

21 YEARS
BUILDING LEADERS
CHANGING LIVES

Businessmaker Academy >>>>

2024 TRAINING CALENDAR

Accredited Learning & Development Institution
of the Civil Service Commission (CSC)
& PHILGEPS Platinum Member

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 | |

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| 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 |

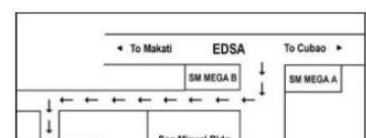
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NOTES:

- **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 Venue:

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



➤ **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 |
|---|---|---|--|
| <p>We accept bank deposits:</p> <p>Account Name: Business Maker Academy, Inc.</p> <p>BPI SA Acct#: 4013-0306-64</p> <p>BDO SA Acct#: 000-280-622-422</p> <p>Landbank CA# 3732-114-830</p> | <p>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.</p> | <p>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.</p> | <p>We accept Gcash payments. Pls register & pay using this QR code.</p>  |
| <p>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</p> | | | |

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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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