

Accredited Learning Provider:  
Civil Service Commission  
PHILGEPS & PRC

**We offer:**

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



**LIVE ZOOM WEBINAR SCHEDULE: SEPT 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	Oct 5-6 (PM)	P8,500+VAT	P3,800+VAT
Effective Taxation & BIR Compliance	2x4hrs	Oct 26-27 (PM)	P8,500+VAT	P3,800+VAT
Payroll & Benefits Administration	2x4hrs	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	TBA	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	Sep 11   Oct 9   Nov 13   Dec 11	P5,250	4,500	FREE 1yr	FREE
Global Trading: Technical Analysis	1x4hrs	Sep 18   Nov 27	P6,500	5,500	FREE 1yr	FREE
Global Trading: News Analysis	1x4hrs	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	Sep 21 (AM)   Oct 26 (AM)   Dec 2 (PM)	P3,500+VAT	P1,800 +VAT
Recruitment Management	1x4hrs	Sep 28 (AM)   Nov 9 (AM)   Dec 3 (PM)	P3,500+VAT	P1,800 +VAT
Training Program Development	1x4hrs	Oct 5 (AM)   Nov 16 (AM)   Dec 7 (PM)	P3,500+VAT	P1,800 +VAT
Performance Management System	1x4hrs	Sep 7 (PM)   Oct 14 (PM)   Nov 23 (AM)   Dec 14 (PM)	P3,500+VAT	P1,800 +VAT
Compensation & Benefits Mgmt.	1x4hrs	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	Sep 2-3 (AM)   Nov 11-12 (PM)	P8,500+VAT	P3,800+VAT
Employee Discipline	2x4hrs	Oct 7-8 (PM)   Dec 9-10 (PM)	P8,500+VAT	P3,800+VAT
Grievance Handling & Conflict Mgmt.	2x4hrs	Oct 27-28 (AM)	P8,500+VAT	P3,800+VAT
Co. Policy Making	2x4hrs	Nov 25-26 (PM)	P8,500+VAT	P3,800+VAT
Professional HR Operations	2x4hrs	Nov 18-19 (PM)	P8,500+VAT	P3,800+VAT
Job Evaluation & Pay Structure	2x4hrs	Sep 23-24 (AM)   Nov 4-5 (PM)	P8,500+VAT	P3,800+VAT
Employee Incentive & Rewards	2x4hrs	Oct 21-22 (PM)	P8,500+VAT	P3,800+VAT
Organization Development	2x4hrs	Oct 12-13 (PM)	P8,500+VAT	P3,800+VAT
Talent Management & Retention	2x4hrs	TBA	P8,500+VAT	P3,800+VAT
Competency Interview & Assessment	2x4hrs	TBA	P8,500+VAT	P3,800+VAT
Digital Recruitment	2x4hrs	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	TBA	P3,500+VAT	P1,800 +VAT
Trainers Training	2x4hrs	TBA	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.

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

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**LIVE SEMINAR SCHEDULE: SEPT 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		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		Php 8,500 + VAT	Php 3,800 + VAT
Effective Taxation & BIR Compliance	2 days	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		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		Php 3,500 + VAT	Php 1,800 + VAT
Leadership Communication Skills	1 day		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	Sep 15	Php 3,500 + VAT	Php 1,800 + VAT
Office Facilities Management	1 day	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		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		Php 8,500 + VAT	Php 3,800 + VAT
Trainers Training	2 days		Php 8,500 + VAT	Php 3,800 + VAT

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**How to Enroll: 3 easy steps!**

1	2	3
<p><b>Choose Your Seminar(s)</b> Book a slot thru: &gt;Online Registration &gt;Download Registration Form &gt;Visit our Office &gt;Phone Booking at Tel#: (632) 6874445   6874645 Cel/Viber#: (0917) 8643416</p>	<p><b>Remit Payment:</b> &gt;at our office &gt;via Paypal &gt;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><b>Confirm &amp; Attend:</b> 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.

