



# **IDFR 2016** **PROSPECTUS**

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS  
Ministry of Foreign Affairs, Malaysia





# **IDFR 2016 PROSPECTUS**



## IDFR 2016 Prospectus

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# **IDFR at a Glance**

# IDFR at a Glance

Established in 1991, the Institute of Diplomacy and Foreign Relations, or IDFR in short, has been the training arm of the Ministry of Foreign Affairs, Malaysia since 2004.

Centrally located in Kuala Lumpur, the Institute trains Malaysian diplomats in the areas of diplomacy, international relations, soft skills and foreign languages. IDFR also trains diplomats from among the 139 countries under the Malaysian Technical Cooperation Programme as well as the ASEAN Secretariat and Colombo Plan in the areas including diplomatic training, strategic analysis and crisis management.

The Institute also offers a one-year Master of Social Science in Strategy and Diplomacy, a joint programme with Universiti Kebangsaan Malaysia which is entering its 17<sup>th</sup> year and commences in September every year.

In 2016, IDFR will be celebrating the 25<sup>th</sup> anniversary of its establishment and in line with the Malaysian Government Transformation Programme, IDFR has recently embarked on its own transformation exercise. IDFR has now shifted from being a training institute to a learning institute and is driven by subject matter experts from the diplomatic field, civil service and the private sector.

The Institute is now made up of four learning centres:

1. Centre for Political Studies and Economic Diplomacy
2. Centre for Leadership, Negotiation and Public Diplomacy
3. Centre for Language and Cultural Diplomacy
4. Competency Enhancement Centre

To complement the learning, discourses comprising lectures, forums, round table discussions, seminars and workshops are also organised in collaboration with relevant partners, and to date, prominent figures who have addressed audience at IDFR include Kofi Annan, Yasser Arafat, Benazir Bhutto, Nelson Mandela, Sultan Hassanal Bolkiah, Tun Dr. Mahathir Mohamad, Imam Feisal Abdul Rauf, Ban Ki-moon, Gareth Evans, Helen Clark, Tunku Zain Al-‘Abidin Tuanku Muhriz and His Royal Highness Sultan Nazrin Muizzuddin Shah ibni Almarhum Sultan Azlan Muhibbuddin Shah, the Sultan of Perak Darul Ridzuan and the Institute’s Royal Patron. Among the collaborators are the Institute of ASEAN Studies and Global Affairs, Institute of Advanced Islamic Studies, Institute of Strategic and International Studies, National Institute of Public Administration, Association of Former Malaysian Ambassadors, Foreign Policy Study Group, United





Nations Association of Malaysia, Global Movement of Moderates Foundation, Perdana Global Peace Foundation, Mercy Malaysia and the foreign missions in Kuala Lumpur.

## Facilities

The Institute's facilities include:

- \* Training and meeting rooms
- \* A fully-equipped library, complete with self-access learning resources
- \* A fully-equipped language lab
- \* An auditorium which can seat up to 250 people
- \* A multipurpose hall that can accommodate up to 500 people
- \* Fifty-one hostel rooms
- \* Gymnasium, swimming pool, tennis cum futsal and squash courts
- \* Wireless coverage







# **2016 Programmes**

# 2016 Programmes

## Centre for Political Studies and Economic Diplomacy

Dates	Courses
14 March-1 April 2016	Malaysian Technical Cooperation Programme (MTCP): Diplomatic Training Course for International Participants 2016
9-27 May 2016	Malaysian Technical Cooperation Programme (MTCP): Crisis Management for International Participants 2016
1-3 June 2016	Workshop on Public International Law
15 August- 2 September 2016	Malaysian Technical Cooperation Programme (MTCP): Strategic Analysis for International Participants 2016

### Discourses\*

IDFR Lecture Series

Economic Diplomacy Series

ASEAN Ambassador Lecture Series

Ambassador Lecture Series

\*By invite only

## Centre for Leadership, Negotiation and Public Diplomacy

Dates	Courses
9-11 May 2016	Leadership Course for Mid-Level Diplomats and Attachés Series I
11-13 July 2016	Leadership Course for Mid-Level Diplomats and Attachés Series II
5-7 September 2016	International Negotiation Workshop Series I
24-26 October 2016	International Negotiation Workshop Series II
Dates	Discourses*
24 February 2016	Public Diplomacy Forum 2016 Series I
6 April 2016	Public Diplomacy Forum 2016 Series II
15 June 2016	Public Diplomacy Forum 2016 Series III
17 August 2016	Public Diplomacy Forum 2016 Series IV

\*By invite only

## Centre for Language and Cultural Diplomacy

Dates	Courses
English	
22-26 February 2016	Building Block of Good English
14-17 March 2016	Effective Presentation Skills 1/2016
6-19 April 2016	Malaysian Technical Cooperation Programme (MTCP): English Language Course for Diplomacy 2016
23-26 May 2016	Effective Writing Skills 1/2016
19-21 July 2016	Say it Right: A Course on Pronunciation
23 August-6 September 2016	Malaysian Technical Cooperation Programme (MTCP): Intercultural Awareness and Diplomacy Course 2016
10-13 September 2016	Effective Writing Skills 2/2016
26-29 September 2016	Effective Presentation Skills 2/2016
French	
12 January-25 February 2016	French Level VIII (Part 2)
13 January-29 February 2016	French Level IV (Part 2)
15 January-4 March 2016	French Insights
16 March-1 June 2016	French Level V
24 March-10 November 2016	French Level IX
22 April-3 June 2016	French Insights
18 July-9 November 2016	French Level VI



Spanish	
12 February- 19 August 2016	Spanish Level I
15 February- 22 August 2016	Spanish Level II
16 February- 26 April 2016	Spanish Level III
17 February- 24 August 2016	Spanish Level I
19 July- 29 September 2016	Spanish Level IV
7 September- 18 November 2016	Spanish Level II
4 October- 15 December 2016	Spanish Level I
Malay	
1 March-12 May 2016	Basic Conversational Malay Level 1
Dates	Discourses*
31 March 2016	IDFR Cultural Diplomacy Lecture Series
12 May 2016	Forum on Arts and Cultural Diplomacy 2016
15-17 November 2016	Workshop on Intercultural Communication

\*By invite only

## Competency Enhancement Centre

Dates	Courses
7-18 March 2016	Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) Series 1 (Grade 41 and Above)
11-15 April 2016	Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) Series 2 (Grade 38 and Below)
16-27 May 2016	Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) Series 3 (Grade 41 and Above)
8-12 August 2016	Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) Series 4 (Grade 38 and Below)
5 September 2016-October 2017	Master of Social Science in Strategy and Diplomacy
10-21 October 2016	Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) Series 5 (Grade 41 and Above)



# **Centre for Political Studies and Economic Diplomacy**

# Centre for Political Studies and Economic Diplomacy

The Centre for Political Studies and Economic Diplomacy (PSED) is one of the learning hubs established under the Institute's Transformation Plan. The Centre focuses on diplomacy and international relations, bilateral and multilateral political, economic and trade relations as well as traditional and non-traditional security issues. The Centre aims to promote and accomplish high standards of professionalism in blended learning, training, research and publication as well as consultancy services in the Institute's quest to be a premier think tank in diplomacy and international relations

To achieve the aim, the Centre is committed to, among others, providing support to the Ministry of Foreign Affairs, other Ministries and government agencies on matters under its purview. In addition to upgrading the skills and knowledge of local and foreign diplomats and civil servants, the Centre will make policy recommendations on various regional and international political and economic issues. Throughout the year, the Centre organises courses on relevant, current and varied subjects related to political studies and economic diplomacy.

