



BANKING

FUTURE SKILLS CATALOGUE





ABOUTUS

TRAINING BY BANKERS FOR BANKERS

Symphony Digest Sdn Bhd ("Symphony") was established in 2010 by former Islamic Investment Bankers. Having suffered through training that was theoretical with little chance of application, we set about changing that. Today, we are proud to have crossed paths with thousands of bankers, who have learnt from our industry experts; trainers who have been there and seen that in the banking world. Our trainers have taught theory and shared war stories so participants can immediately apply what they learn to what they do.

Come experience the Symphony learning way today: face-to-face, webinar or on-demand learning (video).

For public training and SIDC CPE & FIMM CPD courses, we welcome you to visit www.symphonydigest.com and www.doshu.com.my (on-demand learning).

ACCREDITATIONS & REGISTRATIONS

- 1.SIDC- approved CPE training provider
- 2.FIMM-approved CPD training provider
- 3.an Asian Banking School's panel training provider
- 4.HRD Corporation-registered training provider
- 5. Ministry of Finance-registered training provider

COURSE CATEGORIES

BANKING SPECIFIC COURSES

- A) Credit, Corporate & Commercial Banking
- B) Investment Banking, corporate finance & stock banking
- C) Wealth Management
- D) Islamic Finance
- E) Treasury

SUPPORT AND TECHNICAL

- F) Ethics and Compliance
- G) Compliance (AMLA)
- H) Legal
- I) Economics
- J) Audit
- K) Human Resources
- L) Risk Management
- M) Sustainability
- N) Digital Transformation
- O) Sales and Marketing
- P) Functional

TRENDING TOPICS

Q) Current Highlights

> PERSONAL DEVELOPMENT AND SOFT SKILLS

- R) Leadership
- S) Communication
- T) Self-Development
- U) Clerical & Non-Executive

BANKING SPECIFIC COURSES



A CREDIT, CORPORATE AND COMMERCIAL BANKING

- 1. Banking 101 the Financial Eco-system, Banking Products & Services
- 2. The Fundamentals of Credit
- 3. Credit Assessment and Analysis
- 4. Practical Credit and Business Savviness for Branch Managers
- 5. Trade Finance
- 6. Contract Financing
- 7. Navigating Annual Reports: A Beginner's Guide to Financial Statement Analysis to Drive Prudential Loan Growth
- 8. How to Structure Credit Facilities
- 9. Credit Report Writing Commercial / Corporate Banking
- 10. Collateral What and How to Use Them to Safeguard Your Credit Facilities
- 11. Detecting Red Flags and Early Warning Signs
- 12. Industry Specific Training e.g. Property, Plantation, Oil & Gas
- 13. Certificate in Credit (CCR) Preparatory Course



B INVESTMENT BANKING, CORPORATE FINANCE & STOCK BANKING

- 1. Making Sense of Financial Statements
- Decoding Financials: Mastering Annual Report Insights
- 3. Practical Finance for Investment Decisions
- Understanding Stocks, Bonds, and Exchange Traded Funds (NEW)
- 5. Investment Analysis Porter's Five-Force Qualitative Framework
- 6. Smart Approaches to Equity Valuation
- Evaluating a Private Equity Fund and Start-up Company Valuation (NEW)
- 8. Strategic Bank M&A: Unlocking Synergies and Value (NEW)
- Merger Control and Competition Law in M&A Transactions (NEW)
- 10. Valuation & Modelling for Investment Banking Professionals
- 11. Valuation Techniques in Private Equity Transactions and LBO Model (NEW)
- 12. Leveraged Buyouts in Practice: Building the LBO Model (NEW)
- 13. M&A Modelling Masterclass (NEW)
- 14. Making Sense of Market Research Reports
- 15. Economic Indicators Every Investor Should Know
- 16. Project Finance: Structuring & Modelling in Excel (NEW)
- 17. Opportunities in Alternative Investments
- 18. The Power of REIT Investments

