



Businessmaker Academy  
**2023 TRAINING CALENDAR**

Accredited Learning & Development Institution of the Civil Service Commission (CSC) & Philippine Government E-Procurement System (PHILGEPS)

## quickreference

### What is the difference between 'Webinar Only' vs. 'Seminar+Webinar'?

**Webinar Only** refers to Live Online Classes via Zoom.  
**Seminar + Webinar** is Blended Learning that allows you to attend both the Live In-person Seminar and an optional Live Online Class within 1 year.

The Learning Topics for both formats are generally the same, but Seminar format offers more hands-on activities, demos and participant interaction...plus yummy food. :)



### Webinar Only (live online class)

#### Rates

1 half-day session = Php1950+12%VAT  
 2 half-day sessions = Php3950+12%VAT

#### Inclusions

Live Webinar Access & E-certificate  
 [Printed Certificate may be requested with Php100] + shipping fee.



### Seminar + Webinar (blended in-person & online)

#### Rates

1-day class = Php3500+12%VAT  
 2-day classes = Php8500+12%VAT

#### Inclusions

Live In-person Seminar &/or Live Webinar Class within 1 year, Seminar Certificate, Kit, Meals, Snacks & Drinks.

## TRAINING SCHEDULE: JANUARY TO DECEMBER 2023

(Get 10% Discount: see Training Program Bundles in Page 5)

SALES, MARKETING & CS	SESSION	WEBINAR SCHEDULE	SEMINAR/IN-PERSON SCHEDULE
Choose Your Course...	>>>	4 hrs./session AM Schedule = 8:30 am to 12:30 pm PM Schedule = 1:30 to 5:30 pm	8 hrs./session Schedule: 9am to 5pm
<a href="#">Proactive Sales &amp; Marketing</a>	1	Jan 25 (PM)   Apr 18 (PM)   Jul 6 (PM)   Oct 17 (PM)	May 25   Sep 14
<a href="#">Digital Marketing Plan</a>	1	By special arrangement	By special arrangement
<a href="#">Social Media &amp; Content Marketing</a>	1	By special arrangement	By special arrangement
<a href="#">Sales Training Program: Probing, Negotiations &amp; Closing</a>	1	Feb 21 (AM)   May 30 (PM)   Aug 23 (PM)   Nov 21 (AM)	Mar 2   Jul 25
<a href="#">Sale Presentation &amp; Pitching</a>	1	Sep 1 (PM)	Mar 21
<a href="#">Telemarketing &amp; Outbound Sales</a>	2	Mar 16-17 (PM)   Aug 22-23 (PM)	Oct 10-11
<a href="#">Sales Leadership &amp; Management</a>	2	Mar 9-10 (PM)   Aug 3-4 (PM)	By special arrangement
<a href="#">Customer Service Excellence</a>	1	Jan 13 (AM)   Mar 3 (AM)   May 23 (AM)   Jul 7 (PM)   Sep 1 (AM)   Nov 14 (AM)	Feb 21   Jun 13   Oct 6   Dec 12
<a href="#">Customer Complaint Handling</a>	1	Feb 22 (AM)   Apr 26 (AM)   Jun 14 (AM)   Aug 16 (AM)   Oct 25 (AM)   Dec 7 (AM)	Mar 14   Jul 18   Sep 15   Nov 16
<a href="#">Service Delivery: Ease of Doing Business</a>	2	Jun 27-28 (PM)   Sep 18-19 (PM)   Dec 13-14 (PM)	By special arrangement
<a href="#">Customer Communication Skills Training</a>	2	Jun 6-7 (PM)   Aug 24-25 (PM)   Oct 10-11 (PM)	By special arrangement
<b>Note:</b> Schedule is subject to change without prior notice. Pls register in advance.		<b>Webinar Rate:</b> 1 session (half-day) = Php1950+12%VAT 2 sessions (half-day) = Php3950+12%VAT	<b>Seminar + Webinar Rate:</b> 1 session (full-day) = Php3500+12%VAT 2 sessions (full-day) = Php8500+12%VAT

