-14	Php 8,500 + VAT	Php 3,950 + VAT
Business Writing & Online Etiquette	1 day	Dec 9	Php 3,500 + VAT	Php 1,950 + VAT
HR INTENSIVE COURSES	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Labor Law: Code & Practice	2 days	Aug 25-26 Nov 28-29	Php 8,500 + VAT	Php 3,950 + VAT
Digital Recruitment	2 days	Sep 21-22	Php 8,500 + VAT	Php 3,950 + VAT
Trainers Training	2 days	Sep 6-7 Nov 15-16	Php 8,500 + VAT	Php 3,950 + VAT
Note: Schedule is subject to change without prior notice. Registration required.				

Seminar Inclusions:

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

Seminar Venue:

Suite 1503A West Tower, PSE Bldg. (Tektite), Exchange Road, Ortigas Center, Pasig City, Philippines

Parking:

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



TRAINING PROGRAM BUNDLES



GET 10% DISCOUNT WHEN YOU AVAIL OF OUR BUNDLED PROGRAMS!

 <p>Leadership Program for Supervisors</p> <p>5 Module Series</p> <p>www.businessmaker-academy.com</p>	<p>Leadership for Supervisors Program Bundle</p> <p>Prepare and grow leaders in your organization with these courses that are designed for aspiring and new leaders.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Supervisorial Leadership (1 session) • Self-Leadership (1 session) • Time, Productivity & Stress Management (1 session) • Successful Delegating (1 session) • Leadership Communication Skills (1 session) 	<p>Regular Webinar Rate: Php 9,750+VAT</p> <p>Discounted Bundle Rate: Php 8,775+VAT</p>
 <p>Leadership Program for Managers</p> <p>WEBINAR SEMINAR PROGRAM BUNDLE</p> <p>Business Maker Academy & HR Club Philippines (632) 7957-7937, (0912) 2231826, (0917) 6372471 www.businessmaker-academy.com</p>	<p>Leadership for Managers Program Bundle</p> <p>This program bundle is designed for new and experienced managers who wish to gain more leadership insights and skills.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Leadership for Managers (2 sessions) • Project Management (2 sessions) • Business Operations (1 session) • Problem-Solving & Decision-Making (2 sessions) • Transformational Leadership Communication & Public Speaking (2 sessions) • Coaching Skill for the Workplace (1 session) 	<p>Regular Webinar Rate: Php 19,700+VAT</p> <p>Discounted Bundle Rate: Php 17,730+VAT</p>
 <p>Professional Office Administration</p> <p>5 - Module Series</p> <p>www.businessmaker-academy.com</p>	<p>Professional Office Administration Program Bundle</p> <p>Designed for Office Managers and Administrative Personnel, this program will equip you with functional skills for day-to-day admin work.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Fundamentals of Office Administration (1 session) • Office Facilities Management & Maintenance (1 session) • Office Files & Records Management (1 session) • Office Inventory Management (1 session) • Office Logistics and Transport Management (1 session) 	<p>Regular Webinar Rate: Php 9,750+VAT</p> <p>Discounted Bundle Rate: Php 8,775+VAT</p>
 <p>COMPUTER SKILLS TRAINING PROGRAM</p> <p>www.businessmaker-academy.com</p>	<p>Computer Skills Training Program Bundle</p> <p>Conducted by a Microsoft Certified Trainer, this program is best for Administrative, Accounting, Business & HR Officers</p> <p>Includes:</p> <ul style="list-style-type: none"> • MS Excel Basics & Intermediate (2 sessions) • MS Excel Advanced (2 sessions) • MS Excel Data Analytics (2 sessions) • MS PowerPoint (2 sessions) 	<p>Regular Webinar Rate: Php 15,800+VAT</p> <p>Discounted Bundle Rate: Php 14,220+VAT</p>

TRAINING PROGRAM BUNDLES (continued)

 <p>Marketing Program Bundle Webinar + Seminar Series</p> <p>www.businessmaker-academy.com</p>	<p>Marketing Program Bundle</p> <p>This program helps business owners, entrepreneurs, marketing managers and teams to reach more customers and promote their products and services both online and offline.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Proactive Sales & Marketing (1 session) • Digital Marketing Plan (1 session) • Social Media Marketing (1 session) 	<p>Regular Webinar Rate: Php 5,850+VAT</p> <p>Discounted Bundle Rate: Php 5,265+VAT</p>
 <p>Sales Program Bundle Webinar + Seminar Series</p> <p>www.businessmaker-academy.com</p>	<p>Sales Program Bundle</p> <p>This program focuses on selling with confidence and integrity, aspiring, experienced or veteran sales officers are recommended to attend this program.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Sales Probing, Negotiations & Closing (1 session) • Sales Presentation Techniques (1 session) • Telemarketing & Outbound Sales (2 sessions) • Sales Management (2 sessions) 	<p>Regular Webinar Rate: Php 11,800+VAT</p> <p>Discounted Bundle Rate: Php 10,620+VAT</p>
 <p>Customer Service Program Bundle Webinar + Seminar Series</p> <p>www.businessmaker-academy.com</p>	<p>Customer Care Program Bundle</p> <p>This program is a must attend series for front-liners in any organization who is intent on providing a great customer service experience to their clients.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Customer Service Excellence (1 session) • Customer Complaint Handling (1 session) 	<p>Regular Webinar Rate: Php 3,900+VAT</p> <p>Discounted Bundle Rate: Php 3,510+VAT</p>
 <p>Finance Management Program Bundle Webinar + Seminars</p> <p>www.businessmaker-academy.com</p>	<p>Finance Management Program Bundle</p> <p>This program bundle provides you with essential lessons, DOLE or BIR updates to help you manage your organization's financial functions and obligations.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Accounting for Non-Accountants (2 sessions) • Effective Taxation & BIR Compliance (2 sessions) • Bookkeeping (2 sessions) • Cost Accounting (2 sessions) • Mandatory Payroll & Benefits Administration (2 sessions) 	<p>Regular Webinar Rate: Php 19,750+VAT</p> <p>Discounted Bundle Rate: Php 17,775+VAT</p>