- 19. Maximizing Returns with ESG-Aligned Portfolio Management
- 20. Insights from Past Financial Crises
- 21. Lessons from Malaysia's Financial Crises
- 22. Investing Successfully Through Market Cycles
- 23. Sector Rotation Strategies for Market Outperformance (NEW)
- 24. Essential Charting Skills for Smart Traders
- 25. Candlestick Patterns: Analysing Price Action
- 26. Smarter Trading with Japanese Candlestick Signals
- 27. Fibonacci and Its Applications
- 28. Common Sense Strategies for Smart Investors
- 29. What Drives Market Prices (NEW)
- 30. Easy Guide to Building a Strong Portfolio
- 31. Practical Trading for Entry-Level Finance Professionals (NEW)
- 32. Currency, Gold, and Commodities Trading (NEW)
- 33. Mastering the Basics of Derivative Trading
- 34. Mastering Momentum for Smart Trading
- 35. Taking Advantage of the News for Investments Like an Investor (NEW)
- 35. Unlocking Opportunities in Warrant Trading

B INVESTMENT BANKING, CORPORATE FINANCE & STOCK BANKING

- 36. Time Cycle Analysis
- 37. Advanced Technical Analysis Techniques: Gaps, Divergence, and Momentum Indicators
- 38. Managing Portfolio Risk with Derivatives
- 39. Maximizing Wealth through Futures & Options
- 40. Technical Analysis for Long Term Investing
- 41. Unlocking Opportunities in the US Market
- 42. Mastering Top-Down Analysis for Smarter Investing (NEW)
- 43. Mastering Emotions in Investing
- 44. Beginners Guide to Machine Learning
- 45. The World of Blockchain Explained
- 46. Mastering the Psychology of Market Moves
- 47. Easy Guide to Market Forecasting Easy Guide to Market Forecasting
- 48. Unlocking the Power of Exchange Traded Funds
- 49. Unlocking the Power of Exchange Traded Funds
- 50. Opportunities in Digital Asset Investing
- 51. Smart Investing During Market Downturns
- 52. Smart Investing Strategies for Success
- 53. Value Investing for Long-Term Growth
- 54. Magnificent 7 Buy, Trade, Hold and Live Happily Ever After?
- 55. Winning Strategies for Market Success

- 56. From Differentiation To Dominance FTFC Serves Beyond A Policy Document
- 57. Leveraging AI Tools for Financial

 Planners
- 58. Managing Your Money Wisely Make not Lose Money (NEW)
- 59. Portfolio Design and Asset Allocation in Retirement Planning (NEW)
- 60. Protecting Your Wealth from Scams
- 61. Safeguarding Wealth: Risk Management for Steady Profits (NEW)
- 62. Staying Safe from Financial Scams
- 63. The Future of Private Wealth Management (NEW)
- 64. Wealth Creation with REITs and Stocks Investing
- 65. Global Market Outlook Key Economic Data To Navigate Through 2026 (NEW)



C WEALTH MANAGEMENT

- 1. Managing Your Money Wisely Make not Lose Money (NEW)
- 2. Safeguarding Wealth: Risk Management for Steady Profits (NEW)
- 3. Wealth Creation with REITs and Stocks Investing
- 4. Portfolio Design and Asset Allocation in Retirement Planning (NEW)
- 5. Leveraging AI to Elevate Wealth Management Advisoty and Sales
- 6. The Future of Private Wealth Management (NEW)
- 7. Protecting Your Wealth from Scams
- 8. From Differentiation To Dominance FTFC Serves Beyond A Policy Document (NEW)
- 9. IPPC Preparatory Course

D ISLAMIC FINANCE

- 1. Global Islamic Market (NEW)
- 2. Ecosystem of the Malaysian Islamic Financial Market (NEW)
- 3. Fundamental of Islamic Finance & Practices (New)
- 4. Key Macroeconomic Indicators for Shariah Committee Members (NEW)
- 5. Islamic Financial Planning
- 6. Islamic Wealth Management and Faraid
- 7. Protecting Your Wealth from Scams
- 8. From Differentiation To Dominance FTFC Serves Beyond A Policy Document (NEW)
- 9. IPPC Preparatory Course
- 10. Shariah Compliant Stocks Screening Methodologies, Application & Treatment
- 11. Understanding Financial Ratios for Shariah Committee Members (NEW)
- 12. Parameterising Ḥājah and Þarūrah for Islamic Banking (NEW)
- 13. Parameterising Ḥājah and Darūrah for Takāful (NEW)
- 14. Risk Management for Islamic Financial Institutions (NEW)

