



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
DIVISION OF AKLAN

Division Advisory No. 23 s. 2022
February 9, 2022

In compliance with DepEd Order (DO) No. 8 s. 2013,
this advisory is issued not for endorsement per DO 28, s. 2001,
but only for the information of DepEd Division of Aklan
officials and personnel/staff.

Attached is an invitation from BUSINESSCOACH, INC.
regarding Online Training on Human Resource Management together with
the details about the webinars offered.

Participation to this activity is strictly voluntary and shall be
subject to the no-disruption-of-classes policy as stipulated in DepEd Order
(DO) No. 9 s. 2015, titled “Instituting Measures to Increase Engaged Time-
on-Task and Ensuring Compliance Therewith.”

For inquiries and clarifications, contact:

BusinessCoach, Inc.

email address: admin@businesscoachphil.net

Facebook: <https://web.facebook.com/businesscoachphil/>

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)

Managing Work from Home Employees – February 12, 2022 (Saturday) 9 am to 12 pm
Computing Salaries Made Easy – February 12, 2022 (Saturday) 9 am to 12 pm
Performance Management System – February 12, 2022 (Saturday) 1 pm to 4 pm
Digital Recruitment Process, Tools and Best Practices – February 12, 2022 (Saturday) 1 pm to 4 pm
Improving Performance Using Balanced Scorecard – February 15, 2022 (Tuesday) 9 am to 12 pm
Effective Employee and Labor Relations Management – February 16, 2022 (Wednesday) 1 pm to 4 pm
Organizational Development – February 17, 2022 (Thursday) 9 am to 12 pm
Training the Trainers – February 17, 2022 (Thursday) 1 pm to 4 pm
Human Resource Management – February 24, 2022 (Thursday) 9 am to 12 pm
Conducting Interviews, Recruitment and Selection Process – February 26, 2022 (Saturday) 9 am to 12 pm
Workers' Statutory Monetary Benefits Made Easy – February 26, 2022 (Saturday) 1 pm to 4 pm
Competency-Based Development of HR Policies and Procedures – March 1, 2022 (Tuesday) 9 am to 12 pm
Competency-Based Salary Structure Design – March 1, 2022 (Tuesday) 1 pm to 4 pm

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

RESERVATION: Please 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.

***WE ALSO CONDUCT IN-HOUSE TRAINING PROGRAMS (ONLINE/VIRTUAL VIA ZOOM OR FACE-TO-FACE AT YOUR CHOSEN VENUE AND SCHEDULE).**

BUSINESSCOACH SCHEDULE OF SEMINARS

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

WEBINARS / ONLINE TRAINING VIA ZOOM

HR MANAGEMENT AND CORPORATE SKILLS TRAINING

Training Needs Analysis – February 7, 2022 (Monday) 9 am to 12 pm
Training for Receptionists – February 8, 2022 (Tuesday) 9 am to 12 pm
Handling Grievance, Discipline, Termination and Dismissal – February 9, 2022 (Wednesday) 9 am to 12 pm
Competency-Based Succession Planning – February 9, 2022 (Wednesday) 1 pm to 4 pm
Managing Work from Home Employees – February 12, 2022 (Saturday) 9 am to 12 pm
Computing Salaries Made Easy – February 12, 2022 (Saturday) 9 am to 12 pm
Performance Management System – February 12, 2022 (Saturday) 1 pm to 4 pm
Digital Recruitment Process, Tools and Best Practices – February 12, 2022 (Saturday) 1 pm to 4 pm
Work Attitude and Value Enhancement (WAVE) Program – February 14, 2022 (Monday) 9 am to 12 pm
Training for Executive Assistants – February 14, 2022 (Monday) 9 am to 12 pm
Improving Performance Using Balanced Scorecard – February 15, 2022 (Tuesday) 9 am to 12 pm
Effective Change Management – February 15, 2022 (Tuesday) 1 pm to 4 pm
Creative Problem Solving and Decision Making – February 16, 2022 (Wednesday) 9 am to 12 pm
Effective Employee and Labor Relations Management – February 16, 2022 (Wednesday) 1 pm to 4 pm
Organizational Development – February 17, 2022 (Thursday) 9 am to 12 pm
Training the Trainers – February 17, 2022 (Thursday) 1 pm to 4 pm
Human Resource Management – February 24, 2022 (Thursday) 9 am to 12 pm
Conducting Interviews, Recruitment and Selection Process – February 26, 2022 (Saturday) 9 am to 12 pm
Workers' Statutory Monetary Benefits Made Easy – February 26, 2022 (Saturday) 1 pm to 4 pm
Competency-Based Development of HR Policies and Procedures – March 1, 2022 (Tuesday) 9 am to 12 pm
Competency-Based Salary Structure Design – March 1, 2022 (Tuesday) 1 pm to 4 pm
Effective Company Culture Building – March 4, 2022 (Friday) 9 am to 12 pm
Basics of Measuring the Effectiveness of Training – March 5, 2022 (Saturday) 9 am to 12 pm
Six Sigma for HR Professionals – March 5, 2022 (Saturday) 9 am to 12 pm

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

IN-HOUSE / GROUP SESSIONS

This is available online/virtual via ZOOM App for 10 participants or more.