Quality, topical and practitioner-oriented learning programmes are also offered by the Centre through courses under the Malaysian Technical Cooperation Programme (MTCP). Research on topics of interest to the Ministry of Foreign Affairs will be conducted and published. Additionally, acting as a gateway for the dissemination of practical knowledge and scholarship, the Centre publishes the *ASEAN Foreign Policy Journal* (AFPJ), the *Journal of Diplomacy and Foreign Relations* (JDFR) and the *Economic Diplomacy Yearbook*. The Centre also welcomes the opportunity to collaborate with other Ministries and government agencies, foreign governments, international and regional organisations as well as local and foreign think tanks and universities to generate, share and disseminate practical knowledge in political studies and economic diplomacy.

The Centre also organises intellectual discourses on topical issues related to political studies, economic diplomacy and international relations through its various lecture series. Participation in all discourses is by invitation only. To be included in our mailing list, kindly contact the Deputy Director of the Centre.





# Is a diplomat born or trained? What knowledge and skills must a good diplomat possess?

## Malaysian Technical Cooperation Programme (MTCP): Diplomatic Training Course for International Participants 2016

14 March-1 April 2016 (Three weeks)

Diplomacy today is multi-faceted. It involves, among others, promoting goodwill for the purpose of protecting state policies, national security and interests. In the process, it may require diplomatic agents to engage with their counterparts, governmental and non-governmental organisations, media, multinational corporations and other entities through communications, dialogues and negotiations, thus the need for young diplomats to grasp necessary knowledge and skills pertaining to the craft of diplomacy and their effective application. Also critical is for young diplomats to keep abreast with current issues of common concern as diplomacy is invariably intertwined with international relations, politics and economy.

This course offers a comprehensive module to cover precisely the specific needs of junior and mid-career diplomats. To optimise the learning process, a blended learning approach is applied through interactive classroom lectures, discussions, simulation exercises, visits and briefings.

By the end of this course, committed and active participants will be able to:

- \* Better understand the current and changing roles of diplomats;
- \* Acquire practical knowledge about the process of negotiations and relevant techniques;
- \* Gain insights into cultural peculiarity in negotiations;
- \* Analyse and predict future scenarios in a strategic and systematic manner and relate them to their work;
- \* Enhance their ability to communicate effectively in the context of diplomacy, both in writing and speaking;

- \* Keep abreast with current developments of regional and global issues; and
- \* Broaden their professional network.

## What Will the Participants Learn

- \* International Negotiations
- \* Cross-Cultural Communication
- \* Future Studies/Scenario Planning
- \* Media Relations and Skills
- \* Language and Diplomacy
- \* Diplomacy in Crisis Management
- \* Economic Diplomacy
- \* Issues on Counter Terrorism
- \* Regional Security Issues and Challenges

## Who Should Attend

This course will be relevant to junior to mid-career diplomats and government officers whose tasks and functions are related to diplomacy and international relations. They must fulfil the following criteria:

- \* Nominated by the respective Ministries of Foreign Affairs;
- \* Below 35 years old;
- \* Two or more years' working experience in international affairs/relations or international trade;
- \* Have a basic university degree;
- \* Proficient in the English language;
- \* Medically fit; and
- \* Able to work independently and in groups.

## How to Apply

The application form is available at the Embassy/High Commission of Malaysia and can also be downloaded from <http://cas.idfr.gov.my>. Applications must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

14 February 2016

## Contact Person

Mr. Syed Bakri Syed Abd Rahman  
Deputy Director

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# As diplomats and civil servants, are you ready, prepared and knowledgeable enough to deal with crises?

## Malaysian Technical Cooperation Programme (MTCP): Crisis Management for International Participants 2016

9-27 May 2016 (Three weeks)

Crises can occur anytime and anywhere around the world causing casualties and property losses. Good crisis management can make a big difference to whether an exodus is efficient or becomes a major catastrophe. To survive against all odds, diplomats and civil servants must be able to forecast and manage crises well and in a timely manner – an increasingly important aspect of diplomacy today.

This course is designed to provide diplomats and civil servants with insights on theories, strategies and issues related to international crisis management. With highlights on Malaysia's experience in managing the tragic incidents involving MH370 and MH17, participants will be able to enhance their knowledge and skills in the various approaches and techniques in managing crises. A blended learning approach is applied through interactive classroom lectures, discussions, simulation exercises, visits and briefings.

By the end of this course, committed and active participants will be able to:

- \* Understand the fundamentals of international crisis management operations;
- \* Enhance their crisis management skills and techniques;
- \* Equip themselves with tools required to identify, assess and cope with a crisis situation; and
- \* Broaden their professional network.

## What Will the Participants Learn

- \* Theory and Concept of Crisis Management
- \* Crisis Forecasting
- \* Strategic Thinking in Crisis Situations
- \* Role of the United Nations in Crisis Management
- \* Managing Refugees in Crisis
- \* Negotiation in a Crisis Situation
- \* Media Response in Crisis Management
- \* Management of Natural Disasters
- \* Managing Change after Crisis
- \* Economic and Global Crisis
- \* Leadership during Crisis

## Who Should Attend

Mid-career diplomats and government officers whose job description involves diplomacy, crisis management, security and international relations, and fulfill the following criteria:

- \* Nominated by the respective Ministries of Foreign Affairs;
- \* Below 35 years old;
- \* Three or more years' working experience in international affairs/relations or international trade;
- \* Have a basic university degree;
- \* Proficient in the English language;
- \* Medically fit; and
- \* Able to work independently and in groups.

## How to Apply

The application form is available at the Embassy/High Commission of Malaysia and can be downloaded from **<http://cas.idfr.gov.my>**. Applications must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

9 April 2016

## Contact Person

Mr. Syed Bakri Syed Abd Rahman  
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# Why do states comply with the rules of Public International Law? What will happen if they fail to do so?

## Workshop on Public International Law 1-3 June 2016 (Three days)

Public International Law lays the basis for order and peace internationally as it governs relations between independent states and other actors such as governmental and non-governmental organisations in their dealings with each other. The reach on the subject of Public International Law such as on international trade and human rights is extensive. Therefore, it is important for government officers especially those involved in the handling of international affairs to acquire knowledge of at least the basics of Public International Law in discharging their professional responsibilities.

This workshop is designed to introduce Malaysian government officers to the main aspects of public international law such as questions of diplomatic immunity, the law of treaties, the law of the sea and peaceful settlement of international disputes. Through interactive classroom lectures, experience sharing and group discussions, the participants will be encouraged to think critically, analytically and learn the legal perspective of current issues of shared concerns.

By the end of this course, committed and active participants will be able to:

- \* Gain insights into a theoretical and practical understanding of the complicated and ever-changing international legal order, including the role of non-state actors;
- \* Learn about the current developments in public international law and their application in international legal and diplomatic practices;
- \* Discover how issues relating to the subjects of public international law affect their organisation and everyday life; and
- \* Broaden their professional network.

## What Will the Participants Learn

- \* An Introduction to Public International Law
- \* International Organisations
- \* Diplomatic Immunity
- \* The Law of Treaties
- \* International Economic Law
- \* International Law of the Sea
- \* International Human Rights Law
- \* International Humanitarian Law
- \* Settlement of International Disputes

## Who Should Attend

This course will be relevant to officers from the Ministry of Foreign Affairs as well as other Ministries and government agencies who are interested and preferably involved in international affairs. No legal background is required. As space is limited, admission is on a first come, first served basis.

## How to Apply

Applications must be made through the participants' Ministries/government agencies using IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**.

## Application Deadline

20 May 2016

## Contact Person

Mr. Syed Bakri Syed Abd Rahman  
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# Why do states behave as they do? How to predict future scenarios in a strategic and systematic manner?

