

SEDC Talent Hub



# 2025 Training Calendar



Sara Resorts Management Sdn Bhd is a certified training provider under HRD Corp

<https://sedctalent.com/>

## January 2025

No	Course Title (ENG/BM)	Date
1	AML/CFT Compliance: A Need to Protect Business	15th - 16th (Wed - Thu)
2	Issues & Recent Developments On CIPAA 2012	21st - 22nd (Tue - Wed)
3	GHG Accounting & Reporting Principles	23rd - 24th (Thu - Fri)

## February 2025

No	Course Title (ENG/BM)	Date
1	Minutes of Meeting Writing Workshop	4th - 5th (Tue - Wed)
2	Fast Closing Monthly & Year End Account	10th -11th (Mon - Tue)
3	Next- Gen Personal Assistants: AI Essentials for Smart PAs	20th - 21st (Thu - Friday)
4	Future-Proof Your Work by Mastering AI	20th- 21st (Thu - Fri)
5	Women Leadership in AI and 21st Century Future Skills	24th- 25th (Mon - Tue)
6	Know Your Customer (KYC) and Practical Customer Due Diligence (CDD)	24th- 25th (Mon - Tue)
7	Mental Health & Stress Management	26th- 27th (Wed - Thu)

## March 2025

No	Course Title (ENG/BM)	Date
1	Effective Sales & Negotiation Skills	6th - 7th (Thu - Fri)
2	Full set of accounts , SST & withholding & corporate tax	12th - 13th (Wed - Thu)
3	Finance for non-finance professionals	19th - 20th (Wed - Thu)
4	Issues & Recent Developments On CIPAA 2012	24th - 25th (Mon - Tue)

## April 2025

No	Course Title (ENG/BM)	Date
1	AI for 21st Century Educators	14th - 15th (Mon - Tue)
2	Fast Closing Monthly & Year End Account	16th - 17th (Wed - Thu)
3	Sustainability Enhancement Practices for Organisations + Coaching on ESG Reporting Template	21th - 22nd (Mon - Tue)
4	Bootcamp : Transformation Mind Shift for Peak Performance	23rd- 24th (Wed - Thu)
5	Salient Construction Contract Issues Explained	23rd- 24th (Wed - Thu)
6	Advanced Training Need Analysis Strategies	29th- 30th (Tue- Wed)
7	Boosting Workplace Productivity with Gen AI	29th- 30th (Tue - Wed)

## May 2025

No	Course Title (ENG/BM)	Date
1	ESG Clinic: Is your Business ESG Ready?	5th - 6th (Mon - Tue)
2	Technical Report Writing -Made Easy For Engineers & Technical Staff	7th - 8th (Wed - Thu)
3	Pre-Retirement Bootcamp: Agro-farming and Funding Opportunities	14th - 15th (Wed - Thu)
4	ESG Compliance and Reporting Personnel	15th - 16th (Thu - Fri)
5	Job Analysis and Job Description	19h - 20th (Mon - Tue)
6	Hazard Identification Risk Assessment And Risk Control (HIRARC)	26th - 27th (Mon - Tue)
7	GHG Accounting & Reporting Principles	28th - 29th (Wed - Thu)

## June 2025

No	Course Title (ENG/BM)	Date
1	Account Payable From Accounting to Management	10th - 11th (Tue - Wed)
2	Hazard Identification Risk Assessment And Risk Control (HIRARC)	16th - 17th (Mon - Tue)
3	Sustainability Enhancement Practices for Organisations + Coaching on ESG Reporting Template	18th - 19th (Wed - Thu)
4	Suspension & Determination Construction Contract	23rd- 24th (Mon - Tue)
5	Exceptional Customer Experience and Communication Talents	25th- 26th (Wed - Thu)
6	The Leadership Bootcamp	25th- 26th (Wed - Thu)