E TREASURY

CONVENTIONAL

- 1. The Money Market (NEW)
- 2. The Foreign Exchange Market (NEW)
- 3. Understanding and Applying Bank Negara
 Malaysia's Foreign Exchange Policy Notices (NEW)
- Foreign Currency Account: Product Understanding, Risk & Compliance
- 5. Market Risk Management
- 6. Interest Rate Risk Management
- 7. Managing Foreign Exchange Risk (NEW)
- 8. Liquidity Risk Management (NEW)
- 9. Asset & Liability Management (NEW)
- 10. Fraud In Treasury
- 11. Wholesale Market Conduct



ISLAMIC

- 1. Introduction to Islamic Treasury Products (NEW)
- 2. The Sukuk Market: Primary and Secondary Markets (NEW)
- 3. The Islamic Hedging and Derivatives Market (NEW)
- 4. Overview of Tahawwut Master Agreement (NEW)
- Product Development in Islamic Treasury (NEW)

SUPPORT AND TECHNICAL



F ETHICS AND COMPLIANCE

- 1. Ethics for Bankers
- 2. Market Manipulation and Ethical Standards
- 3. Market Integrity and Insider Trading
- 4. Governance, Risk and Compliance
- 5. Safeguarding Customer Information: An Overview of Personal Data Protection Act (PDPA) and Management of Customer Information and Permitted Disclosures (MCIPD) (NEW)
- 6. Understanding Corporate Liability (Section 17a, MACC Act) And Its Practical Applications (NEW)
- 7. Implementing Trust Principle And Corporate Liability (Section 17A, MACC Act)
 Requirement
- 8. Corporate Liability (Section 17A, MACC Act): Strengthening Compliance and Board Oversight in Mitigating Risks
- 9. Tax Evasion Compliance with Inland Revenue Board Malaysia (NEW)
- 10. IFRS 17 for Takāful Operators (NEW)



G COMPLIANCE (AMLA)

- 1. AML/CFT & ABC (MACC Act Sec. 17A): Navigating the Compliance Landscape
- 2. AML/CFT/CPF and TFS: Refresher on the Emerging Methods with Case Studies (NEW)
- 3. Beyond Compliance: Practical Strategies to Strengthen AML Effectiveness (NEW)
- 4. Boardroom Accountability in AML/CFT/CPF: Latest Regulations and for Current Risk Environment
- 5. Correspondent Banking: Mitigating ML/TF/PF Risks (NEW)
- 6. Emerging Threats & Strategic Responses in AML/CFT/CPF Compliance
- 7. Emerging Trends in AML/CFT/CPF: A Global Perspective
- 8. From STR to Action: Navigating the Life Cycle of Suspicious Transaction Reports (NEW)
- 9. Guide To Anti-Money Laundering Suspicious Transactions Reporting (STR)
- 10. Money Laundering Scandals: Lessons Learnt & Best Practices (NEW)
- 11. Money Laundering Through Shell Companies The Latest Methods
- 12. Money Mules & Regulator Expectations: Managing Risks in Financial Crime (NEW)
- 13. National Anti-Corruption Strategy 2024–2028 for Islamic Banking (NEW)
- 14. Post-AMLA (Amendment) Act 2025 Preparedness for Takāful (NEW)
- 15. Prevention Of Money Laundering In Capital Market Intermediaries and The Role Of RegTech In Combating AML
- 16. Sanctions Compliance Framework: Managing Sanction Risks And Their Impact On Money Laundering
- 17. Sharpening Detection of Suspicious Activities Through the Lens of Money Laundering Typologies
- 18. Trade-Based Money Laundering (TBML): Strategies for Identifying and Mitigating Risks
- 19. Ultimate Beneficial Owner: Overcoming Challenges to Identify UBO (NEW)

H LEGAL

- 1. Contract 101 & Debt Recovery
- 2. Financing Documents Types, Usage and Key Terms
- 3. Legal 101 for Banking

ECONOMICS

- 1. Global Market Outlook
- 2. How to Read Economic Indicators

J AUDIT

- 1. Audit and Assurance for HR: A Perspective of Transformation and Change Management
- 2. Audit and Assurance for Internal Auditors: A Perspective of Transformation and Change Management
- 3. Effective Audit Response Strategies for Managers
- 4. The Art of Auditing the Governance Mechanisms
 - A Board's Perspective
- 5. Climate Risk for Financial Institutions A Risk Based Assessment For Internal Auditors



