

The background of the entire page is a textured, muted green color. Scattered across this background are several sprigs of baby's breath (Gypsophila) with small white flowers and some variegated green leaves. A large, semi-transparent dark green rectangle is centered on the page, containing the main text.

Talent Upskilling

2024 courses

by

Symphony Digest

Centre for Knowledge and Financial Mastery



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Symphony

was established in 2010 by former bankers. In April, 2020, Symphony became the pioneer in online SIDC CPE training by launching Doshu, a learning management system catering specially for Malaysians. We are:

HRD Corp-registered training provider

MOF-registered training provider

SIDC-approved CPE training provider

FIMM-approved CPD training provider

Our Clients

are all inclusive - from start-ups to PLCs, MNCs and GLCs and Government agencies/ministries - Maybank, CIMB, Public Bank, RHB, Ambank, Standard Chartered, OCBC, UOB, Bank Islam, KFH, EXIM Bank, Bank Rakyat, MIDF, KAF, Airbus, Regus, PLUS, Media Prima, DRB-Hicom, LPPSA, SUK Perak, Prolintas, Grand Hyatt, Sara Resorts, Labuan Shipyard, Velesto, CIMA, DefTech, UDA, China Communications Construction Company, HSS Integrated, YTL, PRIMA, Altel, Touch n Go, UEM, Prudential, BNP Paribas, Lembaga Tabung Haji, GreenTech Malaysia, MDeC, Nihon Canpack, UKM Holdings, etc.

Testimonials

My knowledge on finance is only about 10% but the efforts of the trainers are marvellous that make me understand;

Trainers were well equipped with industry insights and able to deliver content in engaging and knowledgeable manner;

This course has taught me a lot and I am able to apply the what I have learnt to my work;

I can see the change in the Proteges. Thanks Symphony!

Good explanation by the trainer! Love how he engages and interact with us;

The Best trainers ever;

Keep up your good work! Love the training;

The Trainer is very friendly and her explanation is very clear. I have learnt a lot from her. Hope to learn from her again in the future

2024 COURSES

Hot Topics

1. ESG (topics available from awareness to advanced)
2. Integrated Reporting: A Strategic Journey
3. Scenario Planning for Risk and Decision-Making
4. Artificial Intelligence (AI) for Enterprises
5. Directors' Corporate Liabilities
6. Anti-Sexual Harassment
7. Procurement and Supply Chain Management
8. Cyber Security

A. Leadership & Management

1. Strategic Thinking and Planning for Management
2. Strategic Leadership: Enhancing Planning and Critical Thinking Skills
3. Cultivating Entrepreneurial Mindset and Business Acumen
4. How to Develop Your Organization's Business Model Canvas
5. Navigating Organizational Change: A Guide to Change Management
6. Diagnosing Problems & Decision-Making
7. Utilising the Power of Coaching and Mentoring for Leadership Success
8. Counselling Skills with NLP Techniques
9. Essential Managerial Skills for Executives and Managers
10. From Team Member to Manager: A Guide for Your Transformational Journey
11. Mastering the 7 Dynamic Leadership Skills for Executives and Supervisors
12. Essential Skills for Effective Delegation & Supervision
13. Fostering Collaborative Leadership: Uniting Strengths for Success
14. Injecting the Multiplier Effect on Team Performance Through High-Impact Leadership
15. Kepimpinan Dan Kemahiran Motivasi Untuk Ketua Operator & Ketua Kumpulan

B. Communication

1. Proper and Effective Business Writing
2. Email Etiquette and Writing Effective Business Emails
3. Communicate Effectively Using NLP Techniques
4. Mastering Effective Telephone Communication Skills
5. Powerful Presentation Skills
6. Listening and Questioning Skills to Avoid Miscommunication & Ambiguity
7. Communication and Interpersonal Skills
8. Emotional Intelligence in Business Communication
9. Managing Conflicts
10. Stakeholder Management

C. Self-Development & Motivation

1. Effective Techniques for Emotional (Amygdala) Management
2. Developing Assertiveness to Elevate Self-confidence and Productivity
3. Stress Management & Wellness
4. Achieving Personal Goals with Purpose
5. Building Resilience to Manage Challenges
6. Grooming and Social Etiquette
7. Effective Time Management & Multi-Tasking
8. Mastering the Power of Influence and Persuasion
9. Mastering the Art of Negotiation in Business
10. How to Manage Your Boss
11. Emotional Intelligence (EQ) at the Workplace – English and Bahasa Melayu versions

D. Human Resource

1. Employment (Amendment) Act 2022
2. Behavioral Interviewing Skills
3. Talent Acquisition Strategies to Attract Top Talents
4. Compensation and Benefits Strategies to Attract, Motivate, and Retain a Skilled Workforce
5. Diversity, Equality, and Inclusion Initiatives for the Workplace
6. Employee Engagement and Retention Strategies
7. Succession Planning for Organizational Continuity
8. Labor Relations and Conflict Resolution
9. Change Management and HR Transformation
10. Employee Onboarding and Integration
11. Managing Misconduct in Domestic Inquiry
12. Industrial Relations
13. HR Audit
14. Taking Care of Your Staff – Preparing Them for Success after VSS / Retirement
15. Training Needs Analysis (TNA)
16. Competency Gap Analysis

E. Functional

1. Finance for Non-Finance Professionals
2. MS Excel: Intermediate & Advanced Levels
3. Mastering Excel for Data Analysis and Financial Reporting
4. Business Analytics and Data Visualization
5. Data Analysis for HR Management Using Microsoft Excel
6. Power BI
7. MS PowerPoint: Intermediate & Advanced Levels
8. Successful Project Management
9. Customer-Centric Service Excellence
10. Dealing and Managing Difficult Customers
11. Requisite Administrative Skills & Duties When Supporting Top Executives
12. Report and Minutes Writing
13. Design Thinking

F. Sales & Marketing

1. Sales Mastery (individual coaching is available)
2. Sales and Negotiation Skills
3. Sales with NLP Techniques
4. How to Close Sales
5. High Impact B2C Sales
6. High Impact B2B Sales
7. The Art of Selling Without Selling
8. Strategic Marketing and Brand Management
9. Digital Marketing and SEO Mastery: Strategies to Boost Online Visibility and Drive Business Growth
10. MS Excel to Track, Analyse and Boost Sales
11. Social Media Content Creation

G. ESG

1. Introduction to Environmental, Social & Governance (ESG) and Sustainable Finance.
2. Sustainability Compliance
3. Steering Climate Risk and ESG for Corporates
4. ESG Strategy in Supporting Bursa Malaysia's PLC Transformation Programme
5. ESG for Internal Auditors

H. Others

1. Team Building (tell us your objective)
2. Corporate Governance
3. Forensic Accounting
4. Merger Control and Competition Law in M&A Transactions
5. Preparing for Challenging Economic Times
6. Protégé-Ready to Work Training Programme (as per MEDAC requirements)
7. How to Coach and Guide Generation Z to Get the Best Out of Them
8. Inculcating Corporate Mindset for Fresh Hires