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Be a Certified HUMAN RESOURCE Professional



Businessmaker Academy & HR Club Philippines offer CERTIFICATE PROGRAMS for individuals who wish to pursue a successful career in Human Resources.

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- ✓ Elite HR Club Membership

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CERTIFIED RECRUITMENT SPECIALIST

CERTIFIED TRAINING & DEVELOPMENT SPECIALIST

CERTIFIED COMPENSATION & BENEFITS SPECIALIST

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CALENDAR OF SEMINARS & EVENTS 2020

HUMAN RESOURCE MANAGEMENT EDUCATIONAL PACKAGE			9am-5pm	RATES
Full 5-day HR Management Series	5D	Jan 27-31 Mar 16-20 May 11-15 Jul 13-17 Sep 14-18 Nov 9-11 (Mon-Fri)		EB:17500 REG: 19000+VAT
Fundamentals of HR Management	1D	Jan 27 Feb 12 Mar 16 May 11 Jun 3 Jul 13 Aug 5 Sep 14 Oct 7 Nov 9		EB:3500 REG: 3800 +VAT
Recruitment Management	1D	Jan 28 Feb 19 Mar 17 May 12 Jun 10 Jul 14 Aug 12 Sep 15 Oct 14 Nov 10		EB:3500 REG: 3800 +VAT
Training Program Development	1D	Jan 29 Mar 18 Apr 15 May 13 Jun 17 Jul 15 Aug 19 Sep 16 Oct 21 Nov 11		EB:3500 REG: 3800 +VAT
Performance Management System	1D	Jan 30 Mar 19 Apr 22 May 14 Jun 24 Jul 16 Aug 26 Sep 17 Oct 28 Nov 12		EB:3500 REG: 3800 +VAT
Compensation & Benefits Mgmt	1D	Jan 31 Mar 20 Apr 29 May 15 Jul 1 Jul 17 Sep 2 Sep 18 Nov 13 Dec 2		EB:3500 REG: 3800 +VAT
INTENSIVE HUMAN RESOURCE PROGRAMS			9am-5pm	RATES
Labor Law: Code & Practice	2D	Jan 27-28 Mar 23-24 May 25-26 Jul 27-28 Sep 21-22 Nov 23-24		EB:8500 REG: 9500+VAT
Employee Discipline & Admin Hearings	2D	Feb 6-7 May 28-29 Jul 23-24 Sep 24-25 Nov 26-27		EB:8500 REG: 9500+VAT
Grievance Handling & Conflict Mgmt.	2D	Feb 20-21 Jun 4-5 Aug 13-14 Nov 5-6		EB:8500 REG: 9500+VAT
Co. Policy Making & Implementation	2D	Feb 5-6 Jun 25-26 Oct 22-23		EB:8500 REG: 9500+VAT
Professional HR Operations	2D	Mar 26-27 May 7-8 Jul 9-10 Sep 10-11 Nov 5-6		EB:10500 REG: 11500+VAT
Job Evaluation & Pay Structure	2D	Jan 23-24 Mar 11-12 Jun 18-19 Aug 5-6 Nov 18-19		EB:8500 REG: 9500+VAT
Employee Promotion & Career Planning	2D	Feb 13-14 Oct 1-2		EB:8500 REG: 9500+VAT
Organization Development	2D	Feb 26-27 Jun 25-26 Oct 8-9 Dec 3-4		EB:8500 REG: 9500+VAT
Talent Management	2D	Apr 2-3 Sep 23-24		EB:8500 REG: 9500+VAT
Competency Interview & Assessment	2D	Apr 23-24 Jul 29-30 Oct 15-16		EB:9500 REG: 10500+VAT
Trainers Training Program	2D	Mar 19-20 May 27-28 Aug 27-28 Oct 22-23		EB:8500 REG: 9500+VAT
Training Module Instruction Design	2D	May 20-21 Aug 13-14 Oct 29-30		EB:8500 REG: 9500+VAT
Digital Recruitment	2D	Mar 19-20 Jul 23-24 Oct 9-10		EB:8500 REG: 9500+VAT
Competency-Based HR	2D	Apr 16-17 Aug 27-28 Dec 10-11		EB:8500 REG: 9500+VAT
Managing Telecommuters & Off-site Workers	2D	May 7-8 Aug 19-20 Nov 19-20		EB:8500 REG: 9500+VAT
HR CLUB EVENTS			HR Club Member	Non-Member
HR Leadership Conference	2D	Mar 4-5 (Time: 9am-6pm)	Get more info: visit website or call: 6873416	
CPD: ISS for Mental Health Concerns (new)	2D	Apr 6-7 (Time: 9am-5pm)	EB:5000+VAT	REG: 6000 +VAT
Employee Wellness Forum	HD	Jun 11 (Time: 2-5pm)	EB:600 REG:900+VAT	EB:1200 REG: 1500 +VAT
HR & Legal Forum	1D	Aug 7 (Time: 9-5am)	EB:3500 REG:4500+VAT	EB:6000 REG:5000+VAT
HR Technology Forum	HD	Oct 2 (Time: 2-5pm)	EB:600 REG:900+VAT	EB:1200 REG:1500+VAT
CERTIFIED HUMAN RESOURCE PROFESSIONAL PROGRAM			RATES	
Certified HR Generalist	F	Flexible schedule arrangement	Php 78,000 +VAT	
Certified Recruitment Specialist	F	Flexible schedule arrangement	Php 78,000 +VAT	
Certified Training & Dev't Specialist	F	Flexible schedule arrangement	Php 78,000 +VAT	
Certified Compensation Specialist	F	Flexible schedule arrangement	Php 78,000 +VAT	
Certified Administrative Professional (new)	F	Flexible schedule arrangement	Php 78,000 +VAT	
WE'RE GOING TO CEBU! CHECK OUT OUR CEBU SEMINARS				
Maximizing Excel (Beginners & Intermediate)	2D	May 4-5	EB:8500 REG:9500+VAT	
Office Files & Records Management	1D	May 4	EB:3500 REG: 3800 +VAT	
Supervisory Leadership	1D	May 5	EB:3500 REG: 3800 +VAT	
Mastering Excel (Advanced)	2D	July 6-7	EB:8500 REG:9500+VAT	
Professional Executive Assistant Training	2D	July 6-7	EB:8500 REG:9500+VAT	