K HUMAN RESOURCES

- 1. HR for Non HR Managers
- 2. Comprehensive Guide to the Employment Act, EPF & Contract Stamping
- 3. Employment (Amendment) Act 2022
- 4. How to Prepare a Clear & Comprehensive HR Handbook
- 5. Industrial Relations
- 6. Labor Relations and Conflict Resolution
- 7. HR Audit
- 8. Competency Gap Analysis
- 9. Training Needs Analysis (TNA)
- 10. Behavioural Interview to Hire Right
- 11. Talent Acquisition Strategies to Attract Top Talents
- 12. Employee Onboarding and Integration
- 13. Employee Engagement and Retention Strategies
- 14. HR Communication: Navigating Sensitive Conversations
- 15. Key Performance Indicators and Balanced Scorecards
- 16. Compensation and Benefits Strategies to Attract, Motivate and Retain a Skilled Workforce
- 17. Reward & Consequence Management
- 18. Managing Discipline, Underperformance, and Termination in the Workplace
- 19. Managing Misconduct in Domestic Inquiry
- 20. Change Management and HR Transformation
- 21. Succession Planning for Organisational Continuity
- 22. Preparing Your Staff for Success after VSS/ Retirement

RISK MANAGEMENT

- Assets and Liabilities Management A Refresher
- 2. Business Continuity Management
- 3. Critical Risk Management for Islamic Financial Institutions
- 4. Climate Change and Risk Management
- 5. Cybersecurity Risk
- 6. Data Security for Banking (NEW)
- 7. Data Security for Insurance/Takāful (NEW)
- 8. Fraud Risk Management
- 9. Funds Transfer Pricing
- 10. Interest Rate Risk Management
- 11. Liquidity Risk Management
- 12. Machine Learning for Risk Managers
- 13. Managing Cyber Fraud in Banking Post Pandemic
- 14. Operational Resilience Management
- 15. Operational Risk Management
- 16. Rising/High Interest Rate Environment

M SUSTAINABILITY

- 1. Sustainability A Value Creation Perspective
- 2. Environmental, Social & Governance (ESG) and Sustainable Finance
- 3. ESG Investing Long-Term Trend or Short-Lived Fad?
- 4. LSG The "New ESG" To Drive Sustainability and Competitive Advantage In Organisations
- 5. Sustainability Practices in the Workplace
- 6. Sustainable Finance (NEW)
- 7. Strategic Approaches to Carbon Markets and Global Emission Reduction (NEW)
- 8. Climate Risk For Financial Institutions
- 9. Climate Change and Risk Management for Investment Financing

N

DIGITAL TRANSFORMATION

- 1. The Fourth Industrial Revolution
- 2. Redefining Finance: An Introductory Guide to the FinTech Revolution
- 3. Fintech's Ongoing and Future Impact on the Capital Markets
- 4. Introduction to Artificial Intelligence
- 5. Al Unleashed: Journey into the World of Artificial Intelligence
- 6. How AI is Already Being Used
- 7. The Power of Big Data for Financial Industry
- 8. Uncovering the Opportunities of Big Data
- 9. Introduction to Blockchain Technology
- 10. Automation in Banking & Finance
- 11. Robotic Process Automation (RPA) in Financial Services Industry
- 12. Payment Technologies From Mobile Payments
- 13. Chatbots and Virtual Assistants in Banking
- 14. Al Driven Digital Transformation
- 15. Generative AI for Finance
- 16. Revolutionizing Financial Services with Al
- 17. Leveraging AI To Elevate
 Wealth Management Advisory
 And Sales (NEW)
- 18. Digital Marketing Mastery
 Using AI for Financial Services

