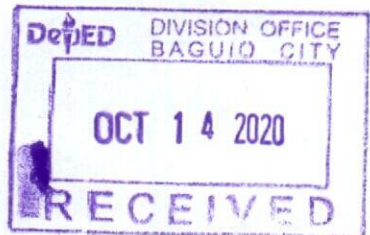


# BUSINESSCOACH, INC.

Civil Service Commission (CSC) Accredited Learning and Development Institution  
Department of Tourism (DOT) Accredited Training Center  
Proud Member: People Management Association of the Philippines  
Philippine Society for Training and Development



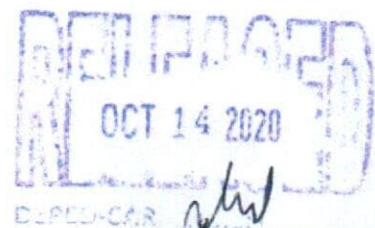
## HUMAN RESOURCE MANAGEMENT WEBINARS (via ZOOM)

Fundamentals of Organizational Development - October 19, 2020 (Monday) 9 am to 12 pm  
Managing Work from Home Employees - October 20, 2020 (Tuesday) 9 am to 12 pm  
Handling Grievance, Discipline, Termination and Dismissal - October 20, 2020 (Tuesday) 1 pm to 4 pm  
Human Resource Management Training - October 21, 2020 (Wednesday) 9 am to 12 pm  
Effective Change Management - October 21, 2020 (Wednesday) 1 pm to 4 pm  
Onboarding: Creating the Best New Hire Experience - October 22, 2020 (Thursday) 9 am to 12 pm  
Work Attitude and Value Enhancement (WAVE) Program - October 26, 2020 (Monday) 1 pm to 4 pm  
Six Sigma for HR Professionals - October 27, 2020 (Tuesday) 9 am to 12 pm  
Creative Problem Solving and Decision Making - October 27, 2020 (Tuesday) 9 am to 12 pm  
Digital Recruitment Process, Tools and Best Practices - October 29, 2020 (Thursday) 9 am to 12 pm  
Improving Performance Using Balanced Scorecard - November 4, 2020 (Wednesday) 9 am to 12 pm  
Mandatory Employee Contributions Made Easy - November 7, 2020 (Saturday) 9 am to 12 pm  
Basics of Measuring the Effectiveness of Training - November 7, 2020 (Saturday) 1 pm to 4 pm

**WEBINAR FEE:** Php 1,500/3-hour session (Inclusive of e-Handouts and e-Certificate)

**RESERVATION:** Please call 0915.205.0133 | 0908.342.3162 | 0933.584.7266, or email us your name, webinar title and mobile number so we can better assist you.

**SCHEDULE:** Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Wangal, La Trinidad, Benguet




### ADVISORY

October 13, 2020

TO: **SCHOOLS DIVISION SUPERINTENDENTS  
ALL DIVISIONS  
ALL OTHERS CONCERNED**

For information and guidance.

For the Regional Director:

  
**FLORANTE E. VERGARA**  
Schools Division superintendent  
Officer-In-Charge  
Office of the Assistant Regional Director



## BUSINESSCOACH SCHEDULE OF WEBINARS

### WEBINAR DURATION:

3-hour session

### ACCOUNTING/TAXATION:

12-hour session

### WEBINAR FEE:

Php 1,500/3-hour session (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event.

### ACCOUNTING/TAXATION

Php 6,000/12-hour session (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

### REQUIREMENTS:

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

### MODE OF PAYMENT:

Deposit/Transfer cash payment to Banco de Oro:

Savings Account Name:

BUSINESSCOACH, INC.

Savings Account Number:

00235-003-71-22

Kindly email deposit slip or screen capture of payment details (indicate name of participant and seminar title) to confirm reservation.