**Malaysian Technical Cooperation Programme (MTCP):  
Strategic Analysis for International Participants 2016**  
15 August-2 September 2016 (Three weeks)

Uncertainties abound in the global political and economic scenarios. Examples are wars in the Middle East, the Iran nuclear deal, the continued dangerous situation in the Korean Peninsula and the depressed world economic situation.

Responding to the changing political, security and strategic global environment, this course sets to enhance participants' knowledge on strategic thinking and security analysis. A blended learning approach is applied through interactive classroom lectures, discussions, simulation exercises, visits and briefings.

By the end of this course, committed and active participants will be able to:

- \* Analyse states' behaviour;
- \* Identify current and emerging issues related to traditional and non-traditional security;
- \* Acquire skills in analytical techniques, problem solving and scenario planning;
- \* Develop strategy, security analysis and the processes for future planning; and
- \* Broaden their professional network.

## What Will the Participants Learn

- \* Strategic Choice Process and the Art of Choosing
- \* Scenario Planning/Strategic Future
- \* Traditional and Non-Traditional Security
- \* Strategic Issues/Challenges on Human Rights
- \* Intelligence and National Security
- \* Balancing, Bandwagoning and Hedging

## Who Should Attend

Mid-career diplomats and government officers involved in diplomacy, crisis management, security and international relations, and fulfil the following criteria:

- \* Nominated by the respective Ministries of Foreign Affairs;
- \* Below 35 years old;
- \* Five or more years' working experience in international affairs/relations or international trade;
- \* Have a basic university degree;
- \* Proficient in the English language;
- \* Medically fit; and
- \* Able to work independently and in groups.

## How to Apply

The application form is available at the Embassy/High Commission of Malaysia and can also be downloaded from **<http://cas.idfr.gov.my>**. Applications must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

15 July 2016

## Contact Person

Mr. Syed Bakri Syed Abd Rahman  
Deputy Director  
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## An excellent platform to learn and discuss issues of the day

### IDFR Lecture Series

This lecture series focuses on current developments of political, economic and security issues in international relations and their impact on the region. Previous titles under the series include *China's One Belt One Road Initiative: Strategic Implications and Regional Responses*; *Malaysia's Role and Agenda in the UN Security Council*; *Beyond the Horizon: Potential Political Breakthrough in the South China Sea*; *Indonesia Elections: Opportunities and Challenges for the Region*; and *Islamic State of Iraq and Syria (ISIS)*.

Notable and distinguished speakers under this series include Dr. Farish Noor, IDFR's Distinguished Fellow and Associate Professor at the S. Rajaratnam School of International Studies, Nanyang Technological University, Singapore; Professor Dr. Vivian L. Forbes of University of Western Australia; and Mr. Ahmad El Muhammady of International Islamic University Malaysia.

Planned topics for 2016:

- \* *Migration in Europe: Causes, Consequences and Possible Solutions*
- \* *Threats and Opportunities in the South China Sea: Malaysian Perspective*
- \* *Iran Nuclear Deal and What it Means to Southeast Asia*

A black and white photograph of three individuals seated at a long, dark wooden conference table. On the left, a man in a suit and glasses is looking down at a document. In the center, another man in a suit is looking towards the camera. On the right, a woman wearing a hijab and glasses is looking down. Each person has a nameplate in front of them. The background is slightly blurred, showing what appears to be a formal meeting room.

## A special forum for ideas and discussion on economic diplomacy

### Economic Diplomacy Series

A collaboration between IDFR, World Trade Institute, University of Bern, Switzerland and Universiti Kebangsaan Malaysia, this series provides discourse on economic, trade, investments issues and developments related to economic diplomacy. Previous titles under the series include *International Trade in Agriculture Products: Overcoming Barriers*; *Investor-State Dispute Settlement: From the Context of Investor Protections and State's Rights to Pursue National Agenda*; *Community Wealth Creation through Geographical Indications (GI)*; and *Where Do We Draw the Line? Maritime Boundary Issues in the Straits of Malacca*.

Notable and distinguished speakers under this series include H.E. Dr. Rahmat Mohamad, Secretary-General of Asian African Legal Consultative Organisation; Dato' Muhamad Noor Yacob, Chairman of Malaysian Automotive Institute and former Permanent Representative of Malaysia to the World Trade Organisation; Dr. Julien Chaisse, Chief Legal Counsel of World Trade Advisors; and Dr. Sufian Jusoh, IDFR's Distinguished Fellow and External Fellow of World Trade Institute (WTI), University of Bern, Switzerland.

Planned topics for 2016:

- \* *Moderation as an Instrument for Peace and Economic Prosperity*
- \* *Trans Pacific Partnership Agreement (TPPA) – Lessons for Economic Diplomacy Practice*



# A learning hub for deeper understanding and dialogue of ASEAN and related issues

## ASEAN Ambassador Lecture Series

This lecture series focuses on issues and developments in ASEAN, bilateral issues among ASEAN Member States (AMS), current and on-going efforts for regional connectivity between AMS and other countries. Previous titles under the series include *Malaysia-Indonesia Relations under the Jokowi Administration and its Impact for the Region* by H.E. Herman Prayitno (Indonesia); *ASEAN and the Regional Architecture* by H.E. Vanu Gopala Menon (Singapore), and *The Philippines: Trends and Prospects* by H.E. J. Eduardo Malaya (Philippines).



## A platform for sharing views among the diplomatic corps

### Ambassador Lecture Series

This lecture series provides a platform for Ambassadors and High Commissioners to Malaysia to share their views on bilateral relations or issues of interest to their respective countries followed by a panel discussion on the subject. Ambassadors and High Commissioners who have participated are the High Commissioner of Australia, Ambassador of Ukraine, Ambassador of Uruguay, Ambassador of Argentina and Ambassador of Ecuador, to name a few.



# **Centre for Leadership, Negotiation and Public Diplomacy**



# Centre for Leadership, Negotiation and Public Diplomacy

The Centre for Leadership, Negotiation and Public Diplomacy (LNPD) is the focal point for training and development as well as subject matter experts and research on leadership, negotiation and public diplomacy. It is formed to support new, innovative *rakyat-centred* governance structures under Malaysia's Government Transformation Programme (GTP) 3.0's theme *To the Future and Beyond* by generating activities that will, in the long run, help propel Malaysia to a developed nation status.

Given the dynamic global developments and challenges, the tasks of public sector officials, especially diplomats and other key players in leadership roles and in international negotiations are becoming more complex and challenging, therefore requiring the ability to lead and negotiate well to achieve the best outcome. Hence, officials need to acquire a repertoire of leadership and negotiation skills to defend and promote our national interests as well as negotiate effectively with a multitude of players at various fora.

In addition, the globalisation of international relations and rapid development of ICT have greatly influenced trends in modern day diplomacy, which now involves interaction not just between states but also with the media, NGOs and the public at large. Therefore, effective public diplomacy activities and media skills will help promote and contribute towards a better understanding of Malaysia's foreign policy, and trade and economic policies.

Throughout the year, the Centre will focus on organising courses, lectures, seminars, workshops and round table discussions on relevant, current and varied subjects related to its core fields. It also aims to promote and accomplish high standards of professionalism in consultancy services that will propel the Centre's branding with close cooperation with the Centre for PSED in organising negotiation courses especially for ASEAN nations.



# Discovering talent and leadership potential

**Leadership Course for Mid-Level Diplomats and Attachés Series 1**  
9-11 May 2016 (Three days)

**Leadership Course for Mid-Level Diplomats and Attachés Series 2**  
11-13 July 2016 (Three days)

In today's diplomatic arena, challenges arise at any time, and to be effective, leaders need to be able to respond to these challenges with intelligence, strategy, and expertise. Scholars have argued as to whether leaders are made or born. However, both theories have a distinct appreciation that leaders are born or made in their eco-systems, by their closest influencers and by the challenges thrust upon them. This course is designed to bring the highest potential in the leadership skills of the participants – guidance for them to refer to and practise.