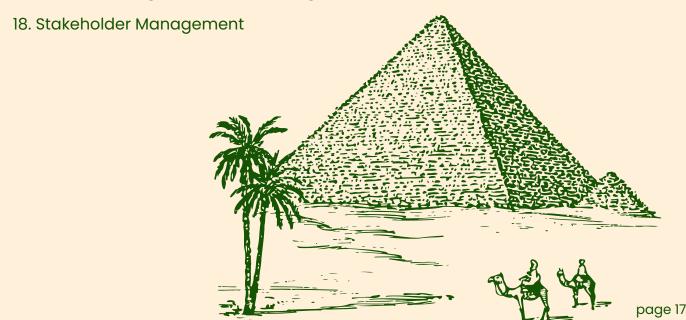
- 19. AI & Big Data Analytics In FinTech Credit and Digital Banking
- 20. Al for Fraud Detection and Risk Assessment
- 21. AI in Risk Management
- 22. Generous and Explainable AI in Banking & Finance
- 23. AI Ethics for Banking & Finance
- 24. Data & Al Monetization
- 25. Cryptocurrency Platforms and Banks' Failure Outlier or Systemic?
- 26. The Big Picture Macroeconomic and Geopolitical Considerations of Cryptocurrency and Blockchain Technology
- 27. Digital Assets & Regulatory Compliance in Malaysia
- 28. Digital Asset Adoption in MalaysiaRegulatory Compliance,Accounting and Taxation
- 29. Deep Dive into Crypto-Related Financial Scams: Typologies and Forensic Investigations
- 30. ESG of Digital Assets: New Risks, Financial Stability and Effective Policies
- 31. ESG of Web3 and Al: Investor Considerations and Regulatory Approaches
- 32. Web3 and AI for Finance: Stablecoins, CBDCs and Leading DeFi Models
- 33. Web3 and AI for Business: Asset Tokenization and Industrial Applications

SALES AND MARKETING

- 1. Social Media Content Creation
- 2. Email Marketing
- 3. Digital Marketing and SEO Mastery: Strategies to Boost Online Visibility and Drive Business Growth
- 4. Content Marketing with AI
- 5. MS Excel to Track, Analyse and Boost Sales
- 6. Mastering Cold Calls: From Hesitation to Conversion
- 7. Funnel Domination: Warm, Cold, and Referral Lead Strategies
- 8. Sales and Negotiation Skills
- 9. High Impact B2B Sales
- 10. High Impact Presentation & Pitching Skills
- 11. How to Close Sales
- 12. DISC Personality Selling: Tailoring to Buyer Profiles
- 13. The Art of Selling Without Selling
- 14. Consultative Selling for Long-Term Client Success
- 15. Objection Handling Like a Pro: Reframing Every 'No'
- 16. Negotiation Psychology in Sales: Closing with Confidence
- 17. Sales with NLP Techniques
- 18. From Prospect to Promoter: Building a Referral Culture
- 19. Strategic Marketing and Brand Management
- 20. The Art of Selling Without Selling
- 21. Sales Mastery: The 8 Cycles of High-Performance Selling
- 22. Sales Mastery (individual coaching is available)
- 23. Effective Influencing Skills in Dealing with Difficult People and Situations (NEW)

P FUNCTIONAL

- 1. Microsoft Word (Beginner to Advanced)
- 2. Microsoft PowerPoint (Beginner to Advanced)
- 3. Microsoft Excel (Beginner to Advanced)
- 4. Financial Modelling in Excel (for Beginner) (NEW)
- 5. Essentials of Financial Modelling in Excel (Intermediate Level) (NEW)
- 6. Financial Modelling Mastery: From Beginner to Expert (NEW)
- 7. Decision-Driven Financial Modelling for Business Executives (Senior Management) (NEW)
- 8. Finance for Non-Finance Bankers
- 9. Strategic Cost Management
- 10. Financial Analysis & Cashflow Modelling
- 11. Effective Procurement and Supply Chain Management
- 12. Business Process Re-Engineering
- 13. Report and Minutes Writing
- 14. Requisite Administrative Skills & Duties When Supporting Top Executives
- 15. Technical Report Writing
- 16. Project Management
- 17. How to Leverage on Artificial Intelligence in Your Work