TRAINING PROGRAM BUNDLES (continued)

 <p>Human Resource Management 5-Day Webinar Series</p> <p>www.businessmaker-academy.com</p>	<p>HR Management Series Program Bundle</p> <p>This best-selling HR Management program is a must-attend learning series for aspiring HR officers and even veteran HR practitioners.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Fundamentals of HR Management (1 session) • Recruitment Management (1 session) • Training Program Development (1 session) • Performance Management System (1 session) • Compensation & Benefits Management (1 session) 	<p>Regular Webinar Rate: Php 9,750+VAT</p> <p>Discounted Bundle Rate: Php 8,775+VAT</p>
 <p>Legal Employee Management Program Bundle: webinars + seminars</p> <p>www.businessmaker-academy.com + www.hrclub.ph</p>	<p>Legal Employee Management Program Bundle</p> <p>Ensure that your HR practices are legal and compliant with the Labor Code of the Philippines and updated with the latest agency rules and regulations. This program is highly recommended for all practicing HR professionals.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Labor Law: Code & Practice (2 sessions) • Employee Discipline (2 sessions) • Grievance Handling & Conflict Mgmt. (2 sessions) • Company Policy Making (2 sessions) • Professional HR Operations (2 sessions) 	<p>Regular Webinar Rate: Php 19,750+VAT</p> <p>Discounted Bundle Rate: Php 17,775+VAT</p>
 <p>Recruitment & Retention Program Bundle: webinars + seminars</p> <p>www.businessmaker-academy.com + www.hrclub.ph</p>	<p>Recruitment & Retention Program Bundle</p> <p>This program provides lessons, techniques and insights on how to attract, find, hire and keep the best employees who fit your organization well.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Recruitment Management (1 session) • Digital Recruitment & Reputation Management (2 sessions) • Competency Interview & Assessment (2 sessions) • Talent Management & Retention (2 sessions) • Onboarding & Employee Engagement (1 session) 	<p>Regular Webinar Rate: Php 15,750+VAT</p> <p>Discounted Bundle Rate: Php 14,175+VAT</p>
 <p>Employee Compensation & Rewards Program Bundle: webinars + seminars</p> <p>www.businessmaker-academy.com + www.hrclub.ph</p>	<p>Employee Compensation & Rewards Program Bundle</p> <p>Learn how to manage your payroll, benefits and rewards. This program is designed for HR professionals, Finance officers, Employers, Compensation & Benefits managers.</p> <p>Includes:</p> <ul style="list-style-type: none"> • Compensation & Benefits Management (1 session) • Mandatory Payroll & Benefits Administration (2 sessions) • Job Evaluation & Pay Structure Design (2 sessions) • Employee Incentives & Rewards Management (2 sessions) 	<p>Regular Webinar Rate: Php 13,800+VAT</p> <p>Discounted Bundle Rate: Php 12,420+VAT</p>

NOTES:

- **WEBINAR ONLY CLASSES INCLUDE:**
 - Live Zoom Training Session, Downloadable Training Notes & Supplements
 - E-Certificates (Printed Certificates may be made available upon request, shipping costs c/o participant).
- **SEMINAR + WEBINAR CLASSES INCLUDE:**
 - Enrolling in a Seminar + Webinar class allows you to take the live webinar now and attend the in-person class later.
 - Webinar Class (inclusive of Live Zoom Training Session, Downloadable Training Notes & Supplements, E-certificates)
 - Seminar Class (inclusive of In-person Training Session, Handouts, Meals & Snacks & 1 Refresher Session within 1 year)
- **TRAINING PROGRAM BUNDLES:**
 - The Training Bundle may be taken by a single enrollee or companies may enroll different individuals for each course in the bundle. The Training Bundle promo may not be used with other promos.
 - All Training Schedules are subject to change without prior notice. Please register before actual date of class.

HOW TO ENROLL: 3 easy steps

1

STEP 1: REGISTER

Choose your course & schedule. Then book a slot via:

- o Online Registration: <https://businessmaker-academy.com/registration-online-learning-webinar/>
- o Call, Viber or Text: (632) 7957-7937, 7219-1039, (0912) 2231826, (0917) 6372471

2

STEP 2: SETTLE PAYMENT

You may remit payment through any of the methods below

Bank Deposit

You may pay via online banking or over-the-counter bank deposit:

Savings Account Name: Business
Maker Academy, Inc.

- > BPI SA Acct# 4013-0306-64
- > BDO Acct# 000-280-622-422

PayPal/Credit Card

You may pay via PayPal or Credit Card by visiting the Course Webpage at our website: www.businessmaker-academy.com or you can request a PayPal/credit card link to be sent via email.

Gcash

Or pay via this Gcash QR code:



Then send your transaction slip with your name, company, course, date & contact info to: **Email:** info@businessmaker-academy.com

Viber:
(0912) 2231826,
(0917) 6372471

Need further help?
Pls call, viber or email us for assistance.

3

STEP 3: REGISTER

We will send you the Zoom Link before the webinar session. If you need further assistance, please contact us:
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