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We offer:

- Live & Recorded Webinars
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- Group Bookings
- Clubs & Community Support
- Virtual Office Service
- Office & Staff House Rentals



LIVE ZOOM WEBINAR SCHEDULE: JUNE TO DEC 2021

(Live Seminar Schedule on Page 3)

ZOOM WEBINARS: FINANCE COURSES

FINANCE:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Accounting for Non-Accountants	2x4hrs	Jul 13-14 (PM) Oct 5-6 (PM)	P8,500+VAT	P3,800+VAT
Effective Taxation & BIR Compliance	2x4hrs	Aug 10-11 (AM) Oct 26-27 (PM)	P8,500+VAT	P3,800+VAT
Payroll & Benefits Administration	2x4hrs	Jun 15-16 (PM) Sep 29-30 (AM) Nov 16-17 (PM)	P8,500+VAT	P3,800+VAT
Cost Accounting	2x4hrs	Sep 2-3 (AM)	P8,500+VAT	P3,800+VAT
Bookkeeping	2x4hrs	Jul 29-30 (AM)	P8,500+VAT	P3,800+VAT

ZOOM WEBINARS: TRADING & INVESTMENT COURSES

TRADING & INVESTMENT:	SESSION	PM Schedule = 1:30 to 5:30 pm	Non-Member	Basic Member	Annual Member	Lifetime Member
Global Trading Course	1x4hrs	Jul 17 Aug 14 Sep 11 Oct 9 Nov 13 Dec 11	P5,250	4,500	FREE 1yr	FREE
Global Trading: Technical Analysis	1x4hrs	Jul 24 Sep 18 Nov 27	P6,500	5,500	FREE 1yr	FREE
Global Trading: News Analysis	1x4hrs	Jun 26 Aug 28 Oct 23 Dec 4	P7,500	6,500	FREE 1yr	FREE

ZOOM WEBINARS: HUMAN RESOURCE MANAGEMENT

HR EDPACK:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Fundamentals of HR Management	1x4hrs	Jun 15 (AM) Jul 26 (PM) Aug 17 (PM) Sep 21 (AM) Oct 26 (AM) Dec 2 (PM)	P3,500+VAT	P1,800 +VAT
Recruitment Management	1x4hrs	Jun 22 (AM) Jul 27 (PM) Aug 24 (PM) Sep 28 (AM) Nov 9 (AM) Dec 3 (PM)	P3,500+VAT	P1,800 +VAT
Training Program Development	1x4hrs	Jun 29 (AM) Jul 28 (PM) Aug 31 (PM) Oct 5 (AM) Nov 16 (AM) Dec 7 (PM)	P3,500+VAT	P1,800 +VAT
Performance Management System	1x4hrs	Jul 6 (AM) Jul 29 (PM) Sep 7 (PM) Oct 12 (AM) Nov 23 (AM) Dec 14 (PM)	P3,500+VAT	P1,800 +VAT
Compensation & Benefits Mgmt.	1x4hrs	Jun 8 (PM) Jul 13 (AM) Jul 30 (PM) Sep 14 (PM) Oct 19 (AM) Dec 16 (PM)	P3,500+VAT	P1,800 +VAT
HR INTENSIVE:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Labor Law: Code & Practice	2x4hrs	Jul 6-7 (PM) Sep 2-3 (AM) Nov 11-12 (PM)	P8,500+VAT	P3,800+VAT
Employee Discipline	2x4hrs	Aug 3-4 (AM) Oct 7-8 (PM) Dec 9-10 (PM)	P8,500+VAT	P3,800+VAT
Grievance Handling & Conflict Mgmt.	2x4hrs	Jun 10-11 (PM) Oct 27-28 (AM)	P8,500+VAT	P3,800+VAT
Co. Policy Making	2x4hrs	Aug 19-20 (PM) Nov 25-26 (PM)	P8,500+VAT	P3,800+VAT
Professional HR Operations	2x4hrs	Aug 26-27 (PM) Nov 18-19 (PM)	P8,500+VAT	P3,800+VAT
Job Evaluation & Pay Structure	2x4hrs	Jun 17-18 (PM) Sep 23-24 (AM) Nov 4-5 (PM)	P8,500+VAT	P3,800+VAT
Employee Incentive & Rewards	2x4hrs	Jun 24-25 (PM) Oct 21-22 (PM)	P8,500+VAT	P3,800+VAT
Organization Development	2x4hrs	Jul 8-9 (PM) Oct 12-13 (PM)	P8,500+VAT	P3,800+VAT
Talent Management & Retention	2x4hrs	Jul 22-23 (PM)	P8,500+VAT	P3,800+VAT
Competency Interview & Assessment	2x4hrs	Aug 10-11 (PM)	P8,500+VAT	P3,800+VAT
Digital Recruitment	2x4hrs	Jul 15-16 (PM) Sep 9-10 (PM)	P8,500+VAT	P3,800+VAT
Competency-Based HR Management	2x4hrs	Sep 16-17 (PM)	P8,500+VAT	P3,800+VAT
Onboarding & Employee Engagement	1x4hrs	Jul 16 (PM)	P3,500+VAT	P1,800 +VAT
Trainers Training	2x4hrs	Aug 26-27 (AM)	P8,500+VAT	P3,800+VAT

