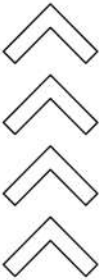




PUBLIC TRAINING

PROPER & EFFECTIVE BUSINESS WRITING



Early Bird Price: RM1,850
Normal Price: RM2,070
(inclusive of SST & HRDC Admin Fee)



26 - 27 NOVEMBER 2024



09:00AM - 05:00PM



CONCORDE HOTEL, KL

Please collect your RM20 TNG eWallet
reload pin at registration desk.

CONTACT INFO:

rachel@symphonydigest.com

010-238 7806

010-393 2800

Topics Covered

- Business Writing Overview
 - Information Gathering, Writing Process and Document Design
 - Persuasive Writing and Examples
 - Final Document Review and Presentation
 - Readability and Grammar Improvement Techniques
-

Trainer's Profile

With over 40 years of invaluable experience in learning and development, management, marketing, stakeholder and employee engagement, the trainer has empowered individuals to conquer challenges in their career pursuits and guided organizations in devising and implementing strategies to achieve their business objectives.

Well known for his expertise in business writing, public speaking, communication, interpersonal skills, customer service, time management, leadership, and change management, among other competencies, the trainer has been sought after by numerous organizations. A few notable organizations that have benefited from the trainer's services including Panasonic, IBM, HSBC Global Shared Services, AIG, AIA Group, Maybank, Flextronics, UNIMAS, ACEC and MARA.

The trainer holds a prestigious academic background, including a PhD from Walden University, USA, a Master in Business Administration from the Australian Institute of Business, Australia, an LLM from the University of London, UK, and an LBB (Hon) from the University of London, UK. Furthermore, the trainer earned a Bachelor of Arts with a double major in English and Geography from the University of Malaya, Malaysia.

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.