By the end of this course, committed and active participants will be able to:

- \* Understand their potential as leaders of their organisation;
- \* Enhance their leadership skills and traits specifically in the Foreign Service and the Civil Service;
- \* Understand the tools of management as leaders in decision making; and
- \* Share their ideas as future leaders in the Foreign Service and the Civil Service.

Participants learn through classroom lectures, discussions, simulations and practical exercises in groups and individually.



## What Will the Participants Learn

- \* Leadership Theories: Identifying and Developing Personal Leadership
- \* Introduction to Conceptual Leaders in Foreign Service and the Civil Service
- \* Management Tools in Decision Making (Blue Ocean Leadership in International Relations)
- \* Mentoring and Coaching
- \* Leadership and Transformational Change
- \* Strategic Leadership
- \* Sharing Session with Eminent Persons in Leadership

## Who Should Attend

Mid career officials at Ministries/government agencies with seven to 15 years' experience in a leadership role and whose nature of work involves international relations.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

Leadership Course for Mid-Level Diplomats and Attachés Series 1  
31 March 2016

Leadership Course for Mid-Level Diplomats and Attachés Series 2  
31 May 2016

## Contact Person

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Fax : +603 2144 3487



# Preparing and conditioning officers as effective negotiators of international standing

## **International Negotiation Workshop Series I**

5-7 September 2016 (Three days)

## **International Negotiation Workshop Series II**

24-26 October 2016 (Three days)

Negotiation is an important aspect in diplomacy and international relations. It is a process that facilitates the states involved to find great solutions and an increasingly important skill for civil servants to possess and stay ahead of the challenges in the international relations' landscape/fora.

By the end of this workshop, committed and active participants will be able to:

- \* Enhance their negotiation skills and traits practised in the civil service environment;
- \* Examine and increase their awareness of pitfalls, assumptions and mistakes common in most negotiations; and
- \* Share ideas and experiences in international negotiations

Participants learn through classroom lectures, discussions, simulation and practical exercises in groups and individually.

## What Will the Participants Learn

- \* How Negotiations Work
- \* Dealing With Complexities
- \* Conflict Handling Mode
- \* Coming to Consensus
- \* Simulation Exercises
- \* Debriefing Simulation
- \* Multilateral Negotiation

## Who Should Attend

Mid career and senior officials of Ministries/government agencies whose nature of work involves international negotiations.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

International Negotiation Workshop Series I  
31 July 2016

International Negotiation Workshop Series II  
31 August 2016

## Contact Person

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# Listen, partake and understand current public diplomacy issues of the world today

## **Public Diplomacy Forum 2016 Series I**

24 February 2016 (Half day)

## **Public Diplomacy Forum 2016 Series II**

6 April 2016 (Half day)

## **Public Diplomacy Forum 2016 Series III**

15 June 2016 (Half day)

## **Public Diplomacy Forum 2016 Series IV**

17 August 2016 (Half day)

Public Diplomacy Forum 2016 is a round table/panel discussion that is designed to explore the fundamentals of managing perception, social and conventional media in formulating the views of the society by establishing a platform to inform and influence stakeholders in the country's interest.

This forum will discuss current and engaging issues of Malaysia's international relations and foreign interests as well as a means to engage academicians, subject matter experts and practitioners of public diplomacy.

Topics of interest may include:

- \* *Roles of Diplomats in Public Diplomacy*
- \* *Digital Media and Public Diplomacy*
- \* *Malaysia's Role in the UN Security Council: Peace and Security through Moderation: Domestic, Regional and Global*
- \* *Malaysia's 2015 Chairmanship: Gains and Improvements*
- \* *Reality and Perception: Who Controls It?*

By the end of this forum, participants will be able to:

- \* Enhance their understanding of Malaysia's public diplomacy practices;
- \* Understand the nation's public diplomacy capabilities; and
- \* Share ideas and experiences in public diplomacy

## Participation

Participation in all discourses is by invitation only. To be included in our mailing list, kindly contact:

Mr. Afdal Izal Md. Hashim  
Senior Principal Assistant Director  
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# **Centre for Language and Cultural Diplomacy**

# Centre for Language and Cultural Diplomacy

In the contexts of diplomacy and foreign relations, good communication skills and an understanding of cross-cultural elements geared towards tolerance and moderation are important. Learning a language is not just learning grammar and vocabulary; it is learning new sounds, expressions and ways of seeing; it is learning how to act in another culture, how to know a new community from the inside. Learning another culture, on the other hand, expands the personal horizons, and the ability to talk to others broadens knowledge and can bring about contribution to the community and country.

The Centre for Language and Cultural Diplomacy or CLCD offers language courses with the aim of enhancing language competencies and skills in English, Arabic, French, Spanish and Malay. The participants learn through an interactive approach, using audio-visual materials, the internet and various forms of media. The Centre also conducts workshops, lecture series and forum on culture, to raise knowledge and awareness on inter-cultural and cross-cultural elements needed for those involved in international relations. The Centre would carry out research in the area of languages and cultural diplomacy; to bring new knowledge into the area and to study the relationship between language and culture and how both aspects can shape international relations and communication among the different cultures of the world. Knowing other languages and cultures brings opportunities and will make a difference in how an individual sees the world and how the world sees the individual.

Our programmes are rooted in our primary objective: “Helping participants succeed in a global community.” Embark on a journey with us that would take you on a route not only to fluency and confidence in the four language skills, but into a world of increased opportunities and broader horizon.





# Your route to fluency and confidence; to advance confidently in your career path

## ENGLISH LANGUAGE

### Building Block of Good English

22-26 February 2016 (Five days)

Fluency, accuracy and mastery of a wide range of vocabulary and knowledge of the grammatical and linguistics aspects of a language are important; to enable you to communicate more effectively whether you are studying, working or socialising.

This five-day course will touch on aspects of English grammar and the language skills necessary to be competent users of the language. The course will provide you with essential grounding in key linguistics concepts that are important to improve your everyday English language skills and be able to communicate effectively.

An interactive and integrated approach will be adopted to improve your linguistic skills. The course is task-based, which means it will promote the active production of the English language through class participation and plenty of interaction between you and your fellow participants.

### Content

- \* Error Analysis
- \* Fundamentals of English Grammar
- \* Common Errors
- \* Language Skills

## Who Should Attend

This course is offered to officers from the Ministry of Foreign Affairs and other Ministries/ government agencies.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

21 January 2016

## Contact Person

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# Learn to become more confident presenters

## **Effective Presentation Skills 1/2016**

14-17 March 2016 (Four days)

## **Effective Presentation Skills 2/2016**

26-29 September 2016 (Four days)

Presentation is having the skills and the art of speaking publicly that can have an impact on the audience. It is a one-to-group communication in delivering a message that can convince, persuade, inspire or convey information to audience in various contexts.

As English is a global language of business, politics, international relations, culture and entertainment, this four-day programme will develop your linguistics skills to help you overcome your fear and be better prepared to make oral presentations. You will enhance valuable 'soft skills', focusing on verbal and non-verbal strategies to present your opinion, make recommendations and develop practical workplace skills in giving presentations. In today's world, understanding these key professional issues and having the language to work with them effectively would be a distinct advantage.

You will be guided through the preparation and delivery of the text. You are engaged through individual speaking exercises and feedback on your presentation will be given by your peers and facilitators.