FINANCE	SESSION	WEBINAR SCHEDULE	SEMINAR/IN-PERSON SCHEDULE
Choose Your Course...	>>>	4 hrs./session AM Schedule = 8:30 am to 12:30 pm PM Schedule = 1:30 to 5:30 pm	8 hrs./session Schedule: 9am to 5pm
<a href="#">Accounting for Non-Accountants</a>	2	Jan 17-18 (PM)   Apr 13-14 (PM)   Jul 11-12 (PM)   Oct 19-20 (PM)	Mar 9-10   Jun 14-15   Sep 28-29   Dec 6-7
<a href="#">Effective Taxation &amp; BIR Compliance</a>	2	Feb 16-17 (AM)   May 16-17 (AM)   Aug 10-11 (AM)   Nov 9-10 (AM)	Jan 26-27   Apr 27-28   Jul 6-7   Oct 4-5
<a href="#">Bookkeeping for Non-Accountants</a>	2	Mar 20-21 (PM)   Jun 15-16 (AM)   Sep 7-8 (PM)   Nov 23-24 (PM)	May 11-12   Aug 2-3
<a href="#">Cost Accounting</a>	2	Feb 2-3 (AM)   May 22-23 (AM)   Aug 17-18 (PM)   Oct 5-6 (PM)	Mar 30-31   Jun 27-28   Nov 21-22
<a href="#">Payroll &amp; Benefits Administration</a>	2	Jan 26-27 (PM)   Apr 25-26 (PM)   Jul 27-28 (AM)   Oct 26-27 (AM)	Feb 27-28   May 18-19   Aug 8-9   Nov 7-8
<b>Note:</b> Schedule is subject to change without prior notice. Pls register in advance.		<b>Webinar Rate:</b> 1 session (half-day) = Php1950+12%VAT 2 sessions (half-day) = Php3950+12%VAT	<b>Seminar + Webinar Rate:</b> 1 session (full-day) = Php3500+12%VAT 2 sessions (full-day) = Php8500+12%VAT

LEADERSHIP & MANAGEMENT	SESSION	WEBINAR SCHEDULE	SEMINAR/IN-PERSON SCHEDULE
Choose Your Course...	>>>	4 hrs./session AM Schedule = 8:30 am to 12:30 pm PM Schedule = 1:30 to 5:30 pm	8 hrs./session Schedule: 9am to 5pm
<a href="#">Leadership for Managers</a>	2	Feb 2-3 (PM)   May 4-5 (PM)   Aug 10-11 (PM)   Nov 27-28 (AM)	Mar 23-24   Jul 20-21   Oct 12-13
<a href="#">Project Management</a>	2	Feb 14-15 (PM)   Jun 15-16 (PM)   Sep 14-15 (PM)   Dec 11-12 (PM)	By special arrangement
<a href="#">Business Operations Management</a>	1	Apr 11 (AM)   Aug 15 (PM)	By special arrangement
<a href="#">Problem Solving &amp; Decision Making</a>	2	Feb 23-24 (PM)   May 18-19 (PM)   Jul 13-14 (PM)   Oct 16-17 (AM)	Apr 24-25   Aug 31 to Sep 1   Nov 9-10
<a href="#">Transformational Leadership Communication</a>	2	Feb 9-10 (PM)   May 11-12 (PM)   Aug 30-31 (PM)   Oct 26-27 (PM)	Jul 13-14   Nov 23-24
<a href="#">Coaching Skills for the Workplace</a>	1	Jan 31 (AM)   Mar 2 (PM)   May 30 (AM)   Jul 4 (PM)   Sep 12 (AM)   Dec 11 (AM)	By special arrangement
<a href="#">Leading with EQ</a>	1	Feb 17 (PM)   Jun 1 (PM)   Nov 7 (AM)	By special arrangement
<a href="#">Leadership for Supervisors</a>	1	Jan 17 (AM)   Mar 8 (AM)   May 16 (AM)   Jul 5 (PM)   Sep 6 (AM)   Dec 5 (AM)	Feb 3   Jun 16   Aug 4   Nov 17
<a href="#">Self-Leadership</a>	1	Jan 24 (AM)   Mar 31 (AM)   May 19 (AM)   Jul 25 (AM)   Sep 29 (PM)   Nov 27 (PM)	Jun 26   Oct 17
<a href="#">Time, Productivity &amp; Stress Management</a>	1	Feb 14 (AM)   Apr 25 (AM)   Jun 20 (AM)   Aug 15 (AM)   Oct 24 (AM)   Nov 13 (AM)	May 26   Sep 22
<a href="#">Successful Delegating Skills</a>	1	Feb 28 (AM)   Apr 18 (AM)   Jun 2 (PM)   Aug 23 (AM)   Oct 13 (PM)   Dec 14 (AM)	Mar 16   Jul 28
<a href="#">Leadership Communication Skills</a>	1	Jan 27 (AM)   Mar 29 (AM)   May 9 (AM)   Jul 11 (AM)   Sep 26 (AM)   Dec 15 (AM)	Apr 21   Oct 3
<b>Note:</b> Schedule is subject to change without prior notice. Pls register in advance.		<b>Webinar Rate:</b> 1 session (half-day) = Php1950+12%VAT 2 sessions (half-day) = Php3950+12%VAT	<b>Seminar + Webinar Rate:</b> 1 session (full-day) = Php3500+12%VAT 2 sessions (full-day) = Php8500+12%VAT

