

## 2020 CORPORATE TRAINING PUBLIC WORKSHOPS

WRITTEN COMMUNICATION	Price	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Better Emails	RM 1,050.00	8-9		4-5			17-18		5-6		21-22		
Fine Tuning Writing Skills	RM 1,050.00		12-13							9-10			2-3
Grammar Foundations	RM 1,050.00	22-23			8-9			15-16			7-8		
Refining Your Grammar	RM 1,050.00			11-12									
Taking Your Grammar to the Next Level	RM 1,050.00					13-14				2-3			
Writing for Social Media	RM 1,050.00			25-26							26-27		
Customer-focused Writing	RM 1,050.00											11-12	
Business Writing Essentials	RM 1,050.00		5-6							28-29			
Proof-read to Perfection	RM 525.00							2					

WRITTEN COMMUNICATION	Price	INTAKES	DATE
Writing for Success (Round 1)	RM 1,490.00*	7 Jan - 12 Mar	
Writing for Success (Round 2)	RM 1,490.00*	9 Apr - 18 Jun	
Writing for Success (Round 3)	RM 1,490.00*	21 Jul - 22 Sep	
Writing for Success (Round 4)	RM 1,490.00*	15 Oct - 17 Dec	

\*Early bird promotion (Normal fee: RM1,790.00)

INTERPERSONAL COMMUNICATION	Price	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Communicate with Confidence	RM 1,050.00	15-16	19-20		1-2		10-11	22-23				4-5	
Handling Difficult Colleagues and Customers	RM 1,050.00	13-14				20-21			26-27		14-15		
Positive Influencing Skills	RM 1,050.00											25-26	
Success with Presentations	RM 1,050.00				22-23				12-13				
Strategic Business Storytelling	RM 1,050.00									23-24			
Say It Clearly	RM 1,050.00		18-19										9-10
Effective Negotiation Skills	RM 1,050.00						24-25						
Effective Public Speaking	RM 1,050.00						3-4						
Train the Trainer: Key Skills *New	RM 1,365.00		26-27										

CUSTOMER MANAGEMENT	Price	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Delivering Service Excellence	RM 1,050.00							8-9					
Service Excellence on the Telephone	RM 525.00											19	

PRODUCTIVITY AND PERFORMANCE	Price	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Unconscious Bias	RM 525.00							29					
Working with EQ *New	RM 1,365.00			9-10									
Time Management	RM 525.00	20							19				
Problem-solving and Decision-making	RM 1,050.00				15-16								
Multi-generational Working *New	RM 525.00					6							
Intercultural Fluency Essentials *New	RM 1,050.00										26-27		
Assertiveness: Achieving Win-Win	RM 525.00								19				



Want to know more?

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Call us: 03 - 2723 7900/7917

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\*Prices are inclusive of 6% SST.