



Business Maker Academy offers:

- Year-round Public Classes
- Webinars & Seminars
- In-house Corporate Training
- Certified HR Programs
- HR Club Learning Sessions
- Consultancy and more...

TRAINING SCHEDULE: JANUARY TO DECEMBER 2024

SALES, MARKETING & CS		WEBINAR SCHEDULE		SEMINAR SCHEDULE	
Choose Your Course...		4 hrs./session (half-day)		8 hrs./session (full-day)	
Proactive Sales & Marketing	1	Feb 19 (PM) Apr 3 (PM) Jun 4 (PM) Aug 7 (PM) Oct 3 (PM)		Dec 11	
Digital Marketing Plan	1	Jan 24 (PM) May 29 (PM) Jul 30 (AM) Nov 25 (AM)		Mar 6 Sep 30	
Social Media & Content Marketing	1	Feb 28 (PM) Jun 4 (AM) Aug 27 (PM) Dec 17 (AM)		Apr 2 Oct 7	
Sales Training Program	1	May 6 (AM) Sep 18 (PM) Dec 3 (PM)		Jan 17 Mar 12 Jul 9 Oct 1	
Sale Presentation & Pitching	1	May 22 (PM) Nov 18 (AM)		Jan 30 Sep 3	
Telemarketing & Outbound Sales	2	Apr 25-26 (PM) Oct 30-31 (PM)		By special arrangement	
Sales Leadership & Management	2	Mar 19-20 (PM) Sep 23-24 (AM)		By special arrangement	
Customer Service Excellence	1	Feb 8 (AM) Apr 4 (AM) Jun 25 (AM) Aug 19 (AM) Oct 24 (PM) Dec 4 (AM)		Jan 18 May 9 Sep 24 Nov 6	
Customer Complaint Handling	1	Feb 9 (AM) Apr 5 (AM) Jun 26 (AM) Aug 20 (AM) Oct 25 (PM) Dec 5 (AM)		Jan 19 May 10 Sep 25 Nov 18	
Service Delivery: Ease of Doing Business	2	May 7-8 (AM) Jul 25-26 (AM) Sep 30 - Oct 1 (AM) Dec 12-13 (AM)		Mar 7-8 Oct 28-29	
Customer Communication Skills	2	Feb 22-23 (AM) Apr 25-26 (AM) Aug 1-2 (PM) Nov 28-29 (PM)		Jun 6-7 Oct 14-15	

FINANCE		WEBINAR SCHEDULE		SEMINAR SCHEDULE	
Accounting for Non-Accountants	2	Jan 25-26 (PM) Apr 4-5 (PM) Jul 4-5 (PM) Oct 30-31 (PM)		Feb 28-29 May 21-22 Aug 29-30 Nov 7-8	
Taxation & BIR Compliance	2	Feb 12-13 (AM) May 13-14 (AM) Aug 19-20 (AM) Nov 19-20 (AM)		Mar 18-19 Jun 20-21 Sep 11-12 Dec 3-4	
Bookkeeping for Non-Accountants	2	Feb 8-9 (PM) May 9-10 (PM) Sep 19-20 (PM) Dec 5-6 (PM)		Jul 11-12 Oct 10-11	
Cost Accounting	2	Mar 7-8 (PM) Jun 27-28 (PM) Sep 26-27 (PM) Nov 26-27 (PM)		Apr 29-30 Jul 15-16 Oct 30-31	
Payroll & Benefits Administration	2	Feb 20-21 (AM) Apr 23-24 (PM) Jul 16-17 (AM) Oct 3-4 (AM)		Jan 23-24 May 7-8 Aug 13-14 Nov 19-20	