PROFESSIONAL OFFICE ADMINISTRATION	SESSION	WEBINAR SCHEDULE	SEMINAR/IN-PERSON SCHEDULE
Choose Your Course...	>>>	4 hrs./session AM Schedule = 8:30 am to 12:30 pm PM Schedule = 1:30 to 5:30 pm	8 hrs./session Schedule: 9am to 5pm
<a href="#">Office Administration Fundamentals</a>	1	Jan 11 (AM)   Mar 15 (AM)   May 3 (AM)   Jul 12 (AM)   Sep 13 (AM)   Nov 8 (PM)	Feb 7   Oct 31
<a href="#">Office Facilities Management</a>	1	Jan 18 (AM)   Mar 28 (AM)   May 10 (AM)   Jul 19 (AM)   Sep 20 (AM)   Nov 15 (PM)	Jun 6   Nov 28
<a href="#">Office Files &amp; Records Management</a>	1	Jan 26 (AM)   Feb 15 (AM)   Mar 30 (AM)   May 18 (AM)   Jun 21 (AM)   Jul 26 (AM)   Sep 28 (PM)   Oct 18 (PM)   Nov 22 (PM)   Dec 13 (PM)	Apr 14   Aug 11
<a href="#">Office Inventory &amp; Supplies</a>	1	Feb 2 (AM)   Apr 12 (AM)   May 24 (AM)   Aug 2 (PM)   Oct 4 (PM)   Nov 29 (PM)	Mar 7   Sep 8
<a href="#">Office Logistics, Transport, Travel</a>	1	Feb 9 (AM)   Apr 19 (PM)   May 31 (AM)   Aug 22 (AM)   Oct 12 (PM)   Dec 6 (PM)	Jul 31   Nov 20
<b>Note:</b> Schedule is subject to change without prior notice. Pls register in advance.		<b>Webinar Rate:</b> 1 session (half-day) = Php1950+12%VAT 2 sessions (half-day) = Php3950+12%VAT	<b>Seminar + Webinar Rate:</b> 1 session (full-day) = Php3500+12%VAT 2 sessions (full-day) = Php8500+12%VAT

