

PUBLIC TRAINING

Symphony Digest
MyCoID: 870359P
Programme no: 10001363758



EFFECTIVE BUSINESS EMAIL WRITING SKILLS

*Register
now!*

TIME: 9am - 1pm (4 hours)

MODE: Live Webinar

DATE: 18 - 19 March 2024

PROGRAM FEE: RM700

(inclusive of SST & HRDC Admin Fee)

PROGRAM DURATION:

- 1st session - 4 hours (18 March)
- 2nd session - 4 hours (19 March)

CONTACT US

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TOPICS COVERED

- Business Communication and Why it is Important
- The 7 Cs of Effective Communication
- Business Writing Best Practices
- Structure of Email
- Plan and Organize What You Want to Say
- Writing Effective Sentences
- Constructing Sentences and Paragraphs
- Business Grammar
- Writing Activities

TRAINER'S PROFILE

The trainer graduated from University of Minnesota, USA, with a Bachelor of Science Degree in Accounting. He worked as an external auditor in an accounting firm in San Jose, California for 3 years, and then had worked in KPMG public accounting firm for 3 years. Because of his passion in education, Steve courageously took up the challenge and joined Malaysian Institute of Management (MIM) as a Marketing Manager. During his tenure with MIM, he had the opportunities to craft up developmental leadership courses for different organisations from various industries.

The trainer has obtained his Master degree in Education from ASIAN e University. He is a professional trainer certified by Human Resource Development Corp (HRD Corp). He has more than 15 years of experience in education related industry and held positions in management and marketing.

He has conducted business communication courses to organizations of different industries, and the contents are industry-related which are logically more applicable to participants.

REGISTRATION

Contact Person

Name:

Company:

Contact No.:

Email:

Address:

Participant 1:

Contact No.:

Email:

Participant 2:

Contact No.:

Email:

Notes:

1. For cancellation less than 14 days before or non-arrival on the training day, no refund will be given. Substitution is allowed.
2. Should the number of participants be too low to make the course a meaningful learning experience, Symphony reserves the right to postpone or cancel the training.
3. HRDC grant application shall be applied and approved before the training day. Maximum claim from HRDC is RM1,300 per day. The balance, if any, is to be topped up by client.