Here are benefits:

- Convenient. The programs are online, so you can learn wherever you are.
- Great savings. You need not travel to go to us, thus, save time and money.
- Interactive. The webinars are live, so you can ask questions.
- Opportunity for non-stop learning. Continue to improve yourself to enhance your skills.

Take your company to the next level! Trust us, as we take pride in having trained more than 75,000 professionals. Let us know how we can be your partner in your continuing success.

Go ahead, email us. We'll be glad to assist you!

Mandatory Employee Contributions Made Easy – March 5, 2022 (Saturday) 1 pm to 4 pm

Onboarding: Creating the Best New Hire Experience – March 5, 2022 (Saturday) 1 pm to 4 pm

SUPERVISORY, MANAGEMENT AND LEADERSHIP

Basic Training for New Managers – February 7, 2022 (Monday) 9 am to 12 pm

Middle Management Training and Development – February 7, 2022 (Monday) 9 am to 12 pm

Effective Office Administration – February 7, 2022 (Monday) 1 pm to 4 pm

Negotiation and Assertiveness Training – February 7, 2022 (Monday) 1 pm to 4 pm

Facilities Management Training – February 8, 2022 (Tuesday) 1 pm to 4 pm

People Management Skills Training – February 9, 2022 (Wednesday) 1 pm to 4 pm

Leaders' Guide to Team Building and Teamwork – February 11, 2022 (Friday) 9 am to 12 pm

Coaching Skills Training to Improve Employee Performance – February 11, 2022 (Friday) 9 am to 12 pm

Employee Engagement and Motivation – February 11, 2022 (Friday) 1 pm to 4 pm

Handling Office Politics – February 14, 2022 (Monday) 9 am to 12 pm

Six Sigma For Quality Improvement – February 14, 2022 (Monday) 1 pm to 4 pm

Fundamentals of Strategic Planning – February 14, 2022 (Monday) 1 pm to 4 pm

Leadership and Supervision During Crisis – February 16, 2022 (Wednesday) 9 am to 12 pm

Operations Management Training – February 16, 2022 (Wednesday) 1 pm to 4 pm

Basic Leadership Skills – February 17, 2022 (Thursday) 9 am to 12 pm

Creative Thinking Skills for Managers and Leaders – February 18, 2022 (Friday) 9 am to 12 pm

Managing Millennials and Multigenerational Workforce – February 19, 2022 (Saturday) 9 am to 12 pm

Basic Supervisory Skills Training – February 19, 2022 (Saturday) 9 am to 12 pm

Advanced Supervisory Skills Training – February 19, 2022 (Saturday) 1 pm to 4 pm

Project Management Principles and Tools – February 19, 2022 (Saturday) 1 pm to 4 pm

Effective Conflict Management – February 21, 2022 (Monday) 9 am to 12 pm

Diversity, Equity, and Inclusion in the Workplace – February 21, 2022 (Monday) 9 am to 12 pm

Effective Time and Stress Management – February 21, 2022 (Monday) 1 pm to 4 pm

Strategy Implementation and Evaluation – February 21, 2022 (Monday) 1 pm to 4 pm

Effective Meeting Management – February 22, 2022 (Tuesday) 9 am to 12 pm

Emotional Intelligence – February 28, 2022 (Monday) 9 am to 12 pm

SALES AND MARKETING

Competitive Selling Techniques – February 8, 2022 (Tuesday) 1 pm to 4 pm

Effective Presentation Skills – February 10, 2022 (Thursday) 9 am to 12 pm

Complaints Management – February 12, 2022 (Saturday) 9 am to 12 pm

Customer Service Training – February 15, 2022 (Tuesday) 1 pm to 4 pm

How to Increase Sales Using Facebook – February 15, 2022 (Tuesday) 1 pm to 4 pm

How to Handle Difficult Customers – February 16, 2022 (Wednesday) 1 pm to 4 pm

Closing Sales – February 18, 2022 (Friday) 9 am to 12 pm

Effective Telemarketing and Cold Calling Techniques – February 21, 2022 (Monday) 9 am to 12 pm

Account Management for Sales Improvement – February 26, 2022 (Saturday) 9 am to 12 pm