### HR MANAGEMENT AND CORPORATE SKILLS TRAINING

Training the Trainers

October 13, 2020 (Tuesday) 9 am to 12 pm

Competency-Based Development of HR Policies and Procedures

October 13, 2020 (Tuesday) 9 am to 12 pm

Competency-Based Salary Structure Design

October 13, 2020 (Tuesday) 1 pm to 4 pm

Competency-Based Succession Planning

October 14, 2020 (Wednesday) 9 am to 12 pm

Training Needs Analysis

October 14, 2020 (Wednesday) 1 pm to 4 pm

Personality Development

October 16, 2020 (Friday) 1 pm to 4 pm

Understanding Labor Law Amidst COVID 19 Pandemic

October 17, 2020 (Saturday) 9 am to 12 pm

Effective Company Culture Building

October 17, 2020 (Saturday) 1 pm to 4 pm

Fundamentals of Organizational Development

October 19, 2020 (Monday) 9 am to 12 pm

Training for Receptionists

October 19, 2020 (Monday) 1 pm to 4 pm

Managing Work from Home Employees

October 20, 2020 (Tuesday) 9 am to 12 pm

Handling Grievance, Discipline, Termination and Dismissal

October 20, 2020 (Tuesday) 1 pm to 4 pm

Human Resource Management Training

October 21, 2020 (Wednesday) 9 am to 12 pm

Effective Change Management

October 21, 2020 (Wednesday) 1 pm to 4 pm

Onboarding: Creating the Best New Hire Experience

October 22, 2020 (Thursday) 9 am to 12 pm

Training for Executive Assistants

October 26, 2020 (Monday) 9 am to 12 pm

Work Attitude and Value Enhancement (WAVE) Program

October 26, 2020 (Monday) 1 pm to 4 pm

Six Sigma for HR Professionals

October 27, 2020 (Tuesday) 9 am to 12 pm

Creative Problem Solving and Decision Making

October 27, 2020 (Tuesday) 9 am to 12 pm

Digital Recruitment Process, Tools and Best Practices

October 29, 2020 (Thursday) 9 am to 12 pm

Improving Performance Using Balanced Scorecard

November 4, 2020 (Wednesday) 9 am to 12 pm

Mandatory Employee Contributions Made Easy

November 7, 2020 (Saturday) 9 am to 12 pm

Basics of Measuring the Effectiveness of Training

November 7, 2020 (Saturday) 1 pm to 4 pm

Effective Employee and Labor Relations Management

November 10, 2020 (Tuesday) 9 am to 12 pm

Computing Salaries Made Easy

November 14, 2020 (Saturday) 9 am to 12 pm



Workers' Statutory Monetary Benefits Made Easy  
November 14, 2020 (Saturday) 1 pm to 4 pm

**SUPERVISORY, MANAGEMENT AND LEADERSHIP**

Negotiation and Assertiveness Training  
October 14, 2020 (Wednesday) 9 am to 12 pm

Fundamentals of Strategic Planning  
October 14, 2020 (Wednesday) 1 pm to 4 pm

Leadership and Supervision During Crisis  
October 16, 2020 (Friday) 9 am to 12 pm

Complaints Management  
October 19, 2020 (Monday) 9 am to 12 pm

Facilities Management Training  
October 20, 2020 (Tuesday) 9 am to 12 pm

Basic Supervisory Skills Training  
October 21, 2020 (Wednesday) 9 am to 12 pm

Advanced Supervisory Skills Training  
October 21, 2020 (Wednesday) 1 pm to 4 pm

Middle Management Training and Development  
October 23, 2020 (Friday) 9 am to 12 pm

Managing Millennials and Multigenerational Workforce  
October 23, 2020 (Friday) 9 am to 12 pm

Employee Engagement and Motivation  
October 23, 2020 (Friday) 1 pm to 4 pm

Effective Office Administration  
October 26, 2020 (Monday) 9 am to 12 pm

Effective Time and Stress Management  
October 27, 2020 (Tuesday) 1 pm to 4 pm

People Management Skills Training  
October 28, 2020 (Wednesday) 9 am to 12 pm

Effective Conflict Management  
October 28, 2020 (Wednesday) 9 am to 12 pm

Effective Meeting Management  
October 28, 2020 (Wednesday) 1 pm to 4 pm

Creative Thinking Skills for Managers and Leaders  
October 28, 2020 (Wednesday) 1 pm to 4 pm

Leaders' Guide to Team Building and Teamwork  
October 30, 2020 (Friday) 9 am to 12 pm

Emotional Intelligence  
October 31, 2020 (Saturday) 9 am to 12 pm

Basic Leadership Skills  
November 3, 2020 (Tuesday) 9 am to 12 pm

Basic Training for New Managers  
November 6, 2020 (Friday) 9 am to 12 pm

Six Sigma For Quality Improvement  
November 9, 2020 (Monday) 1 pm to 4 pm

Coaching Skills Training to Improve Employee Performance  
November 9, 2020 (Monday) 1 pm to 4 pm