ADMINISTRATIVE SKILLS	SESSION	WEBINAR SCHEDULE	SEMINAR/IN-PERSON SCHEDULE
Choose Your Course...	>>>	4 hrs./session AM Schedule = 8:30 am to 12:30 pm PM Schedule = 1:30 to 5:30 pm	8 hrs./session Schedule: 9am to 5pm
<a href="#">Executive Assistant Training</a>	2	Feb 7-8(PM)   Apr 11-12(PM)   May 25-26 (PM)   Jul 20-21 (PM)   Sep 12-13 (PM)   Dec 12-13 (AM)	Apr 19-20   Aug 17-18
<a href="#">Completed Staff Work</a>	2	Mar 21-22 (AM)   Jun 8-9 (PM)   Aug 8-9 (PM)   Oct 19-20 (AM)	By special arrangement
<a href="#">Business Writing &amp; Online Etiquette</a>	1	Jan 12 (PM)   Feb 7 (AM)   Apr 24 (AM)   May 29 (PM)   Jul 11 (PM)   Aug 22 (PM)   Oct 24 (PM)   Nov 21 (PM)	Mar 17   Jun 7   Sep 21   Dec 5
<a href="#">Minutes-Taking &amp; Meeting Report Writing</a>	2	Mar 7-8 (PM)   May 9-10 (PM)   Jul 24-25 (PM)   Oct 9-10 (PM)	By special arrangement
<b>Note:</b> Schedule is subject to change without prior notice. Pls register in advance.		<b>Webinar Rate:</b> 1 session (half-day) = Php1950+12%VAT 2 sessions (half-day) = Php3950+12%VAT	<b>Seminar + Webinar Rate:</b> 1 session (full-day) = Php3500+12%VAT 2 sessions (full-day) = Php8500+12%VAT

COMPUTER SKILLS	SESSION	WEBINAR SCHEDULE	SEMINAR/IN-PERSON SCHEDULE
Choose Your Course...	>>>	4 hrs./session AM Schedule = 8:30 am to 12:30 pm PM Schedule = 1:30 to 5:30 pm	8 hrs./session Schedule: 9am to 5pm
<a href="#">Digital Literacy for the Workplace</a>	2	Feb 21-22 (PM)   Jul 26-27 (PM)   Sep 26-27 (PM)   Nov 13-14 (PM)	By special arrangement
<a href="#">MS Excel: Basic &amp; Intermediate</a>	2	Mar 13-14 (AM)   Jul 31 to Aug 1 (AM)	Jan 19-20   May 2-3   Aug 29-30
<a href="#">MS Excel: Advanced</a>	2	Jul 31 to Aug 1 (PM)	Feb 23-24   Apr 10-11   Dec 18-19
<a href="#">MS Excel: Data Analytics</a>	2	Mar 13-14 (PM)   Oct 30-31 (PM)	Jun 1-2
<b>Note:</b> Schedule is subject to change without prior notice. Pls register in advance.		<b>Webinar Rate:</b> 1 session (half-day) = Php1950+12%VAT 2 sessions (half-day) = Php3950+12%VAT	<b>Seminar + Webinar Rate:</b> 1 session (full-day) = Php3500+12%VAT 2 sessions (full-day) = Php8500+12%VAT





HUMAR RESOURCE MANAGEMENT (EDPACK)	SESSION	WEBINAR SCHEDULE	SEMINAR/IN-PERSON SCHEDULE
Choose Your Course...	>>>	4 hrs./session AM Schedule = 8:30 am to 12:30 pm PM Schedule = 1:30 to 5:30 pm	8 hrs./session Schedule: 9am to 5pm
<a href="#">Fundamentals of HR Management</a>	1	Jan 11 (AM)   Mar 15 (AM)   May 3 (AM)   Jul 12 (AM)   Sep 13 (AM)   Nov 8 (AM)	Jun 19   Oct 23
<a href="#">Recruitment Management</a>	1	Jan 24 (AM)   Mar 22 (AM)   May 10 (AM)   Jul 19 (AM)   Sep 20 (AM)   Nov 15 (AM)	Jun 21   Oct 25
<a href="#">Training &amp; Development Management</a>	1	Jan 25 (AM)   Mar 29 (AM)   May 17 (AM)   Jul 26 (AM)   Sep 27 (AM)   Nov 22 (AM)	Jun 20   Oct 24
<a href="#">Performance Management System</a>	1	Feb 15 (AM)   Apr 12 (AM)   May 24 (AM)   Aug 2 (AM)   Oct 4 (AM)   Nov 29 (AM)	Jun 22   Oct 26
<a href="#">Compensation &amp; Benefits Management</a>	1	Feb 8 (AM)   Apr 19 (AM)   May 31 (AM)   Aug 9 (AM)   Oct 11 (AM)   Dec 6 (AM)	Jun 23   Oct 27
<b>Note:</b> Schedule is subject to change without prior notice. Pls register in advance.		<b>Webinar Rate:</b> 1 session (half-day) = Php1950+12%VAT 2 sessions (half-day) =Php3950+12%VAT	<b>Seminar + Webinar Rate:</b> 1 session (full-day) = Php3500+12%VAT 2 sessions (full-day) = Php8500+12%VAT

