

# 2026 Public Training Calendar



**Symphony Digest**  
MyCoID: 870359P

Date	Topic	Fee (RM)
30 March 2026	Telephone Skills and Customer Service for Internal and External Clients	888
7-8 Apr 2026	A Complete Guide to Learning & Development	2,800
14 Apr 2026	Time Management, Multitasking, & Office Productivity Skills	888
20-21 Apr 2026	Effective Minutes & Report Writing (with AI Tools)	2,800
23 Jun 2026	Influencing and Negotiation Masterclass	1,660
8 Jul 2026	Office Admin Excellence	888
21 Jul 2026	Time Management, Multitasking, & Office Productivity Skills	888
4 Aug 2026	Professional Messaging: Email & WhatsApp Etiquette for the Workplace	888
11 Aug 2026	Coaching & Developing Others	1,660
21 Oct 2026	Telephone Skills and Customer Service for Internal and External Clients	888