## July 2025

No	Course Title (ENG/BM)	Date
1	Data Storytelling (Visualization)	1st- 2nd ( Tue- Wed)
2	Project Risk Management	3rd - 4th ( Thu- Fri)
3	Highly Effective Management Skills Using Neuro Linguistic Programming (NLP)	7th - 8th (Mon - Tue)
4	The Inspiring Presenter: How to Create and Deliver High Impact Presentations	14th - 15th (Mon - Tue)
5	Gap Analysis and Assessment	28th - 29th (Mon - Tue)
6	GHG Accounting and Reporting Principles	30th -31st (Wed - Thu)

## August 2025

No	Course Title (ENG/BM)	Date
1	Lean Performance & People Capacity Development	4th - 5th (Mon - Tue)
2	Cybersecurity Audit Essentials	6th - 7th (Wed - Thu)
3	Colored Brain Communication for Leaders; Lead, Drive and Inspire Your Team	11th - 12th (Mon - Tue)
4	Employment Law - Understanding Grievance Handling, Disciplinary & Termination Procedures	13th- 14th (Wed - Thu)
5	Budgeting and Cash Flow Forecasting and Reporting	28th- 29th (Thu - Fri)
6	ESG Clinic: Is your Business ESG Ready?	28th- 29th (Thu - Fri)

## September 2025

No	Course Title (ENG/BM)	Date
1	Turning Data to Story for Decision Making	8th - 9th (Mon - Tue)
2	Filing and Records Management	10th -11th (Wed - Thu)
3	Interview Skills- Competency and Behavioral Based	17th - 18th (Wed - Thu)
4	Corporate Liability Provision 17A: Anti Bribery & Anti-Corruption	22nd - 23rd (Mon - Tue)
5	Next-Gen Personal Assistants: AI Essentials for Smart PAs	24th - 25th (Wed - Thu)

## October 2025

No	Course Title (ENG/BM)	Date
1	Understanding Contract Clauses & Debt Recovery	1st -2nd (Wed - Thu)
2	Fast Closing Monthly & Year End Account	16th - 17th (Thu - Fri)
3	Sales Strategy; How to Win and Retain Customers with NLP	21st - 22nd (Tue - Wed)
4	Cross Cultural Communication	23rd- 24th (Thu - Fri)
5	Effective QCC & 7 QC Tools	27th - 28th (Mon - Tue)
6	ESG Clinic: Is your Business ESG Ready?	29th- 30th (Wed - Thu)

## November 2025

No	Course Title (ENG/BM)	Date
1	Facility Management Services and IR 4.0 Application	3th - 4th (Mon - Tue)
2	Pre-Retirement Bootcamp: Commercial Baking and Funding Opportunities	12th - 13th (Wed - Thu)
3	Accounts Receivable & Credit Policies Management	19th - 20th (Wed - Thu)
4	Evaluation on Effectiveness of Training	24th - 25th (Mon - Tue)

## December 2025

No	Course Title (ENG/BM)	Date
1	Implementing Successful Performance Appraisal Using Balanced Scorecard, KPI and Competencies	1st - 2nd (Mon - Tue)
2	Domestic Inquiry Documentation & Procedures	3rd - 4th (Wed - Thu)
3	Bootcamp : Transformation Mind Shift for Peak Performance	11th- 12th (Thu - Fri)
4	Advanced Bookkeeping & Accounting Skills	15th- 16th (Mon - Tue)
5	Understanding Business Performance Through Financial Statement	17th- 18th (Wed - Thu)

**SEDC Talent Hub**



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

**T: +6082 - 416 918 ext 157 E: [sararesortsmanagementsb@gmail.com](mailto:sararesortsmanagementsb@gmail.com)**

**SEDC Talent Hub**

Sara Resorts Management Sdn Bhd (A Member of SEDC Group of Companies)  
9th Floor SEDC Plaza, Jalan Tunku Abdul Rahman, 93100 Kuching Sarawak



**SARA**  
RESORTS MANAGEMENT 