Note: Schedule is subject to change without prior notice. Registration required.

Can't find a schedule that works for you? We also offer group bookings or webinar recordings for select courses.

ZOOM WEBINARS: BUSINESS MANAGEMENT				
MARKETING & SALES:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM+ WEB	WEB ONLY
Proactive Sales & Marketing	1x4hrs	Jul 7 (AM) Sep 2 (PM) Nov 10 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Digital Marketing Plan	1x4hrs	Jul 21 (PM) Sep 15 (PM) Nov 24 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Social Media Marketing	1x4hrs	Aug 19 (AM) Oct 14 (AM) Dec 15 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Sales Probing, Negotiations & Closing	1x4hrs	Aug 6 (PM) Oct 6 (AM) Dec 1 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Sales Presentation Techniques	1x4hrs	Aug 17 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Telemarketing & Outbound Sales	2x4hrs	Aug 5-6 (AM)	P8,500 + VAT	P3,800 + VAT
Customer Service Excellence	1x4hrs	Jul 21 (AM) Sep 8 (PM) Nov 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Customer Complaint Handling	1x4hrs	Aug 25 (PM) Oct 21 (AM) Dec 14 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
LEADERSHIP & MANAGEMENT:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM + WEB	WEB ONLY
Leadership for Managers	2x4hrs	Jun 16-17 (AM) Sep 16-17 (AM) Dec 15-16 (AM)	Php 8,500 + VAT	Php 3,800 + VAT
Project Management	2x4hrs	Sep 9-10 (AM) Nov 18-19 (AM)	Php 8,500 + VAT	Php 3,800 + VAT
Business Operations Management	1x4hrs	Jul 1 (PM) Oct 8 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Managing Telecommuters	1x4hrs	Jul 15 (AM) Sep 28 (PM) Nov 10 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Problem Solving & Decision Making	2x4hrs	Jun 22-23 (PM) Sep 29-30 (PM) Nov 23-24 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Transformational Leadership Comm.	2x4hrs	Aug 3-4 (PM) Oct 19-20 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Time, Productivity & Stress Mgmt	1x4hrs	Jul 22 (AM) Oct 20 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
LEADERSHIP FOR SUPERVISORS:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM + WEB	WEB ONLY
Supervisory Leadership	1x4hrs	Jul 14 (AM) Aug 17 (AM) Oct 13 (AM) Nov 17 (AM) Dec 9 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Self-Leadership	1x4hrs	Sep 3 (PM)	Php 3,500 + VAT	Php 1,800 + VAT
Successful Delegating	1x4hrs	Jul 1 (AM) Oct 7 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Coaching Skills	1x4hrs	Aug 31 (AM) Nov 11 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Leadership Communication Skills	1x4hrs	Jun 23 (AM) Sep 22 (AM) Nov 13 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
PROFESSIONAL OFFICE ADMIN:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM + WEB	WEB ONLY
Office Administration Fundamentals	1x4hrs	Jun 18 (AM) Aug 6 (AM) Sep 20 (PM) Oct 15 (AM) Dec3 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Inventory & Supplies	1x4hrs	Jun 25(AM) Aug 13 (AM) Sep 21 (PM) Oct 22 (AM) Dec7 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Facilities Management	1x4hrs	Jul 9 (AM) Aug 20 (AM) Sep 22 (PM) Oct 29 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Files & Records Management	1x4hrs	Jul 16 (AM) Aug 27 (AM) Sep 23 (PM) Nov 5 (AM) Dec 10 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Office Logistics, Transport, Travel	1x4hrs	Jul 23 (AM) Sep 24 (PM) Nov 12 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
ADMINISTRATIVE SKILLS:	SESSION	AM Schedule = 8:30 am to 12:30 nn PM Schedule = 1:30 to 5:30 pm	SEM + WEB	WEB ONLY
Business Writing & Online Etiquette	1x4hrs	Jul 8 (AM) Sep 15 (AM) Nov 4 (AM)	Php 3,500 + VAT	Php 1,800 + VAT
Executive Assistant Training	2x4hrs	Sep 7-8 (AM) Dec 1-2 (AM)	Php 8,500 + VAT	Php 3,800 + VAT
Prof. Virtual Assistant Workshop	2x4hrs	Jul 29-30 (PM) Oct 28-29 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Excel Basics & Intermediate	2x4hrs	Jul 27-28 (AM) Oct 14-15 (PM)	Php 8,500 + VAT	Php 3,800 + VAT
Excel Advanced	2x4hrs	Aug 24-25 (AM) Nov 25-26 (AM)	Php 8,500 + VAT	Php 3,800 + VAT