HR INTENSIVE	SESSION	WEBINAR SCHEDULE	SEMINAR/IN-PERSON SCHEDULE
Choose Your Course...	>>>	4 hrs./session AM Schedule = 8:30 am to 12:30 pm PM Schedule = 1:30 to 5:30 pm	8 hrs./session Schedule: 9am to 5pm
<a href="#">Labor Code &amp; Practice</a>	2	Jan 24-25 (PM)   Mar 28-29 (PM)   May 30-31 (PM)   Jul 27-28 (PM)   Sep 21-22 (PM)   Nov 16-17 (PM)	Apr 12-13   Jun 8-9   Aug 24-25   Oct 19-20
<a href="#">Employee Discipline</a>	2	Feb 23-24 (AM)   May 4-5 (AM)   Aug 17-18 (AM)   Nov 9-10 (PM)	By special arrangement
<a href="#">Grievance Handling &amp; Conflict Management</a>	2	Jun 22-23 (AM)   Sep 18-19 (AM)	By special arrangement
<a href="#">Company Policy Making</a>	2	Jan 19-20 (AM)   Apr 27-28 (AM)   Jul 6-7 (AM)   Oct 5-6 (AM)	By special arrangement
<a href="#">Professional HR Operations</a>	2	Feb 9-10 (AM)   May 11-12 (AM)   Aug 30-31 (AM)   Nov 23-24 (AM)	By special arrangement
<a href="#">Job Evaluation &amp; Pay Structure Design</a>	2	Mar 9-10 (AM)   Jun 8-9 (AM)   Aug 24-25 (AM)   Nov 16-17 (AM)	By special arrangement
<a href="#">Organization Development</a>	2	Apr 20-21 (AM)   Sep 28-29 (AM)	By special arrangement
<a href="#">Competency-Based HR</a>	2	Mar 2-3 (AM)   Jul 20-21 (AM)	By special arrangement
<a href="#">KRAs &amp; KPIs Development &amp; Implementation</a>	2	Mar 23-24 (AM)   Jun 1-2 (AM)   Aug 3-4 (AM)   Oct 12-13 (AM)	By special arrangement
<a href="#">Talent Management</a>	2	Mar 16-17 (AM)   Sep 21-22 (AM)	By special arrangement
<a href="#">Digital Recruitment</a>	2	Jan 12-13 (AM)   Apr 27-28 (AM)   Jul 13-14 (AM)   Sep 14-15 (AM)	By special arrangement
<a href="#">Competency Interview &amp; Assessment</a>	2	Feb 16-17 (AM)   Apr 13-14 (AM)   Jun 27-28 (AM)   Sep 7-8 (AM)	By special arrangement
<a href="#">Onboarding &amp; Employee Engagement</a>	1	Mar 7(AM)   Jun 7 (AM)   Oct 10 (AM)	By special arrangement
<a href="#">Trainers Training Program</a>	2	May 23-24 (PM)   Nov 6-7 (PM)	Feb 9-10   Sep 5-6
<b>Note:</b> Schedule is subject to change without prior notice. Pls register in advance.		<b>Webinar Rate:</b> 1 session (half-day) = Php1950+12%VAT 2 sessions (half-day) =Php3950+12%VAT	<b>Seminar + Webinar Rate:</b> 1 session (full-day) = Php3500+12%VAT 2 sessions (full-day) = Php8500+12%VAT