Note: Schedule is subject to change without prior notice. Please contact us to register and confirm. (Updated as of 3/10/2020)

CALENDAR OF SEMINARS & EVENTS 2020			
MARKETING & SALES		9am-5pm	RATES
Proactive Sales & Marketing	1D	Jan 17 Feb 28 May 14 Jul 3 Sep 17 Nov 13	EB:3500 REG: 3800 +VAT
Digital Marketing Plan	1D	Jan 15 Mar 13 May 5 Jul 17 Sep 2 Nov 25	EB:3500 REG: 3800 +VAT
Social Media & Content Management	1D	Feb 13 Apr 23 Jun 11 Aug 4 Oct 6 Dec 9	EB:3500 REG: 3800 +VAT
Sales Probing, Negotiations & Closing	1D	Feb 4 Apr 1 Jun 23 Aug 7 Oct 1 Dec 2	EB:3500 REG: 3800 +VAT
Sale Presentation & Pitching	1D	Mar 23 Jun 10 Oct 19	EB:3500 REG: 3800 +VAT
Telemarketing	2D	Apr 29-30 Jun 29-30 Sep 3-4	EB:8500 REG:9500+VAT
Sales Management	2D	May 20-21 Nov 5-6	EB:8500 REG:9500+VAT
Customer Service Excellence	1D	Jan 20 Mar 10 May 11 Jul 3 Sep 16 Nov 4	EB:3500 REG: 3800 +VAT
Customer Complaint Handling	1D	Feb 10 Apr 21 Jun 9 Aug 11 Oct 26 Dec 9	EB:3500 REG: 3800 +VAT
FINANCE		9am-5pm	RATES
Accounting for Non-Accountants	2D	Jan 21-22 Mar 30-31 May 18-19 Jul 27-28 Sep 28-29 Nov 16-17	EB:8500 REG:9500+VAT
Effective Taxation & BIR Compliance	2D	Mar 24-25 Jun 3-4 Aug 25-26 Oct 20-21	EB:8500 REG:9500+VAT
Bookkeeping	2D	Apr 20-21 Oct 12-13	EB:8500 REG:9500+VAT
Payroll & Benefits Administration	2D	Jan 21-22 Mar 11-12 May 6-7 Jul 15-16 Sep 10-11 Nov 11-12	EB:8500 REG:9500+VAT
LEADERSHIP & MANAGEMENT		9am-5pm	RATES
Business Operations Management	1D	Mar 14 Jun 20 Sep 12 Nov 7	EB:3500 REG: 3800 +VAT
Project Management	2D	Feb 18-19 Apr 2-3 Jun 22-23 Sep 28-29 Nov 20-21	EB:8500 REG:9500+VAT
Professional Events	2D	Apr 15-16 Jul 29-30 Oct 27-28	EB:8500 REG:9500+VAT
Leadership for Managers	2D	Feb 4-5 May 5-6 Aug 11-12 Oct 6-7	EB:8500 REG:9500+VAT
Leadership for Supervisors	1D	Jan 15 Mar 13 May 27 Jul 10 Sep 25 Nov 4	EB:3500 REG: 3800 +VAT
Leadership for Millennials	2D	Feb 27-28 Jul 8-9 Oct 8-9	EB:8500 REG:9500+VAT
Coaching Skills	1D	Feb 17 Apr 22 Jul 22 Sep 23 Dec 1	EB:3500 REG: 3800 +VAT
Successful Delegating	1D	Apr 20 Aug 14 Dec 11	EB:3500 REG: 3800 +VAT
Transformational Leadership Comm & Public Speaking	2D	Mar 30-31 Jun 8-9 Sep 14-15 Dec 10-11	EB:8500 REG:9500+VAT
Leading with EQ (new)	1D	Jun 8 Sep 1 Nov 9	EB:3500 REG: 3800 +VAT
Stress & Time Management (new)	1D	Apr 30 Jul 21 Sep 30	EB:3500 REG: 3800 +VAT
PROFESSIONAL OFFICE ADMINISTRATION SERIES		9am-5pm	RATES
Full 5-day Office Admin Series	5D	Feb 10-14 Jun 15-19 Oct 12-16 (Mon to Fri)	EB:17500 REG: 19000+VAT
Office Administration Fundamentals	1D	Jan 16 Feb 10 Apr 17 Jun 15 Jul 8 Aug 6 Sep 11 Oct 12 Dec 3	EB:3500 REG: 3800 +VAT
