



**SARA**  
RESORTS MANAGEMENT

# TRAINING CALENDAR

2024



Sara Resorts Management Sdn Bhd is  
HRD Corp Registered Training Provider



# QUARTER 1

# 2024 Training Calendar

No	Course Title (ENG/BM)	January	February	March
1	EQ MANAGEMENT FOR SUCCESSFUL LEADERSHIP	17th - 18th (Wed - Thu)		
2	FULL SET OF ACCOUNTS , SST & WITHHOLDING & CORPORATE TAX	18th - 19th (Thu - Fri)		
3	FINANCE FOR NON-FINANCE PROFESSIONALS /		12th - 13th (Mon - Tue)	
4	CASE STUDY INSIGHTS AND COMPANY ALIGNMENT TO SUSTAINABLE PRACTICES - (ADVANCED CERTIFICATE IN APPLIED SUSTAINABLE PRACTICE-GPM GLOBAL,USA) PART 1		14th - 15th (Wed - Thu)	
5	MANAGING PROJECTS USING MICROSOFT PROJECT (COSTING)		20th - 21st (Tue - Wed)	
6	ISSUES & RECENT DEVELOPMENTS ON CIPAA 2012 /		21st - 22nd (Wed - Thu)	
7	WOMEN LEADERSHIP IN ESG		26th - 27th (Mon - Tue)	
8	MICROSOFT EXCEL BASIC & INTERMEDIATE		28th - 29th (Wed - Thu)	
9	CHATGPT BASICS FOR HUMAN RESOURCES MANAGEMENT /			5th- 6th (Tue - Wed)
10	GAP ANALYSIS AND ASSESSMENT (PROFESSIONAL CERTIFICATE IN APPLIED SUSTAINABLE PRACTICE - GPM GLOBAL USA) -PART 2			7th- 8th (Thu - Fri)
11	MINUTES WRITING FOR ORGANIZATION /			18th - 19th (Mon - Tue)
12	CHANGE MANAGEMENT & LEADERSHIP			21st - 22nd (Thu - Fri)

# QUARTER 2

# 2024 Training Calendar

No	Course Title (ENG/BM)	April	May	Jun
1	SALIENT CONSTRUCTION CONTRACT ISSUES EXPLAINED	22nd - 23rd (Mon - Tue)		
2	PRIORITIES AND IMPLEMENTATION (EXECUTIVE DIPLOMA IN APPLIED SUSTAINABLE PRACTICE, IBE, UITM) - PART 3	24th - 25th (Wed - Thu)		
3	BID MANAGEMENT & TENDER EVALUATION	29th - 30th (Mon - Tue)		
4	MANAGEMENT BRIEFING ON ESG AND SUSTAINABILITY REPORTING		8th - 9th (Wed - Thu)	
5	CHATGPT -FOR MEDIA ENGAGEMENT		13th - 14th (Mon - Tue)	
6	JOB ANALYSIS AND WRITING JOB DESCRIPTION /		15th - 16th(Wed - Thu)	
7	CHATGPT FOR SOCIAL MEDIA MARKETING			12th - 13th (Wed - Thu)
8	AUDIT REPORT WRITING FOR INTERNAL AUDITORS			20th - 21st (Thu - Fri)
9	SUSPENSION & DETERMINATION CONTRUCTION CONTRACT			26th - 27th (Wed - Thu)
10	YOUR ROADMAP FOR SCALEABLE, AGILE, AUDITABLE ESG REPORTING			27th - 28th (Thu - Fri)

# QUARTER 3

# 2024 Training Calendar

No	Course Title (ENG/BM)	July	August	Sept
1	BUSINESS COMMUNICATION IN ENGLISH (SPEAKING & WRITING SKILLS)	1st - 2nd (Mon- Tue)		
2	UTILIZING MICROSOFT EXCEL FOR REPORTING & ANALYSIS	17th - 18th (Wed - Thu)		
3	ACCOUNT PAYABLE FROM ACCOUNTING TO MANAGEMENT	18th - 19th (Thu - Fri)		
4	MANAGING ANGER AND STRESS TO STAY FOCUSED AT WORKPLACE	24th - 25th (Wed - Thu)		
5	DATA STORYTELLER (VISUALIZATION)		05th - 06th (Mon - Tue)	
6	EFFECTIVE COMMUNICATION & INTERPERSONAL SKILLS		12th - 13th (Mon - Tue)	
7	PROJECT RISK MANAGEMENT		14th- 15th (Wed - Thu)	
8	BEST PRACTICES IN PROCUREMENT MANAGEMENT			03rd- 04th (Tue - Wed)
9	HIGHLY EFFECTIVE MANAGEMENT SKILLS USING NEURO LINGUISTIC PROGRAMMING (NLP)			18th - 19th (Mon - Tue)
10	THE INSPIRING PRESENTER: HOW TO CREATE AND DELIVER HIGH IMPACT PRESENTATIONS			23rd - 24th (Mon - Tue)

# QUARTER 4

# 2024 Training Calendar

No	Course Title (ENG/BM)	October	November	December
1	CONFLICT RESOLUTION: GETTING ALONG IN THE WORKPLACE	1st - 2nd (Tue - Wed)		
2	FAST CLOSING MONTHLY & YEAR END ACCOUNT	7th - 8th (Mon - Tue)		
3	PERFORMANCE MANAGEMENT THAT WORKS	17th - 18th (Thu - Fri)		
4	ADVANCED TRAINING NEED ANALYSIS STRATEGIES	22nd- 23rd (Tue - Wed)		
5	A SYSTEMATIC APPROACH MANAGEMENT TRAINING (MONITORING & EVALUATION)		05th - 06th (Tue - Wed)	
6	MONITORING & MEASURING TRAINING EFFECTIVENESS (ROI) AND TRAINING MODULE DEVELOPMENT		11th - 12th (Mon - Tue)	
7	LEADERSHIP AND COACHING		20th- 21st (Wed - Thu)	
8	HAZARD IDENTIFICATION RISK ASSESSMENT AND RISK CONTROL (HIRARC)		26th- 27th (Tue - Wed)	
9	COMPETENCY ASSESSMENT PROFILING			03rd- 04th (Tue - Wed)
10	HR MANAGEMENT- HANDLING EMPLOYEE GRIEVANES DISCIPLINE & TERMINATION			09th - 10th (Mon - Tue)

# BRIDGING KNOWLEDGE, SHAPING MINDS

For further enquiries about our programmes, reach our team today!

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