## TRAINING PROGRAM BUNDLES

GET 10% DISCOUNT WHEN YOU AVAIL OF OUR BUNDLED PROGRAMS!  
 (Bundle Menu Page 1)

 <p>Leadership Program for Supervisors</p> <p>5 Module Series</p> <p>www.businessmaker-academy.com</p>	<p><b><u>Leadership for Supervisors Program Bundle</u></b></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"> <li>• Supervisorial Leadership (1 session)</li> <li>• Self-Leadership (1 session)</li> <li>• Time, Productivity &amp; Stress Management (1 session)</li> <li>• Successful Delegating (1 session)</li> <li>• Leadership Communication Skills (1 session)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 9,750</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 8,775        +12%VAT</p>
 <p>Leadership Program for Managers</p> <p>WEBINAR   SEMINAR PROGRAM BUNDLE</p> <p>Business Maker Academy &amp; HR Club Philippines        (632) 7957-7937, (0912) 2231826, (0917) 6372471        www.businessmaker-academy.com</p>	<p><b><u>Leadership for Managers Program Bundle</u></b></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"> <li>• Leadership for Managers (2 sessions)</li> <li>• Project Management (2 sessions)</li> <li>• Business Operations (1 session)</li> <li>• Problem-Solving &amp; Decision-Making (2 sessions)</li> <li>• Transformational Leadership Communication &amp; Public Speaking (2 sessions)</li> <li>• Coaching Skill for the Workplace (1 session)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 19,700</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 17,730        +12%VAT</p>
 <p>Professional Office Administration</p> <p>5-Module Series</p> <p>www.businessmaker-academy.com</p>	<p><b><u>Professional Office Administration Program Bundle</u></b></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"> <li>• Fundamentals of Office Administration (1 session)</li> <li>• Office Facilities Management &amp; Maintenance (1 session)</li> <li>• Office Files &amp; Records Management (1 session)</li> <li>• Office Inventory Management (1 session)</li> <li>• Office Logistics and Transport Management (1 session)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 9,750</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 8,775        +12%VAT</p>
 <p>COMPUTER SKILLS TRAINING PROGRAM</p> <p>www.businessmaker-academy.com</p>	<p><b><u>Microsoft Excel Mastery Training Program Bundle</u></b></p> <p>Conducted by a Microsoft Certified Trainer, this program is best for Administrative, Accounting, Business &amp; HR Officers</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• MS Excel Basics &amp; Intermediate (2 sessions)</li> <li>• MS Excel Advanced (2 sessions)</li> <li>• MS Excel Data Analytics (2 sessions)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 11,850</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 10,665        +12%VAT</p>

## TRAINING PROGRAM BUNDLES

GET 10% DISCOUNT WHEN YOU AVAIL OF OUR BUNDLED PROGRAMS!  
 (Bundle Menu Page 2)

 <p><b>Marketing Program Bundle</b> Webinar + Seminar Series</p> <p><a href="http://www.businessmaker-academy.com">www.businessmaker-academy.com</a></p>	<p><b><u>Marketing Program Bundle</u></b></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"> <li>• Proactive Sales &amp; Marketing (1 session)</li> <li>• Digital Marketing Plan (1 session)</li> <li>• Social Media Marketing (1 session)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 5,850</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 5,265        +12%VAT</p>
 <p><b>Sales Program Bundle</b> Webinar + Seminar Series</p> <p><a href="http://www.businessmaker-academy.com">www.businessmaker-academy.com</a></p>	<p><b><u>Sales Program Bundle</u></b></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"> <li>• Sales Probing, Negotiations &amp; Closing (1 session)</li> <li>• Sales Presentation Techniques (1 session)</li> <li>• Telemarketing &amp; Outbound Sales (2 sessions)</li> <li>• Sales Management (2 sessions)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 11,800</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 10,620        +12%VAT</p>
 <p><b>Customer Service Program Bundle</b> Webinar + Seminar Series</p> <p><a href="http://www.businessmaker-academy.com">www.businessmaker-academy.com</a></p>	<p><b><u>Customer Care Program Bundle</u></b></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"> <li>• Customer Service Excellence (1 session)</li> <li>• Customer Complaint Handling (1 session)</li> <li>• Customer Communication Skills Training (2 sessions)</li> <li>• Service Delivery: Ease of Doing Business (2 sessions)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 11,800</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 10,620        +12%VAT</p>
 <p><b>Finance Management Program Bundle</b> Webinar + Seminars</p> <p><a href="http://www.businessmaker-academy.com">www.businessmaker-academy.com</a></p>	<p><b><u>Finance Management Program Bundle</u></b></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"> <li>• Accounting for Non-Accountants (2 sessions)</li> <li>• Effective Taxation &amp; BIR Compliance (2 sessions)</li> <li>• Bookkeeping (2 sessions)</li> <li>• Cost Accounting (2 sessions)</li> <li>• Mandatory Payroll &amp; Benefits Administration (2 sessions)</li> </ul>	<p><b>Regular Webinar Rate:</b> <del>Php 19,750</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b> Php 17,775        +12%VAT</p>