## Content

- \* The Appropriate Language
- \* Effective Use of Voice
- \* Verbal and Non-Verbal Communication
- \* Speech Anxiety
- \* Handling Question and Answer Sessions
- \* Presentations

## Who Should Attend

This course is offered to officers from the Ministry of Foreign Affairs and other Ministries/ government agencies.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

Effective Presentation Skills 1/2016  
12 February 2016

Effective Presentation Skills 2/2016  
26 August 2016

## Contact Person

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# Improve your overall proficiency in the four skills areas of listening, speaking, reading and writing

## **Malaysian Technical Cooperation Programme (MTCP): English Language Course for Diplomacy 2016** 6-19 April 2016 (Two weeks)

In this global world, English has become a significant language to bridge the gap between countries and is the lingua-franca of the diplomatic world. It is a medium for cultural and political dialogue between countries in cooperating with each other to face the economic downturn globally, engaging in various future projects, bringing business opportunities for foreign investors, and expanding its human capital growth across the world; in education, business and other major areas.

The objectives of the course are to further improve the participants' proficiency in the use of English, specifically in diplomacy and international relations, and to enhance the participants' general English language proficiency in the four skills areas of listening, speaking, reading and writing.

An interactive methodology with a variety of awareness-raising activities, practical sessions, simulations, visits and briefings will be adopted. A balanced approach of training and learning will be applied.

## Content

- \* Listening/Speaking Skills:  
Pronunciation
- \* Presentation Skills and Public Speaking
- \* Speech Drafting
- \* Using English for Results in Diplomacy
- \* Language and Diplomacy
- \* Language and Media
- \* Language and Negotiation
- \* Language and Leadership in Diplomacy
- \* Country Paper Presentation

## Who Should Attend

This course is offered to junior to mid-career diplomats and government officers whose tasks and functions are related to diplomacy and international relations. The interested participants must fulfil the following criteria:

- \* Nominated by their Government;
- \* Below 35 years old;
- \* Three or more years' working experience;
- \* Have a basic university degree;
- \* Proficient in the English language at the intermediate level;
- \* Medically fit; and
- \* Able to work independently and in groups.

## How to Apply

The application form is available at the Embassy/High Commission of Malaysia and can also be downloaded from **<http://cas.idfr.gov.my>**. Applications must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

29 February 2016

## Contact Person

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# Become more competent and effective writers

## **Effective Writing Skills 1/2016**

23-26 May 2016 (Four days)

## **Effective Writing Skills 2/2016**

10-13 September 2016 (Four days)

This writing skills course will look into the importance of writing from diverse contexts, from the basic to that of professional writing. In mastering a language, your ability to draft, edit, and write a well-structured written piece illustrates your competency in using the language. This course is designed by bringing together grammar and elements of how the English language is structured, to raise your awareness on the fundamentals of the language and as a means to enhance your ability to write effectively. The focus here is on relevance and appropriateness and to practise your written English skills and develop a practical understanding of both informal and formal writing styles.

In the fast-paced, information driven world of today, by gaining efficient writing skills, you will become a motivated and confident user of English; one of the keys to success in a global community.

Throughout the course, the skills for the craft of writing will be imparted via interactive lectures, group discussions and presentations. The aim is to boost your written English skills and develop confidence to write to different audience, using appropriate language and style.



## Content

- \* The Fundamentals of Grammar for Writing
- \* Sentence Structures
- \* Organisation of Ideas
- \* Paragraph Structuring
- \* Proofreading, Reviewing and Editing
- \* Error Analysis

## Who Should Attend

This course is offered to officers from the Ministry of Foreign Affairs and other Ministries/ government agencies.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

Effective Writing Skills 1/2016  
29 April 2016

Effective Writing Skills 2/2016  
8 August 2016

## Contact Person

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## Be better speakers by learning how to pronounce correctly

### **Say it Right: A Course on Pronunciation**

19-21 July 2016 (Three days)

Pronunciation matters – believe me! In oral communication, rightly or wrongly the way you speak is one of the first things people notice about you. People will judge your background, education and social standing just by the way you speak. In speaking, miscomprehension and a breakdown in communication can occur and the contributory factor is often connected to how we speak. Listening and understanding are also important. If you do not know how different words are pronounced, you will struggle to improve your understanding.

Do not confuse pronunciation with accent. Good pronunciation does not mean that we have to speak like native speakers of English. Importantly, learning to correctly pronounce does not mean getting rid of your accent, but simply smoothing out some rough edges, to enable people to better understand you. Successful speaking is more than just knowing how to pronounce the words correctly; it involves enunciation and elocution too. Thus, correct pronunciation, use of stress in words, sentences and intonation will be the main thrust of this course.

Polishing the way you speak can help in countless ways, not least of all, by developing your confidence and fluency, and generally make you sound intelligent and refined. An interactive methodology with a variety of awareness-raising activities; practical sessions and simulations will be adopted, for instance, audio-visual on *World English* which focuses on dialect, slang and accent from different speakers of English worldwide.

## Content

- \* The English Sound System
- \* Stress, Beat and Tune of English
- \* Pronunciation of Awkward Words
- \* Speaking in Contexts
- \* Natural Speech

## Who Should Attend

This course is offered to officers from the Ministry of Foreign Affairs and other Ministries/ government agencies.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

17 June 2016

## Contact Person

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# Enhance your knowledge of cultural differences to build strong connections

**Malaysian Technical Cooperation Programme (MTCP):  
Intercultural Awareness and Diplomacy Course 2016**  
23 August-6 September 2016 (Two weeks)

Undoubtedly, culture plays a crucial role in building strong connection between one individual to another using language as a medium of communication. In a broader sense, the term culture refers to a shared attribute of attitudes, values, goals and practices within societies, organisations and institutions. It can be defined as a powerful tool to link an individual with one community through sharing one or more conceptual thought applicable in every aspect of life such as in the working environment, family institution, education, corporate world and also in the diplomatic context. In the diplomatic world, culture could be a tool towards the sharing and exchanging of values and ideas between countries through global intercultural dialogues; to withstand adverse conditions on issues of injustice, to uphold towards a better global peace and stability. A country with a robust diplomatic construction is a nation that appreciates the role of culture in moulding it as a whole entity.

The objectives of the module are to raise participants' awareness about diversity, both multi-racial and multi-ethnic, and becoming aware of one's cultural values, beliefs and perceptions, and the processes of communication across cultures and between different cultural groups.

The focus of the course is to instil awareness in participants on the importance of language, culture and international relations, with emphasis on culture in the diplomatic context. An integrated teaching and learning methodology will be adopted. Participants learn through lectures, discussions, practical exercises and group activities.

## Content

- \* Introduction to Cross-Cultural Awareness
- \* Scope and Impact: Working Internationally
- \* Cultural Dimensions
- \* Elements of Communication
- \* Culture and Effects on Communication
- \* Cross-Cultural Competence – Towards Cultural Literacy
- \* Culture and Media
- \* Country Paper Presentation

## Who Should Attend

This course is offered to junior to mid-career diplomats and government officers whose tasks and functions are related to diplomacy and international relations. The interested participants must also fulfil the following criteria:

- \* Nominated by their Government;
- \* Below 35 years old;
- \* Three or more years' working experience;
- \* Have a basic university degree;
- \* Proficient in the English language at the intermediate level;
- \* Medically fit; and
- \* Able to work independently and in groups.

## How to Apply

The application form is available at the Embassy/High Commission of Malaysia and can also be downloaded from **<http://cas.idfr.gov.my>**. Applications must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

22 July 2016

## Contact Person

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**Improve your French language proficiency and enhance your knowledge of French culture**

## **FRENCH LANGUAGE**

### **French Level VIII (Part 2)**

12 January-25 February 2016 (21 hours)

This part-time evening course will enable the participants to acquire the skills to understand the main points of a clear standard conversation or text, to talk and give explanations about familiar topics and to write a simple connected text on familiar matters related to work, education, leisure and personal interest.

