



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: MAY 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	Jun 4 (PM) Aug 7 (PM) Oct 3 (PM)		Dec 11	
Digital Marketing Plan	1	May 29 (PM) Jul 30 (AM) Nov 25 (AM)		Sep 30	
Social Media & Content Marketing	1	Jun 4 (AM) Aug 27 (PM) Dec 17 (AM)		Oct 7	
Sales Training Program	1	May 6 (AM) Sep 18 (PM) Dec 3 (PM)		Jul 9 Oct 1	
Sale Presentation & Pitching	1	May 22 (PM) Nov 18 (AM)		Sep 3	
Telemarketing & Outbound Sales	2	Oct 30-31 (PM)		By special arrangement	
Sales Leadership & Management	2	Sep 23-24 (AM)		By special arrangement	
Customer Service Excellence	1	Jun 25 (AM) Aug 19 (AM) Oct 24 (PM) Dec 4 (AM)		May 9 Sep 24 Nov 6	
Customer Complaint Handling	1	Jun 26 (AM) Aug 20 (AM) Oct 25 (PM) Dec 5 (AM)		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)		Oct 28-29	
Customer Communication Skills	2	Aug 1-2 (PM) Nov 28-29 (PM)		Jun 6-7 Oct 14-15	

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

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

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

ADMINISTRATIVE SKILLS		WEBINAR SCHEDULE		SEMINAR SCHEDULE	
Executive Assistant Training	2	May 23-24 (PM) Jul 18-19(PM) Sep 5-6 (PM) Nov 7-8 (PM)		Jun 27-28 Oct 17-18	
Business Writing & Online Etiquette	1	May 15 (PM) Jul 24 (PM) Sep 3 (PM) Dec 2 (AM)		Jun 11 Aug 28 Oct 16	
Minutes-Taking & Meeting Reports	2	May 2-3 (AM) Aug 22-23 (PM) Nov 5-6 (PM)		Sep 17-18	
5S & 7S Method for Workplace Improvement	1	Jul 23 (AM) Sep 11 (PM) Dec 10 (AM)		By special arrangement	

COMPUTER SKILLS		WEBINAR SCHEDULE		SEMINAR SCHEDULE	
Digital Literacy for the Workplace	2	Sep 24-25 (PM)		Jun 18-19	
MS Excel: Basic & Intermediate	2	Jul 11 (AM+PM) Oct 10 (AM+PM)		May 2-3 Aug 22-23 Nov 7-8	
MS Excel: Advanced	2	Jul 12 (AM+PM) Oct 11 (AM+PM)		Jun 10-11 Sep 5-6 Dec 12-13	
MS Excel: Data Analytics	2	Aug 27 (AM+PM)		Oct 28-29	

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

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

IMPORTANT NOTES: Schedules are subject to change. Webinar Sched: AM-8:30am to 12:30pm PM-1:30 to 5:30pm (Half-day) Seminar Sched: 9am to 5pm (Full-day)	New Rates for 2024	
	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

Seminar Venue:

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



You can use this Waze link to find us:
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<https://waze.com/ul/hwdw4fydn4>



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



STEP 2: SETTLE PAYMENT

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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:
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