Note: Schedule is subject to change without prior notice. Registration required.



LIVE SEMINAR SCHEDULE: JUN TO SEP 2021

(Live Zoom Webinar Schedule on Page 1-2)

LIVE SEMINARS: SALES SERIES				
MARKETING & SALES:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Sales Probing, Negotiations & Closing	1 day	Jun 18	Php 3,500 + VAT	Php 1,800 + VAT
FINANCE:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Accounting for Non-Accountants	2 days	Aug 19-20	Php 8,500 + VAT	Php 3,800 + VAT
Effective Taxation & BIR Compliance	2 days	Jun 23-24 Sep 8-9	Php 8,500 + VAT	Php 3,800 + VAT
LEADERSHIP & MANAGEMENT:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Project Management	2 days	Sep 1-2	Php 8,500 + VAT	Php 3,800 + VAT
Business Operations Management	1 day	Aug 23	Php 3,500 + VAT	Php 1,800 + VAT
LEADERSHIP FOR SUPERVISORS:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Supervisory Leadership	1 day	Aug 31	Php 3,500 + VAT	Php 1,800 + VAT
Leadership Communication Skills	1 day	Jul 22	Php 3,500 + VAT	Php 1,800 + VAT
PROFESSIONAL OFFICE ADMIN:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Office Administration Fundamentals	1 day	Jul 14 Sep 15	Php 3,500 + VAT	Php 1,800 + VAT
Office Facilities Management	1 day	Jul 15 Sep 16	Php 3,500 + VAT	Php 1,800 + VAT
ADMINISTRATIVE SKILLS:	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Executive Assistant Training	2 days	Sep 29-30	Php 8,500 + VAT	Php 3,800 + VAT
HR INTENSIVE COURSES	Duration	Time = 9:00 am to 5:00 pm	SEMINAR + WEBINAR	WEBINAR ONLY
Labor Law: Code & Practice	2 days	Jul 27-28	Php 8,500 + VAT	Php 3,800 + VAT
Employee Discipline	2 days	Sep 22-23	Php 8,500 + VAT	Php 3,800 + VAT
Grievance Handling & Conflict Mgmt	2 days	Aug 3-4	Php 8,500 + VAT	Php 3,800 + VAT
Trainers Training	2 days	Jul 29-30	Php 8,500 + VAT	Php 3,800 + VAT

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How to Enroll: 3 easy steps!

1	2	3
<p>Choose Your Seminar(s) Book a slot thru: >Online Registration >Download Registration Form >Visit our Office >Phone Booking at Tel#: (632) 6874445 6874645 Cel/Viber#: (0917) 8643416</p>	<p>Remit Payment: >at our office >via Paypal >via Bank Deposit: Savings Account Name: Business Maker Academy, Inc. BPI SA Acct#: 4013-0306-64 BDO SA Acct#: 000-280-622-422</p>	<p>Confirm & Attend: Send deposit slip with name and course via: Fax#: 6874445 loc. 814 Viber#: (0917) 8643416 Email: info@businessmaker-academy.com Bring deposit slip or receipt on your class day.</p>

Important Note: Business Maker Academy Inc. is a VAT-registered company. TIN# 223-672-691-000 VAT. For zero rated or VAT exempt companies, please include your Certificate of Exemption. Provide Form 2307 or Certificate of Tax Withheld if payment done with tax withheld. Please withhold only 2% as we are classified as suppliers or contractors of service.

Seminar Inclusions:

Certificate of Completion, Seminar Handouts, Meals & Drinks, Free one-time Refresher Session within 1 year

Seminar Venue:

1503A West Tower, Philippine Stock Exchange Bldg. (Tektite), Exchange Rd., Ortigas Center, Pasig City, Philippines

Parking:

Pay parking is available on a first come, first served basis in the area.

