



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: SEPTEMBER 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	Oct 3 (PM)	Sep 4 Dec 11
Digital Marketing Plan	1	Nov 25 (AM)	Sep 30
Social Media & Content Marketing	1	Dec 17 (AM)	Oct 7
Sales Training Program	1	Sep 18 (PM) Dec 3 (PM)	Oct 1
Sale Presentation & Pitching	1	Nov 25 (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	Oct 24 (PM) Dec 4 (AM)	Sep 24 Nov 6
Customer Complaint Handling	1	Oct 25 (PM) Dec 5 (AM)	Sep 25 Nov 18
Service Delivery: Ease of Doing Business	2	Sep 30 - Oct 1 (AM) Dec 12-13 (AM)	Oct 28-29
Customer Communication Skills	2	Nov 28-29 (PM)	Oct 14-15

FINANCE		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Accounting for Non-Accountants	2	Oct 30-31 (PM)	Nov 7-8
Taxation & BIR Compliance	2	Nov 19-20 (AM)	Sep 11-12 Dec 3-4
Bookkeeping for Non-Accountants	2	Sep 26-27 (PM) Dec 2-3 (PM)	Oct 24-25
Cost Accounting	2	Sep 26-27 (PM) Nov 26-27 (PM)	Oct 30-31
Payroll & Benefits Administration	2	Oct 3-4 (AM)	Nov 19-20

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

ADMINISTRATIVE SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Executive Assistant Training	2	Sep 5-6 (PM) Nov 7-8 (PM)	Oct 17-18
Business Writing & Online Etiquette	1	Sep 10 (PM) Dec 2 (AM)	Oct 16
Minutes-Taking & Meeting Reports	2	Nov 5-6 (PM)	Sep 17-18
5S & 7S Method for Workplace Improvement	1	Sep 11 (PM) Dec 10 (AM)	By special arrangement

COMPUTER SKILLS		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Digital Literacy for the Workplace	2	Oct 1-2 (PM)	By special arrangement
MS Excel: Basic & Intermediate	2	Oct 10 (AM+PM)	Nov 7-8
MS Excel: Advanced	2	Oct 11 (AM+PM)	Sep 5-6 Dec 12-13
MS Excel: Data Analytics	2	By special arrangement	Oct 28-29

HUMAR RESOURCE MANAGEMENT (EDPACK)		WEBINAR SCHEDULE	SEMINAR SCHEDULE
Fundamentals of HR Management	1	Sep 4 (AM) Oct 16 (AM)	Nov 11
Recruitment Management	1	Sep 11 (AM) Oct 23 (AM)	Nov 13
Training & Development Mgmt	1	Sep 18 (AM) Nov 6 (AM)	Nov 12
Performance Management System	1	Sep 25 (AM) Nov 27 (AM)	Nov 14
Compensation & Benefits Mgmt	1	Oct 2 (AM) Dec 4 (AM)	Nov 15

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

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).
 - Pay 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:
Business Maker Academy, Inc.
<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) 8687-4645, 8687-3416, (0917) 6372471, (0912) 2231826, (0917) 1357279



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 Landbank CA# 3732-114-830	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. 
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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: (0917) 6372471, (0912) 2231826, (0917) 1357279

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