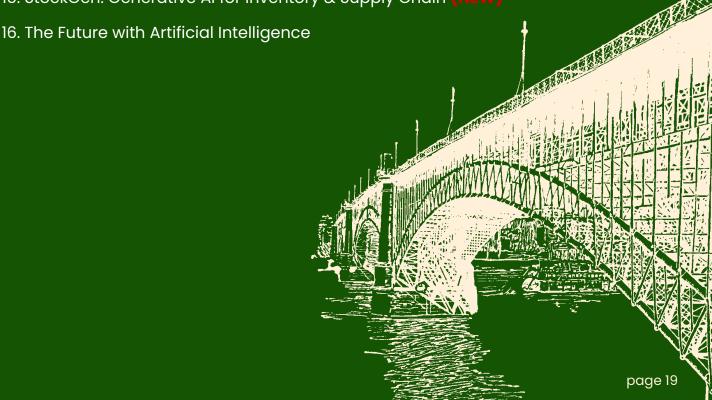
TRENDING TOPICS



Q CURRENT HIGHLIGHTS

- 1. Market Outlook for 2026 Post Global Tariffs (NEW)
- 2. Global Market Outlook Key Economic Data To Navigate Through 2026 (NEW)
- 3. Cracking the Al Code: LLMs & Generative Al Explained (NEW)
- 4. Data Made Simple: A Non-Tech Guide to Smarter Decisions (NEW)
- 5. Enterprise AI Roadmapping: From Ideas to Implementation (NEW)
- 6. FinGen: Generative AI for Finance Professionals (NEW)
- 7. InsightGen: Generative AI for Business Intelligence (NEW)
- 8. MarketGen: Generative AI for Modern Marketers (NEW)
- 9. OpsGen: Generative AI for Operational Efficiency (NEW)
- 10. PeopleGen: Generative AI for HR Transformation (NEW)
- 11. Prompt Engineering: Unlocking the Power of Generative AI (NEW)
- 12. Responsible Al: A Practical Guide on Governance, Ethics & Risk (NEW)
- 13. Simplify Your Work with AI and Automation (NEW)
- 14. Smart Project Management with Al: Driving Efficiency & Cost Savings (NEW)





PERSONAL DEVELOPMENT AND SOFT SKILLS



R LEADERSHIP

- Analytical Thinking: Sharpening Reasoning for Better Decisions
- 2. Building Powerful Stakeholder Relationships with Emotional Intelligence
- 3. Creating an Achievement-Oriented Workplace
- Cultivating Entrepreneurial Mindset and Business Acumen
- 5. Diagnosing Problems & Decision-Making
- 6. Effective Delegation & Supervisory Skills
- 7. Entrepreneur Leadership: Driving Growth with Business Acumen
- 8. Entrepreneurial Mindset in Action: Innovate, Solve, Create
- Essential Conversations to Elevate Your Staff's Performance
- 10. Essential Managerial Skills for Managers
- 11. Fostering Collaborative Leadership: Uniting Strengths for Success
- 12. Growth Mindset & Decision-Making
- 13. High Impact Workplace Coaching
- 14. How to Develop Your Organisation's Business Model Canvas
- 15. Influencing and Negotiation Masterclass
- 16. Injecting the Multiplier Effect on Team Performance Through High-Impact Leadership
- 17. Kepimpinan Dan Kemahiran Motivasi Untuk Ketua Operator & Ketua Pasukan
- 18. Leadership for Managers
- 19. Leading Change for Organisational Success in Uncertain Times
- 20. Mastering Design Thinking for Business Transformation
- 21. Mastering the 7 Dynamic Leadership Skills for Executives and Supervisors

- 22. Mastering the Art of Influencing and Negotiation
- 23. Navigating Organisational Change: A Guide to Change Management
- 24. Opportunity Thinking: Cultivating an Entrepreneurial Spirit at Work
- 25. Problem Solving and Decision Making
- 26. Seizing Opportunities and Driving Change
- 27. Stakeholder Relationship Management for Managers
- 28. Strategic Leadership for Success
- 29. Strategic Leadership Mastery: Adapting, Innovating and Leading Amid Global Disruption
- 30. Strategic Leadership: Enhancing Planning and Critical Thinking Skills
- 31. Strategic Thinking & Leadership
- 32. Strategic Thinking and Leadership: Driving Innovation and Growth
- 33. Strategic Thinking and Planning
- 34. Strategic Thinking and Planning for Management
- 35. The Strategic Leader: From Operational to Transformational
- 36. Transformational Leadership:
 Building Resilience, Inspiring
 Collaboration and Navigating
 Disruption