**BUSINESS LAW**

Basic Contracts  
October 16, 2020 (Friday) 1 pm to 4 pm

**COMMUNICATION**

Effective Business Writing  
October 17, 2020 (Saturday) 1 pm to 4 pm



Effective Communication Skills  
November 5, 2020 (Thursday) 1 pm to 4 pm

Telephone Skills Training  
November 10, 2020 (Tuesday) 1 pm to 4 pm

#### **SALES AND MARKETING**

How to Handle Difficult Customers  
October 21, 2020 (Wednesday) 1 pm to 4 pm

Account Management for Sales Improvement  
October 24, 2020 (Saturday) 1 pm to 4 pm

Training for Store Frontliners  
October 30, 2020 (Friday) 1 pm to 4 pm

Project Sales Management  
October 31, 2020 (Saturday) 1 pm to 4 pm

Competitive Selling Techniques  
November 3, 2020 (Tuesday) 1 pm to 4 pm

Customer Service Training  
November 5, 2020 (Thursday) 9 am to 12 pm

Basic Facebook Marketing for Online Business  
November 5, 2020 (Thursday) 9 am to 12 pm

Collection Management and Strategies  
November 7, 2020 (Saturday) 1 pm to 4 pm

Closing Sales  
November 9, 2020 (Monday) 9 am to 12 pm

Effective Presentation Skills  
November 10, 2020 (Tuesday) 9 am to 12 pm

#### **ACCOUNTING**

Bookkeeping and Basic Accounting for Non-Accountants  
October 29-30, 2020 (Thursday-Friday) 9 am to 4 pm

#### **LOGISTICS**

Introduction to Supply Chain Management  
October 17, 2020 (Saturday) 9 am to 12 pm

Effective Warehouse and Inventory Management  
November 3, 2020 (Tuesday) 9 am to 12 pm

#### **REAL ESTATE**

Building and Property Management  
October 27, 2020 (Tuesday) 1 pm to 4 pm

#### **BUSINESS START-UP**

How to Start and Operate a Beauty Salon  
October 15, 2020 (Thursday) 9 am to 12 pm

Events Management 101  
October 16, 2020 (Friday) 9 am to 12 pm

Starting a Corporate Giveaways and Souvenir Items Business  
October 21, 2020 (Wednesday) 9 am to 12 pm

Starting a Junk Shop and Scrap Trading Business  
October 22, 2020 (Thursday) 1 pm to 4 pm

How to Start a Commercial Cleaning Business  
October 23, 2020 (Friday) 1 pm to 4 pm

How to Start a Trucking Business  
October 24, 2020 (Saturday) 9 am to 12 pm

Starting a Water Refilling Station Business  
October 24, 2020 (Saturday) 9 am to 12 pm

How to Start a Drugstore Business  
October 24, 2020 (Saturday) 1 pm to 4 pm

How to Plan and Start a Business



October 26, 2020 (Monday) 1 pm to 4 pm

How to Set Up a Local Manpower Business

October 29, 2020 (Thursday) 1 pm to 4 pm

How to Plan and Operate a Restaurant

October 31, 2020 (Saturday) 9 am to 12 pm

How to Start an Online Business

October 31, 2020 (Saturday) 1 pm to 4 pm

Soap, Shampoo, and Perfume Making Business

November 4, 2020 (Wednesday) 9 am to 12 pm

How to Start a Balloon and Party Needs Business

November 4, 2020 (Wednesday) 1 pm to 4 pm

How to Start and Operate a Pawnshop

November 6, 2020 (Friday) 1 pm to 4 pm

How to Start a Catering Business

November 7, 2020 (Saturday) 9 am to 12 pm

How to Start a Money Changer and Remittance Center Business

November 9, 2020 (Monday) 9 am to 12 pm

Starting a Hardware and Construction Supplies Business

November 18, 2020 (Wednesday) 9 am to 12 pm

**Schedule may change without prior notice. Please call to confirm.**

Should you have further questions or concerns, please call us (Look for Ms. Kim Dela Cruz or Ms. Keah Balibalos), or kindly email us back. We will be very glad to accommodate you.

**BusinessCoach, Inc.**

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Globe: +63 9266220768 / Globe: +63 9159009294

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