Various aspects of culture are integrated in the course, in the classroom as well as outside, with outings and participation to cultural activities organised regularly in Kuala Lumpur by the French speaking countries.

At the end of the course the participants should be able to describe past events, to narrate past experiences and talk about future plans and hopes. They should also be able to express their opinions and give brief and simple reasons and explanations.

### **Content**

- \* Talking about Future Plans, Dreams and Resolutions
- \* Giving Advice and Finding Solutions
- \* How to Look for a Job
- \* Writing a Curriculum Vitae
- \* Going for an Interview

- \* Talking about Experiences
- \* Working Life and Lifestyles
- \* School Memories

- \* Higher Education in France and Abroad
- \* Comparing Various Education Systems
- \* The Internet and You

## Who Should Attend

This programme is open to all Malaysian civil servants who have successfully completed IDFR's French Level VIII (Part 1) or an equivalent level. New applicants are required to take a Placement Test.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

12 December 2015

## Contact Person

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# Improve your ability to communicate and cope with basic everyday needs in a French speaking environment

## **French Level IV (Part 2)**

13 January-29 February 2016 (21 hours)

This part-time evening course will provide the participants with the language skills necessary to exchange simple information on familiar matters related to daily life, and to talk and give details about themselves, their family and their background.

At the end of the course, the participants should be able to understand common sentences and phrases, describe their background, and ask and answer simple questions, both orally and in writing, within the scope of a limited language experience

### **Content**

- \* Writing Informal Correspondence
- \* Traditional Festivals and Celebrations
- \* Rules and Behaviour in Public Places
- \* Talking about Work Experience, Expectations and Capability
- \* Organising a Meeting or a Social Gathering
- \* Introducing Oneself in a Business Context
- \* Talking about Leisure Activities and Hobbies

### **Who Should Attend**

This programme is open to all Malaysian civil servants who have successfully completed IDFR French Level IV (Part 1) or an equivalent level. New applicants are required to take a placement test.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

13 December 2015

## Contact Person

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# Informal interaction sessions to gain a better insight into the language, culture of French speaking countries

## French Insights

### January-March 2016

Session 1: 15 January 2016 (Two hours)  
Session 2: 29 January 2016 (Two hours)  
Session 3: 19 February 2016 (Two hours)  
Session 4: 26 February 2016 (Two hours)  
Session 5: 4 March 2016 (Two hours)

### April-June 2016

Session 1: 22 April 2016 (Two hours)  
Session 2: 6 May 2016 (Two hours)  
Session 3: 13 May 2016 (Two hours)  
Session 4: 20 May 2016 (Two hours)  
Session 5: 3 June 2016 (Two hours)

Learning a language in a country where it is not spoken is challenging due to the lack of opportunities to practise outside the classroom. Therefore, it is important to provide a time and space to use the language, to share experiences and meet other French language learners and speakers.

French Insights, held once a week in the evenings, consist of conversation sessions on various topics related to culture, education and international relations. The conversation sessions will enable the participants to meet and enjoy a friendly gathering whilst expanding their knowledge on the topics discussed and keeping up with the latest developments and current issues in the relevant areas of interest. They will also gain confidence in the use of the language.

Moreover, French Insights will enable participants who have learnt French or have lived in French speaking countries to keep in touch with the language without long-term commitment.

Participants may choose to register for one session only or any number of sessions. However, registration is required for each session.

## Content

### January-March 2016

- \* Session 1: Travel and Tourism in France
- \* Session 2: Info-session on Education in France
- \* Session 3: La Francophonie
- \* Session 4: Info-session on External Examinations and Certifications
- \* Session 5: Current Issues in France and the EU (Migration Challenges)

### April-June 2016

- \* Session 1 : The Media in France
- \* Session 2: French Cinema
- \* Session 3: Entertainment and Games
- \* Session 4: French Cuisine and Traditions
- \* Session 5: Current issues in France and the EU (Economic Challenges)

## Who Should Attend

These sessions are opened to all participants registered for French language classes at IDFR, and officers from IDFR and the Ministry of Foreign Affairs. The Master Degree Programme students and participants who are attending MTCP courses at IDFR are also welcome to attend.

Participants of all levels of proficiency are accepted. However, Session 4 requires an intermediate or advanced level of proficiency.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

### January-March 2016

Session 1: 11 January 2016  
Session 2: 24 January 2016  
Session 3: 14 February 2016  
Session 4: 21 February 2016  
Session 5: 24 February 2016

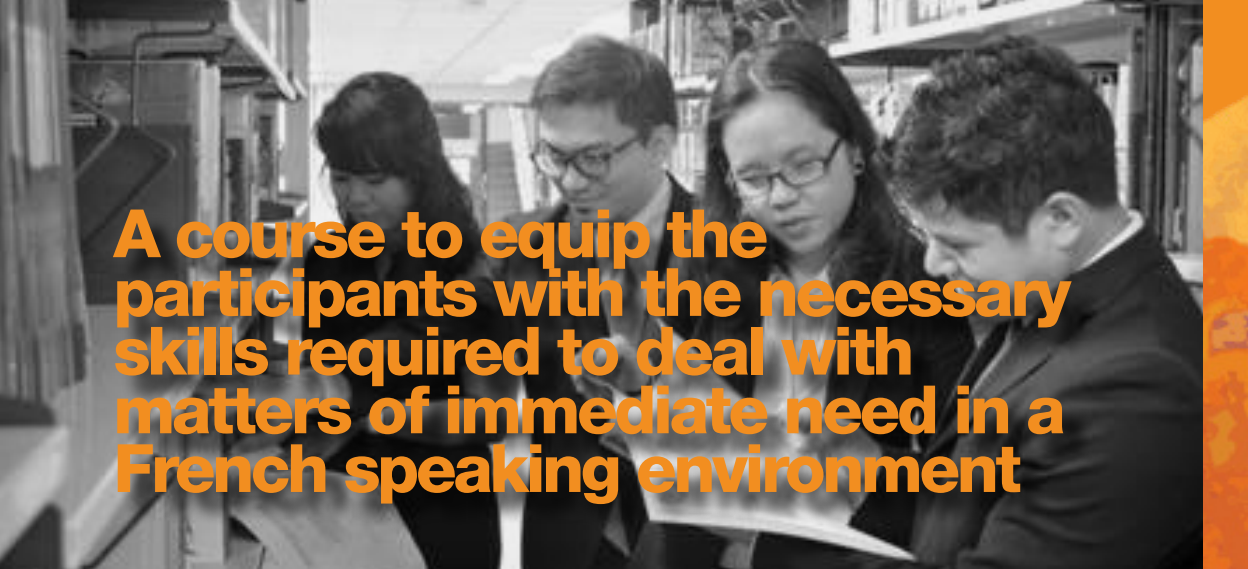
### April-June 2016

Session 1: 18 April 2016  
Session 2: 29 April 2016  
Session 3: 9 May 2016  
Session 4: 16 May 2016  
Session 5: 27 May 2016

## Contact Person

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# A course to equip the participants with the necessary skills required to deal with matters of immediate need in a French speaking environment

## French Level V

16 March-1 June 2016 (42 hours)

This part-time evening course will help the participants to acquire the skills to understand and give information about past events in familiar areas relevant to them or their surroundings. They will learn to ask and answer questions about a past event, read and understand simple news, make a brief report of an incident both orally and in writing, and write a short text about past experiences in their life. They will also learn how ask and give information about their projects, plans, dreams and ambitions and write a simple text about the future.

At the end of the course, the participants should be able to communicate fairly efficiently in familiar situations.