LEADERSHIP & MANAGEMENT		WEBINAR SCHEDULE		SEMINAR SCHEDULE	
Leadership for Managers	2	Mar 12-13 (PM) May 2-3 (PM) Aug 15-16 (PM) Nov 14-15 (PM)		Jan 25-26 Jun 4-5 Oct 8-9	
Project Management	2	Mar 5-6 (PM) Jun 20-21 (PM) Sep 12-13 (PM) Dec 12-13 (PM)		Feb 15-16 Jul 18-19 Nov 21-22	
Business Operations Management	1	May 8 (PM) Oct 2 (PM)		By special arrangement	
Problem Solving & Decision Making	2	Feb 1-2 (PM) Apr 16-17 (PM) Jul 25-26 (PM) Oct 10-11 (PM)		Mar 21-22 Aug 22-23 Dec 18-19	
Transformational Leadership	2	Jan 15-16 (PM) Apr 11-12 (PM) Jul 11-12 (PM) Oct 17-18 (PM)		May 23-24 Nov 28-29	
Coaching Skills for the Workplace	1	Feb 29 (AM) May 31 (AM) Sep 6 (AM) Nov 20 (AM)		Apr 17 Aug 16	
Leading with EQ	1	Apr 22 (AM) Jun 13 (PM) Aug 14 (AM)		Feb 19 Oct 7	
Leadership for Supervisors	1	Jan 29 (AM) Mar 1 (AM) May 29 (AM) Jul 3 (AM) Sep 5 (AM) Nov 13 (AM)		Feb 7 Apr 18 Jun 10 Aug 27 Oct 2 Nov 27	
Self-Leadership	1	Jan 22 (AM) Mar 18 (AM) May 30 (AM) Jul 10 (AM) Sep 11 (AM) Nov 4 (AM)		Apr 19 Oct 23	
Time, Productivity & Stress Mgmt	1	Feb 14 (PM) Apr 3 (AM) Jun 24 (AM) Aug 5 (AM) Oct 21 (AM)		Jul 17 Dec 2	
Successful Delegating Skills	1	Jan 17 (PM) Apr 29 (AM) Jul 30 (AM) Oct 9 (AM)		Mar 20 Sep 4	
Leadership Communication Skills	1	Feb 27 (AM) Apr 23 (AM) Jun 14 (PM) Aug 29 (AM) Oct 28 (AM) Dec 11 (AM)		Jan 31 Jul 31	
Completed Staff Work (CSW)	2	Mar 4-5 (AM) Aug 8-9 (AM) Nov 14-15 (AM)		May 27-28 Sep 19-20	
Assertive Communication	1	Mar 1 (PM) Jun 3 (AM) Oct 4 (PM)		By special arrangement	
W.A.V.E - Work Attitude & Values	1	Mar 18 (PM) Jun 5 (PM) Oct 29 (AM)		By special arrangement	
Events Planning & Management	2	Jun 6-7 (PM) Oct 15-16 (PM)		By special arrangement	
Public Speaking & Presentation	2	By special arrangement		Apr 15-16 Jul 29-30 Oct 21-22	

PROFESSIONAL OFFICE ADMINISTRATION		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Choose Your Course...		4 hrs./session (half-day)	8 hrs./session (full-day)
Office Administration Fundamentals	1	Jan 16 (AM) Mar 12 (AM) May 14 (AM) Jul 9 (AM) Sep 3 (AM) Nov 5 (AM)	Feb 12 Jun 3 Oct 11
Office Facilities Management	1	Jan 23 (AM) Mar 19 (AM) May 21 (AM) Jul 16 (AM) Sep 10 (AM) Nov 12 (AM)	Feb 5 Aug 12
Office Inventory & Supplies	1	Jan 30 (AM) Apr 2 (AM) May 21 (AM) Jul 23 (AM) Sep 17 (AM) Nov 19 (AM)	Mar 1 Aug 15
Office Logistics, Transport, Travel	1	Feb 6 (AM) Apr 24 (AM) Jun 11 (AM) Aug 6 (AM) Oct 22 (AM) Nov 26 (AM)	May 20 Sep 23
Office Files & Records Mgmt	1	Feb 13 (AM) Apr 30 (AM) Jun 18 (AM) Aug 13 (AM) Oct 8 (AM) Dec 3 (AM)	Jan 15 Mar 13 May 6 Jul 5 Sep 13 Dec 6

ADMINISTRATIVE SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Executive Assistant Training	2	Jan 30-31 (PM) Mar 21-22 (PM) May 23-24 (PM) Jul 18-19(PM) Sep 5-6 (PM) Nov 7-8 (PM)	Feb 13-14 Jun 27-28 Oct 17-18
Business Writing & Online Etiquette	1	Jan 16 (PM) Mar 4 (PM) May 15 (PM) Jul 24 (PM) Sep 3 (PM) Dec 2 (AM)	Feb 1 Jun 11 Aug 28 Oct 16
Minutes-Taking & Meeting Reports	2	Feb 15-16 (PM) May 2-3 (AM) Aug 22-23 (PM) Nov 5-6 (PM)	Apr 11-12 Sep 17-18

COMPUTER SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Digital Literacy for the Workplace	2	Mar 14-15 (PM) Sep 24-25 (PM)	Jun 18-19
MS Excel: Basic & Intermediate	2	Jan 22 (AM+PM) Apr 15 (AM+PM) Jul 22 (AM+PM) Oct 7 (AM+PM)	Feb 5-6 May 13-14 Aug 19-20 Nov 4-5
MS Excel: Advanced	2	Jan 23 (AM+PM) Apr 16 (AM+PM) Jul 23 (AM+PM) Oct 8 (AM+PM)	Mar 4-5 Jun 24-25 Sep 9-10 Dec 9-10
MS Excel: Data Analytics	2	Aug 12 (AM+PM)	Apr 1-2 Oct 21-22

HUMAR RESOURCE MANAGEMENT (EDPACK)		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Fundamentals of HR Management	1	Jan 17 (AM) Mar 6 (AM) May 15 (AM) Jul 3 (AM) Sep 4 (AM) Oct 16 (AM)	Apr 22 Aug 5 Nov 11
Recruitment Management	1	Jan 24 (AM) Mar 13 (AM) May 22 (AM) Jul 10 (AM) Sep 11 (AM) Oct 23 (AM)	Apr 24 Aug 7 Nov 13
Training & Development Mgmt	1	Jan 31 (AM) Mar 20 (AM) May 29 (AM) Jul 17 (AM) Sep 18 (AM) Nov 6 (AM)	Apr 23 Aug 6 Nov 12
Performance Management System	1	Feb 7 (AM) Apr 3 (AM) Jun 5 (AM) Jul 24 (AM) Sep 25 (AM) Nov 27 (AM)	Apr 25 Aug 8 Nov 14
Compensation & Benefits Mgmt	1	Feb 14 (AM) Apr 17 (AM) Jun 19 (AM) Jul 31 (AM) Oct 2 (AM) Dec 4 (AM)	Apr 26 Aug 9 Nov 15

