



Symphony Digest
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Public Training

15-16 APRIL	E-INVOICING: HANDS-ON PRACTICAL GUIDE <i>Zenith Corporate Park, Kelana Jaya</i> RM1,700* / RM1,960
17 APRIL	PCB: EMPLOYERS' TAX COMPLIANCE & CALCULATION <i>Zenith Corporate Park, Kelana Jaya</i> RM1,180
21-22 APRIL	STRATEGIC THINKING AND LEADERSHIP – DRIVING INNOVATION AND GROWTH <i>Concorde Hotel, KL</i> RM3,040* / RM3,300
7-8 MAY	FINANCE FOR NON-FINANCE PROFESSIONALS <i>AC Hotel, KL</i> RM1,800* / RM2,200
19-20 MAY	MASTERING THE ART OF PRESENTATION : ENGAGE, INSPIRE AND PERSUADE <i>Concorde Hotel, KL</i> RM1,700* / RM1,960
11-12 JUNE	ACCELERATE CRITICAL THINKING WITH PROBLEM SOLVING SKILLS <i>Concorde Hotel, KL</i> RM2,240* / RM2,500

Note: *early bird price

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17 JUNE	ADMINISTRATION AND OFFICE MANAGEMENT BEST PRACTICES <i>Zenith Corporate Park, Kelana Jaya</i> RM890
18–19 JUNE	MICROSOFT EXCEL: BEGINNER TO INTERMEDIATE <i>AC Hotel, KL</i> RM1,900* / RM2,200
15–16 JULY	BEHAVIOURAL AND INTERVIEWING SKILLS TO HIRE RIGHT <i>Concorde Hotel, KL</i> RM1,640* / RM1,900
17 JULY	CUSTOMER SERVICE TO MAKE YOUR CUSTOMER HAPPY <i>Zenith Corporate Park, Kelana Jaya</i> RM999
6 AUGUST	MANAGING GEN Z AND THE INTERGENERATIONAL GAP <i>Zenith Corporate Park, Kelana Jaya</i> RM999
23–24 SEPTEMBER	MANAGING CONFLICT & DIFFICULT PEOPLE <i>Concorde Hotel, KL</i> RM1,920* / RM2,180

Note: *early bird price