## Content

- \* Narrating Childhood Memories
- \* Relating a Past Event, Describing Circumstances, a Past Situation or Habit
- \* Writing a Short Biography
- \* Social and Cultural Relations
- \* Talking About a First Experience
- \* Symbols of France
- \* Predicting Events (Expressing Possibility and Certainty), Weather Forecast
- \* Talking about Intentions and Explaining Future Plans and Actions
- \* Expressing Hypothesis, Imagining the Future

## Who Should Attend

This programme is open to all Malaysian civil servants who have successfully completed IDFR's French Level IV (Part 2) or an equivalent level. New applicants are required to take a Placement Test.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**


## Application Deadline

16 February 2016

## Contact Person

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# To build confidence and improve language proficiency needed to interact in a French speaking environment and understand the culture

## French Level IX

24 March-10 November 2016 (42 hours)

This part-time evening course will provide the skills required to understand oral comments, interviews and conversations related to current topics and texts related to work, education, the media and other social and cultural topics.

The participants will learn to express an opinion and justify their choices, give explanations about the causes and the consequences of a problem, and compare and evaluate situations, both orally and in writing, in this once-a-week course.

At the end of the course, the participants should be able to make a brief presentation on a topic of interest and to communicate fairly efficiently in most situations arising when travelling.

## Content

- \* Reasons and Consequences of Changing Leisure Habits
- \* Leisure, Weekend and Holiday Activities and Habits
- \* Activities of Community Associations
- \* Describing a Cultural Event
- \* The Future Television
- \* New Trends in Social Behaviour
- \* The Media in France
- \* French Magazines

## Who Should Attend

This programme is open to all Malaysian civil servants who have successfully completed IDFR's French Level VIII or an equivalent level. New applicants are required to take a placement test.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

24 February 2016

## Contact Person

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# Consolidate the basic knowledge you have acquired and expand your cultural awareness

## French Level VI

18 July-9 November 2016 (42 hours)

This course will equip the participants with the skills to cope with most matters likely to arise when travelling in a French speaking environment.

At the end of this part-time evening course, the participants should be able to understand the main points of a conversation on a familiar topic and understand written materials related to social and cultural matters. The participants should also be able to produce a written text and a brief presentation at an intermediate level of proficiency and to interact fairly effectively in their daily activities, and in routine situations at work and during leisure.

## Content

- \* Formal and Informal Introductions
- \* Asking and Giving Personal Details (Education, Profession and Lifestyle)
- \* Talking About the Family (Activities, Interests and Hobbies)
- \* Fashion Matters, Physical Appearance and Social and Cultural Groups
- \* Making Polite Requests and Expressing a Wish
- \* Presenting Dreams and Aspirations
- \* Describing People (Behaviour, Characteristics, Cultural Habits)
- \* Immigration in France

## Who Should Attend

This programme is open to all Malaysian civil servants who have successfully completed IDFR's French Level V or an equivalent level. New applicants are required to take a placement test.

## How to Apply


All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

18 June 2016

## Contact Person

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**Learning Spanish is not only fun but it enriches your experience, whether at work, in your community, in the social media or while travelling**

## **SPANISH LANGUAGE**

### **Spanish Level I**

12 February-19 August 2016 (42 hours)

### **Spanish Level I**

17 February-24 August 2016 (42 hours)

### **Spanish Level I**

4 October-15 December 2016 (42 hours)

Learning a foreign language actually helps keep your memory sharp – as we grow older, our memory begins to fade. An article published by the American Association of Retired People states, “Mastering activities you have not done before, such as playing the piano or learning a foreign language, stimulates neuron activity.”

Why Spanish? Spanish is important because more than 400 million people speak the language worldwide and it is one of the most commonly spoken languages in the world, after Mandarin, English and Hindi. Undoubtedly, at some point in your life, you are going to find that knowing Spanish is extremely valuable.

## Content

- \* Conjugate the Present Tense: ser, tener, trabajar, llamarse
- \* Count from 0-101
- \* Use Interrogatives: ¿Cómo/De dónde/ Cuántos?
- \* Talk About Nationalities, Languages, Professions, Countries
- \* Describe Places and Things
- \* Form Questions Using ¿Dónde/Qué/ Quién?
- \* Contrast the Verbs: (hay/está-n) to Locate People and Things
- \* Differentiate When to Use: Ser, tener, llevar

## Who Should Attend

This course is offered to all officers from the Ministry of Foreign Affairs and other Ministries/government agencies.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

Spanish Level I (12 February-19 August 2016)  
Spanish Level I (17 February-24 August 2016)  
22 January 2016

Spanish Level I (4 October-15 December 2016)  
15 September 2016

## Contact Person

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# Learning Spanish is not only fun but it enriches your experience, whether at work, in your community, in the social media or while travelling

## Spanish Level II

15 February-22 August 2016 (42 hours)

## Spanish Level II

7 September-18 November 2016 (42 hours)

Learning a foreign language actually helps keep your memory sharp – as we grow older, our memory begins to fade. An article published by the American Association of Retired People states, “Mastering activities you have not done before, such as playing the piano or learning a foreign language, stimulates neuron activity.”

Why Spanish? Spanish is important because more than 400 million people speak the language worldwide and it is one of the most commonly spoken languages in the world, after Mandarin, English and Hindi. Undoubtedly, at some point in your life, you are going to find that knowing Spanish is extremely valuable.

## Content

- \* Use Prepositions en and a with Verbs of Movement
- \* Give and Ask for Directions
- \* Talk About Shops; Transports
- \* Talk About Time Expressions
- \* Describe Daily Activities Using Reflexive Verbs
- \* Talk About Parts of the Day, Days of the Week, and Months of the Year
- \* Express Likes and Dislikes; Ordering Things in Bars, Restaurants.



## Who Should Attend

This course is offered to all officers from the Ministry of Foreign Affairs and other Ministries/government agencies. All applicants should have completed IDFR's Level I or taken a Placement Test.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

Spanish Level II (15 February-22 August 2016)  
22 January 2016

Spanish Level II (7 September-18 November 2016)  
26 August 2016

## Contact Person

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# Learning Spanish is not only fun but it enriches your experience, whether at work, in your community, in the social media or while travelling

## Spanish Level III

16 February-26 April 2016 (42 hours)

Learning a foreign language actually helps keep your memory sharp – as we grow older, our memory begins to fade. An article published by the American Association of Retired People states, “Mastering activities you have not done before, such as playing the piano or learning a foreign language, stimulates neuron activity.”

Why Spanish? Spanish is important because more than 400 million people speak the language worldwide and it is one of the most commonly spoken languages in the world, after Mandarin, English and Hindi. Undoubtedly, at some point in your life, you are going to find that knowing Spanish is extremely valuable.

### Content

- \* Form Sentences Using Estar+Gerund and Seguir+Gerund
- \* Talk About Weather Expressions Using the Verbs: llover, nevar, hacer calor, etc
- \* Form Sentences with Expression Hacer + muy/mucho + adjective/noun
- \* Use Demonstrative Pronouns and Adjectives
- \* Count from 101-one million
- \* Talk About Shopping, Money, Supermarket

## Who Should Attend

This course is offered to all officers from the Ministry of Foreign Affairs and other Ministries/government agencies. All applicants should have completed IDFR's Spanish Level II or taken a Placement Test.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

22 January 2016

## Contact Person

Ms. Wan Faizah Wan Yusoff  
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Fax : +603 2144 8704



# Learning Spanish is not only fun but it enriches your experience, whether at work, in your community, in the social media or while travelling

## Spanish Level IV

19 July-29 September 2016 (42 hours)

Learning a foreign language actually helps keep your memory sharp – as we grow older, our memory begins to fade. An article published by the American Association of Retired People states, “Mastering activities you have not done before, such as playing the piano or learning a foreign language, stimulates neuron activity.”