HR INTENSIVE		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Labor Code & Practice	2	Jan 29-30 (PM) Apr 29-30 (PM) Jun 3-4 (PM) Sep 16-17 (PM) Oct 28-29 (PM) Dec 12-13 (PM)	Feb 26-27 May 16-17 Jul 25-26 Nov 25-26
Employee Discipline	2	Apr 22-23 (AM) Jun 13-14 (AM) Aug 22-23 (AM) Oct 10-11 (AM)	Feb 8-9 Dec 12-13
Grievance Handling & Conflict Mgmt	2	Mar 18-19 (AM) Aug 8-9 (AM)	By special arrangement
Company Policy Making	2	Jan 18-19 (AM) May 9-10 (AM) Jul 11-12 (AM) Nov 28-29 (AM)	Mar 14-15 Sep 5-6
Professional HR Operations	2	Jan 25-26 (AM) Mar 21-22 (AM) Jul 4-5 (AM) Sep 19-20 (AM) Nov 7-8 (AM)	May 30-31
Job Evaluation & Pay Structure	2	Apr 11-12 (AM) Jun 27-28 (AM) Aug 29-30 (AM) Dec 18-19 (AM)	Feb 22-23 Oct 24-25
Organization Development	2	May 23-24 (AM) Sep 12-13 (AM)	By special arrangement
Competency-Based HR	2	Feb 1-2 (AM) Jun 20-21 (AM)	By special arrangement
KRAs & KPIs Development	2	Feb 28-29 (AM) Jul 18-19 (AM) Nov 21-22 (AM)	May 2-3 Sep 26-27
Talent Management	2	Mar 7-8 (AM) Oct 17-18 (AM)	By special arrangement
Digital Recruitment	2	Jan 18-19 (AM) Apr 18-19 (AM) Aug 15-16 (AM) Oct 24-25 (AM)	Jun 13-14 Dec 16-17
Interview & Assessment	2	Feb 15-16 (AM) Jun 6-7 (AM) Aug 1-2 (AM)	Apr 4-5 Oct 3-4
Onboarding & Emp. Engagement	1	Feb 21 (AM) May 17 (AM) Aug 28 (AM) Oct 9 (AM)	Jun 26 Dec 5
Trainers Training Program	2	May 16-17 (PM) Nov 21-22 (PM)	Feb 20-21 Aug 1-2

IMPORTANT NOTES: Schedules are subject to change. Webinar Sched: AM-8:30am to 12:30nn PM-1:30 to 5:30pm (Half-day) Seminar Sched: 9am to 5pm (Full-day)	New Rates for 2024		DISCOUNT ALERT Enroll now until Dec 15, 2023, get the classes at old 2023 rates, attend until next year.
	Webinar Rate	Seminar Rate	
	1session = Php2250 +12%VAT 2sessions = Php4500 +12%VAT	1day = Php4250 + 12%VAT 2days = Php8500 + 12%VAT	

NOTES:

- **WEBINAR 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 CLASSES INCLUDE:**
 - Live In-person Classes
 - Certificate of Completion, handouts, meals, snacks & drinks
 - Free 1 Refresher Session within 1 year (a minimal fee of Php500/day will be charged to cover meals and handout reprinting).
 - Paid parking is available in & around the building. First come, first served.

HOW TO ENROLL: 3 easy steps

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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

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STEP 2: SETTLE PAYMENT

You may remit payment through any of the methods below

<input type="checkbox"/> Bank Deposit	<input type="checkbox"/> Paypal	<input type="checkbox"/> Dragonpay	<input type="checkbox"/> Gcash
We accept bank deposits: Account Name: Business Maker Academy, Inc. BPI SA Acct#: 4013-0306-64 BDO SA Acct#: 000-280-622-422	We accept paypal or credit card payments. If you wish to use this payment method, pls register and click on paypal as your mode of payment. Our rep will contact you to provide our official paypal link and assist you in processing payment.	We accept payments via e-wallets, credit card, online banking or over-the-counter payment centers via Dragonpay. Pls register and choose Dragonpay payment method. Our rep will contact and provide you with our Dragonpay link.	We accept Gcash payments. Pls register & pay using this QR code. 
Don't forget to send your proof of payment with your name, company, course, date & contact info to: Email: info@businessmaker-academy.com or Viber: (0912) 2231826, (0917) 6372471			

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STEP 3: ATTEND YOUR CLASS

We will send you the Zoom Link before the webinar session. If you need further assistance, please contact us:
 Call/Text/Viber: (0912) 2231826, (0917) 6372471

Seminar Venue:

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



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