Office Facilities Management	1D	Feb 11 Apr 24 Jun 16 Aug 13 Oct 13	EB:3500 REG: 3800 +VAT
Office Inventory & Supplies	1D	Jan 22 Feb 12 May 8 Jun 17 Jul 22 Aug 20 Sep 18 Oct 14 Dec 7	EB:3500 REG: 3800 +VAT
Office Logistics, Transport, Travel	1D	Feb 13 May 15 Jun 18 Aug 27 Oct 15	EB:3500 REG: 3800 +VAT
Office Files & Records Management	1D	Feb 14 Mar 16 May 22 Jun 19 Jul 28 Sep 3 Oct 16 Nov 10 Dec 10	EB:3500 REG: 3800 +VAT
ADMINISTRATIVE SKILLS		9am-5pm	RATES
Executive Assistant Training	2D	Jan 29-30 Mar 17-18 May 12-13 Jul 13-14 Sep 8-9 Nov 24-25	EB:8500 REG:9500+VAT
Business Writing & Online Etiquette	1D	Feb 11 Apr 1 Jun 2 Aug 4 Oct 1 Dec 17	EB:3500 REG: 3800 +VAT
Professional Virtual Assistant Workshop	2D	Apr 17-18 Jul 10-11 Oct 23-24	EB:8500 REG: 9500+VAT
TECHNOLOGY SKILLS & WORK PRODUCTIVITY		9am-5pm	RATES
Microsoft Excel: Basic & Intermediate	2D	Feb 6-7 Mar 26-27 May 25-26 Jul 20-21 Sep 21-22 Nov 26-27	EB:8500 REG:9500+VAT
Microsoft Excel: Advanced Users	2D	Feb 20-21 Apr 27-28 Jun 29-30 Aug 17-18 Oct 29-30 Dec 17-18	EB:8500 REG:9500+VAT
Data Analytics using Microsoft Excel (new)	2D	Jun 15-16 Sep 1-2 Nov 16-17	EB:8500 REG:9500+VAT
Microsoft Project Fundamentals (new)	1D	June 24 Sept 30 Dec 5	EB:4000 REG:5000+VAT
Microsoft Powerpoint for Professional Presentations (new)	2D	Apr 6-7 Aug 10-11 Oct 16-17 Dec 3-4	EB:8500 REG:9500+VAT
FOREX & GLOBAL TRADING EDUCATION			RATES & TIME
Orientation: Global Stocks, Forex & Investments	HD	Jan 11 Feb 15 Mar 14 Apr 18 May 9 Jun 20 Jul 11 Aug 8 Sep 12 Oct 10 Nov 7	EB: 500 REG: 2500 +VAT [2-6pm]
Beginners Course: Global Stocks, Forex & Investments	2HD	Jan 20-21 Feb 17-18 Mar 23-24 Apr 27-28 May 18-19 Jun 29-30 Jul 20-21 Aug 17-18 Sep 21-22 Oct 19-20 Nov 16-17	EB: 9000 REG: 10000+VAT [8:30am - 1230pm]
Full Program: Forex & Global Asset Management	5S	Batch 1: Jan 24, 31, Feb 7, 14, 21 Batch 2: May 22, 26, 29, June 2, 5 Batch 3: Aug 25, 28, Sep 1, 4, 8 Batch 4: Nov 20, 24, 27, Dec 1, 4	EB: 35000 REG: 40000+VAT Session 1 [9am-5pm] Session 2-5 [8:30am-12nn]

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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.

Business Maker Academy, Inc.
Suite 1503A West Tower, Philippine Stock Exchange Bldg.,
Exchange Road, Ortigas Center, Pasig City, Philippines

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

Seminar Venue:
1503A & 1203A 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.



CALL: (02) 86874645, 86873416, (0917) 5699639, (0922) 8874445
www.businessmaker-academy.com