## TRAINING PROGRAM BUNDLES

GET 10% DISCOUNT WHEN YOU AVAIL OF OUR BUNDLED PROGRAMS!  
 (Bundle Menu Page 3)

 <p>Human Resource Management 5-Day Webinar Series</p> <p>www.businessmaker-academy.com</p>	<p><b><u>HR Management Series Program Bundle</u></b></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"> <li>• Fundamentals of HR Management (1 session)</li> <li>• Recruitment Management (1 session)</li> <li>• Training Program Development (1 session)</li> <li>• Performance Management System (1 session)</li> <li>• Compensation &amp; Benefits Management (1 session)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 9,750</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 8,775        +12%VAT</p>
 <p>Legal Employee Management Program Bundle: webinars + seminars</p> <p>www.businessmaker-academy.com + www.hrclub.ph</p>	<p><b><u>Legal Employee Management Program Bundle</u></b></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"> <li>• Labor Law: Code &amp; Practice (2 sessions)</li> <li>• Employee Discipline (2 sessions)</li> <li>• Grievance Handling &amp; Conflict Mgmt. (2 sessions)</li> <li>• Company Policy Making (2 sessions)</li> <li>• Professional HR Operations (2 sessions)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 19,750</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 17,775        +12%VAT</p>
 <p>Recruitment &amp; Retention Program Bundle: webinars + seminars</p> <p>www.businessmaker-academy.com + www.hrclub.ph</p>	<p><b><u>Recruitment &amp; Retention Program Bundle</u></b></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"> <li>• Recruitment Management (1 session)</li> <li>• Digital Recruitment &amp; Reputation Management (2 sessions)</li> <li>• Competency Interview &amp; Assessment (2 sessions)</li> <li>• Talent Management &amp; Retention (2 sessions)</li> <li>• Onboarding &amp; Employee Engagement (1 session)</li> </ul>	<p><b>Regular Webinar Rate:</b>  <del>Php 15,750</del>        +12%VAT</p> <p><b>Discounted Bundle Rate:</b>        Php 14,175        +12%VAT</p>
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## NOTES:

- **WEBINAR ONLY CLASSES INCLUDE:**
  - Live Online Classes via Zoom
  - E-Certificates (Printed Certificates may be requested with minimal processing fee of Php100 + shipping costs c/o participant).
- **SEMINAR + WEBINAR CLASSES INCLUDE:**
  - Live In-person Classes (with Optional Live Webinar Class within 1 year)
  - Webinar Class (inclusive of Live Zoom Training Session & E-certificates)
  - Seminar Class (inclusive of In-person Training Session, Handouts, Meals & Snacks & 1 Refresher Session within 1 year)
  - Paid parking is available in & around the building. First come, first served.
- **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.

## Where to Find Us

### SEMINAR VENUE:

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



You can use this Waze link to find us:  
Business Maker Academy, Inc.  
<https://waze.com/ui/hwdw4fydn4>

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**1**

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

- o Online Registration: <https://businessmaker-academy.com/registration-online-learning-webinar/>
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