

## Vision Learning Public Training Calendar 2024



Course Category	Course Title	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Nursing	Effective Work Transition for Managers of Nursing							15-16					
	Managing staff across mixed generation	29								2			
Project Management	Project Management Professional (PMP)							1-5					
	Project Risks Management					7							
	Successful Project Management			25-26							2-3		
	Strategic Management in Construction Industry								15				
	Building GRIT - Cultivating Passion and Perseverance									4			
	Project Quality Management: QLASSIC (CIS7:2021) – Quality Management Tools for Construction Industry					8							
	Project Delivery Methods in Construction Industry – Knowing your choice before you make decision								14				
	Project Cost Management – Master Budgetary Control and Finance Efficiency									5			
	Overview of Project Management in Construction Industry: Let the team understand each other better												
	Construction Management System (CMS) – Standardize Your Team												
Financial Literacy	Credit Control Outline												
	Guide to Prepare A Minimum Transfer Pricing Documentation Template		29	29	22	13				3			
	Procurement Process for Finance Executives							1			7		
	Contemporary Finance for Non-Finance Manager			5			5						
Productivity Tools	E-invoicing in Malaysia: Are you Ready?	19	23	8,22	26								
	Microsoft Excel Beginner	31						10					
	Microsoft Excel Intermediate		21						21				
	Microsoft Excel Advanced I			20					22				
	Microsoft Excel Advanced II			21								6	
	Microsoft Excel Advanced III				24							7	
	Microsoft Words						6						
	Microsoft Powerpoint				25			11					
Productivity Management	G-Suite					15-16					16-17		
	Time Management			1		14			19		14		
	Effective Communication for Organizational Success					16			20		15		
Leadership Development	Professional Business Writing			6	18				27	26		20	
	Leadership DNA		6-7					22-23					16-17
Employee Management	Effective Supervisory Skills				29-30					11-12			
	Employment Manual		27				25				24		
Customer Management	Sales Communication and Negotiation Skills			7			26			25		21	
	Customer Complains Management						27						