S COMMUNICATION

- 1. Email Etiquette and Writing Effective Business Emails
- 2. Proper and Effective Business Writing
- 3. Professional Writing for Reports and Proposals
- 4. How to Write Clear & Concise Technical Reports
- 5. Memo and Minutes Writing
- 6. Al Powered Business Writing
- 7. Communication and Interpersonal Skills
- 8. Communicate Effectively Using NLP Techniques
- 9. Effective Communication through NLP & Enneagram Awareness
- 10. Effective Team Communication & Collaboration
- 11. Active Listening for Better Engagement
- 12. Listening and Questioning Skills to Avoid Miscommunication & Ambiguity
- 13. Emotional Intelligence in Business Communication
- 14. Frontline Communication: Representing Your Brand with Confidence
- 15. How to Become an Effective Presenter and Communicator (NEW)
- 16. Powerful Presentation Skills
- 17. The Art of Storytelling with Numbers: Mastering Financial Presentations (NEW)
- 18. Mastering Confident Communication in Professional Settings
- 19. Mastering Effective Telephone Communication Skills
- 20. Handling Difficult Conversations
- 21. Managing Conflicts & Difficult People
- 22. Managing Difficult Customers from Foe to Friend
- 23. Managerial Communication: Leading with Clarity and Empathy
- 24. Communication & Interpersonal Skills (NEW)

T SELF-DEVELOPMENT

- 1. Adaptability in a VUCA World (NEW)
- 2. Creative Thinking & Problem Solving
- 3. Building Resilience to Overcome Adversity
- 4. Analytical Thinking (NEW)
- 5. Design Thinking
- 6. Stress Management
- 7. Time Management
- 8. Emotional Intelligence

CLERICAL AND NON-EXECUTIVE

- 1. Basic Business Writing for Clerical Staff
- 2. Customer Service Excellence for Support Staff
- 3. Effective Email & Telephone Etiquette
- 4. Front Desk Professionalism & First Impressions
- 5. Handling Difficult Situations with Confidence
- 6. Handling Instructions & Feedback Professionally
- 7. Kecemerlangan Diri Melalui Komunikasi Berkesan
- 8. Kemahiran Microsoft Word & PowerPoint untuk Tugasan Harian
- 9. Komunikasi Mesra Pelanggan untuk Kakitangan Kaunter
- 10. Menjadi Kakitangan Cemerlang: Sikap, Disiplin & Tanggungjawab
- 11. Microsoft Excel Asas untuk Kakitangan Sokongan
- 12. Minda Positif di Tempat Kerja
- 13. Office Administration Skills
- 14. Pengurusan Stres untuk Kakitangan Barisan Hadapan
- 15. Professionalism at Work: Attitude, Ethics & Accountability
- 16. Time Management & Daily Task Prioritisation



5.0 Google Review



Testimonials:

- "The training session was well-structured and covered key topics effectively,
 making it easy to follow. The trainer's engaging delivery and use of real-life
 examples helped participants better understand the material. Clear explanations
 ensured that even complex concepts were broken down in a simple and
 digestible manner. Additionally, the session provided useful takeaways that can
 be applied in daily tasks."
- "The session was easy to understand and helped me learn how to spot and prevent corruption or money issues in a company. Very useful and practical"
- "The training went smoothly and made everything easier. I understood the content and could keep up with the presenter. Thank you!"
- "TBH, I over-excited and loved so much with the training held today. Especially on how the host interacts with the audience and all the activities held during the training. I'm not even feeling sleepy even for a sec. Thank you!"
- "I'm very grateful. I'm new to the banking and financial industry, and the training program aims to provide me the knowledge and abilities I need to comprehend customer service jobs, which will increase my efficiency and job happiness. I'll also learn about Fair Treatment of Financial Consumers."
- "Speaker has vast knowledge about the Momentum Indicators. It is easier to know the trend reversal with the help of the momentum indicators. It also helps in our trading position especially in price movements and the momentum indicator."
- "I have better understanding on investors behavior and expectation."
- "Really good trainer and session! Comes with exciting group project and assignment."
- "Trainer give us good case study on real event what happen in Malaysia as well as globally."
- "The trainer was very engaging and was knowledgeable on the topics presented."
- "Trainer had done a wonderful job of making the training engaging despite the heavy subjects."
- "I always join this kind of training. To be frank the trainer is just similar to other trainer EXCEPT that I like he deliver the solid point of the answer. He normally straight give answer. He don't give a general answer."
- "The trainer is knowledgeable about the topic. Good sharing! I gained new understanding on AML."
- "Knowledge and input through out this session is very valuable and can improve someone life to a better future."



GET IN TOUCH

Contact

016-606 2816

018-948 2800

clk@symphonydigest.com alisa@symphonydigest.com farrah@symphonydigest.com

symphonydigest.com | doshu.com.my