Project Sales Management – February 26, 2022 (Saturday) 1 pm to 4 pm

Training for Store Frontliners – March 4, 2022 (Friday) 1 pm to 4 pm

BUSINESS COMMUNICATION

Telephone Skills Training – February 10, 2022 (Thursday) 1 pm to 4 pm

Effective Business Writing – February 12, 2022 (Saturday) 1 pm to 4 pm

Technical Writing for Beginners – February 26, 2022 (Saturday) 9 am to 12 pm

ACCOUNTING

Accounts Receivable Management – February 9, 2022 (Wednesday) 1 pm to 4 pm

Cash Flow Management and Forecasting – February 12, 2022 (Saturday) 1 pm to 4 pm

Accounts Receivable Kaizen – February 16, 2022 (Wednesday) 1 pm to 4 pm

Bookkeeping and Basic Accounting for Non-Accountants – February 17-18, 2022 (Thursday-Friday) 9 am to 4 pm

Internal Control – February 19, 2022 (Saturday) 1 pm to 4 pm

Financial Statement Analysis – February 26, 2022 (Saturday) 1 pm to 4 pm

Business Taxation Made Easy – March 3-4, 2022 (Thursday-Friday) 9 am to 4 pm

LOGISTICS

Introduction to Supply Chain Management – March 5, 2022 (Saturday) 9 am to 12 pm

BUSINESS LAW

Basic Contracts – February 11, 2022 (Friday) 1 pm to 4 pm

Understanding Labor Law Amidst COVID-19 Pandemic – February 19, 2022 (Saturday) 9 am to 12 pm

BUSINESS PROCESS

Cost Control of Food and Labor in Restaurants and Other Food Business – February 21, 2022 (Monday) 9 am to 12 pm

Implementing 5S in the Workplace – February 24, 2022 (Thursday) 1 pm to 4 pm

Basic Food Safety, Hygiene and Sanitation (with HACCP) – February 28, 2022 (Monday) 1 pm to 4 pm

How to Plan and Start a Business – March 2, 2022 (Wednesday) 9 am to 12 pm

Collection Management and Strategies – March 5, 2022 (Saturday) 9 am to 12 pm

PERSONAL AND PROFESSIONAL EFFECTIVENESS

Personality Development – February 9, 2022 (Wednesday) 9 am to 12 pm

Professional Image Enhancement – February 10, 2022 (Thursday) 1 pm to 4 pm

Staying Self-Motivated and Dedicated – February 18, 2022 (Friday) 1 pm to 4 pm

Managing Burnout in the Workplace – February 23, 2022 (Wednesday) 1 pm to 4 pm

REAL ESTATE

Building and Property Management – February 8, 2022 (Tuesday) 1 pm to 4 pm

Condominium Management Principles and Practices – February 15, 2022 (Tuesday) 1 pm to 4 pm

Starting a Property Rental Business – February 22, 2022 (Tuesday) 1 pm to 4 pm

BUSINESS START-UP

Starting a Corporate Giveaways and Souvenir Items Business – February 9, 2022 (Wednesday) 9 am to 12 pm

How to Start and Operate a Beauty Salon – February 9, 2022 (Wednesday) 1 pm to 4 pm

Wedding and Debut Planning and Coordination – February 10, 2022 (Thursday) 9 am to 12 pm

How to Set Up a Local Manpower Business – February 10, 2022 (Thursday) 1 pm to 4 pm

Modern Restaurant Management and Operations – February 12, 2022 (Saturday) 9 am to 12 pm

Events Hosting Techniques – February 15, 2022 (Tuesday) 9 am to 12 pm

Soap, Shampoo, and Perfume Making Business – February 16, 2022 (Wednesday) 9 am to 12 pm

	How to Operate a Janitorial Business – February 17, 2022 (Thursday) 1 pm to 4 pm
	How to Start a Trucking Business – February 19, 2022 (Saturday) 9 am to 12 pm
	How to Start a Balloon and Party Needs Business – February 23, 2022 (Wednesday) 9 am to 12 pm
	How to Start an Online Business in the Philippines – February 24, 2022 (Thursday) 9 am to 12 pm
	How to Organize a Virtual Event in the Philippines – February 24, 2022 (Thursday) 1 pm to 4 pm
	Starting a Junk Shop and Scrap Trading Business – February 24, 2022 (Thursday) 1 pm to 4 pm
	How to Start a Drugstore Business – February 26, 2022 (Saturday) 9 am to 12 pm
	Starting a Water Refilling Station Business – February 26, 2022 (Saturday) 1 pm to 4 pm
	How to Start a Catering Business – February 28, 2022 (Monday) 9 am to 12 pm
	Starting a Food Cart Business – March 1, 2022 (Tuesday) 9 am to 12 pm
	How to Start a Commercial Cleaning Business – March 1, 2022 (Tuesday) 1 pm to 4 pm
	How to Start a Money Changer and Remittance Center Business – March 2, 2022 (Wednesday) 1 pm to 4 pm
	How to Start and Operate a Pawnshop – March 4, 2022 (Friday) 9 am to 12 pm
	Events Management 101 – March 18, 2022 (Friday) 9 am to 12 pm