Why Spanish? Spanish is important because more than 400 million people speak the language worldwide and it is one of the most commonly spoken languages in the world, after Mandarin, English and Hindi. Undoubtedly, at some point in your life, you are going to find that knowing Spanish is extremely valuable.

## Content

- \* Form Sentences Using Verbs: Ir a, pensar, preferir, querer, poder, hay que, tener que, deber + Infinitive
- \* Talk About Plans and Projects; Advice and Obligations
- \* Talk About Leisure Time Activities; Travelling
- \* Form Sentences Using Negative Clauses:
  - nunca, jamás, nunca jamás...
  - no... ni... ni...
  - ¡qué dices!
  - ¡ni hablar!
  - bueno, bueno, no...

- \* Express Opinión:
  - me parece que...
  - creo que...
  - para mí...
- \* Ask and Answer Question Using ¿Por qué/ Porque
- \* Talk About Clichés; Spanish Way of Life

## Who Should Attend

This course is offered to all officers from the Ministry of Foreign Affairs and other Ministries/government agencies. All applicants should have completed IDFR's Spanish Level II or taken a Placement Test.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

1 July 2016

## Contact Person

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**Wish to learn Bahasa Melayu  
and know more about Malaysia,  
its culture and history?**

## **MALAY LANGUAGE**

### **Basic Conversational Malay Level 1**

**1 March-12 May 2016 (42 hours)**

Knowledge and fluency in a foreign language is undeniably an asset and a necessity in the borderless world of today. It is an essential tool for communication and to bridge the gap between different cultures of the world. Language reflects culture and not the reverse, and the ability to communicate and navigate dealings with others across cultural lines, open doors in international relations.

The aims of this programme is introduce to you the linguistic and cultural contexts of the Malay community in Malaysia, and to develop the language skills you will need to communicate well in Malay. You will be introduced to the basic structure of the language related to social and everyday life. You will acquire the four skills of listening, speaking, reading and writing together with basic grammatical structures which will enable you to use the language for basic communication with native speakers of Malay.

An interactive methodology with a variety of awareness-raising activities, practical sessions and simulations will be adopted. The emphasis will be on key strategies of the language used at the level of everyday discourse.

## Content

- \* Introduction to the Malay Language
- \* Pronunciation and Phonetics
- \* The Malay Grammar
- \* Simple Introductory Sentences
- \* Self-Introduction/Phrases for Greetings
- \* Asking and Answering Questions
- \* Writing simple texts and Messages

## Who Should Attend

This course is offered to officers from the diplomatic missions in Kuala Lumpur.

## How to Apply

All applications must be made through IDFR's Online Course Application System (CAS) at **<http://cas.idfr.gov.my>**

## Application Deadline

5 February 2016

## Contact Person

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# Understand how cultural diplomacy can promote peace, stability and prosperity

**IDFR Cultural Diplomacy Lecture Series**  
31 March 2016

The modern 21<sup>st</sup> century has become more interrelated, where most countries recognise the significance of soft power and the importance of cultural diplomacy. Cultural diplomacy as a tool could be an option to deal with the complexity of international relations by engaging culture as the basis of soft power.

This lecture series will focus on instilling awareness and boosting understanding on how cultural diplomacy can promote peace, stability and prosperity globally. It also aims to develop the practices offered by cultural diplomacy internationally, in order to alleviate the increasing global disputes.

This lecture series will bring together Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, non-governmental organisations, private sectors and other interest groups to a session of exchanging ideas with a guest speaker, well-versed in the area of cultural diplomacy, and other best practices and means to promote peace, stability and prosperity through cultural diplomacy.

## Content

- \* Globalisation, Diversity and Interculturalism
- \* Performing Arts, Culture and Media
- \* Conflict, Revolution and Limits of Cultural Diplomacy
- \* Strategies, Practices and Trends in the 21<sup>st</sup> Century
- \* Diplomatic Process and Cultural Variations
- \* Foreign Policy and Cultural Security

## Participation

Participation is by invitation only. However, interested participants can register their interest by e-mailing **clcd@idfr.gov.my**

## Contact Person

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## Learn more about the use of arts to raise awareness of different cultures

### **Forum on Arts and Cultural Diplomacy 2016** 12 May 2016

Arts can play an instrumental role in shaping the tone and nature of intercultural relations. Arts can act as a medium through which cultural heritage and identity can be experienced and interpreted. On one hand, arts can create a unique space for artists, audiences, stakeholders in diplomacy and cultural management to come together on a neutral platform.

The art of diplomacy is often seen as a mean to make people's lives a little better around the world. But, in fact, arts are also a tool of diplomacy. Arts can be a universal language in the search for common grounds, and as an expression of shared community. Despite this influence, the use of arts to raise awareness of different cultures, promote cohesion, and strengthen intercultural relations, is consistently undervalued.

This forum seeks to bridge this gap and provide a platform for interdisciplinary discussion on these issues by stakeholders from the artistic field, civil society, politics, diplomacy and academia. It also aims to promote global peace and strengthening and supporting intercultural relations at all levels. This forum can be a platform that explores the transformative role arts can play in society by its constructive use by artists, diplomats, civil society organisations and government bodies.

## Content

- \* Respect and Recognition of Cultural Diversity and Heritage
- \* ASEAN Intercultural Dialogue
- \* Soft Power, Hard Power and Smart Power Strategies Practised through Arts
- \* The Role of Cultural Institutions in Preserving Cultural Heritage in a Globalised Era
- \* Arts Based Approach to Cultural Diplomacy and Nation Building
- \* Cultural Diplomacy, International Relations and Global Politics
- \* Arts as a Vehicle for State Multiculturalism, Integration and Cultural Diplomacy within Nations

## Participation

Participation is by invitation only. However, interested participants can register their interest by e-mailing **clcd@idfr.gov.my**

## Contact Person

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# Learn, comprehend and appreciate intercultural diversity

**Workshop on Intercultural Communication**  
15-17 November 2016 (Three days)

The rapid growth of globalisation and the tremendous practice of social media have connected people with various cultural surroundings, to network and communicate with one another in professional state and social environment. Understanding and appreciating intercultural diversity can have a positive effect on our life or working environment; as it will eventually ease communication, builds confidence, expands current relations, breaks down barriers and opens new opportunity.

This workshop is perfectly suited for those who are going for posting abroad, studying or living in an international environment; they will definitely encounter people from different cultural backgrounds. It focuses on a practical approach to communication from an intercultural perspective, besides aiming to increase the participants' intercultural awareness and skills, to enable them to efficiently work with people from different cultural background.

Various speakers with vast knowledge and experience in the area will provide an insight into the different cultures around the world; using interactive training and active learning methods throughout this two-day workshop. The focus will be on knowledge acquisition, as well as highlighting issues related to intercultural awareness as preparation for those planning to work, and study or live abroad.

## Content

- \* Values, Beliefs and Practices
- \* Communication Styles
- \* Culture and Communication – Verbal and Non-Verbal
- \* Cultural Shock and Cultural Sensitivities
- \* Intercultural Perception and Intercultural Explanation Model
- \* Impact of Culture on Social Interaction, Meetings, Discussions and Negotiations

## Participation

Participation is by invitation only. However, interested participants can register their interest by e-mailing **clcd@idfr.gov.my**

## Contact Person

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# **Competency Enhancement Centre**



# Competency Enhancement Centre

The Competency Enhancement Centre or CEC is responsible for the coordination and implementation of IDFR's flagship programmes, in-house training, and generic programmes for officers from the Ministry of Foreign Affairs, Malaysia and other Ministries. This includes supervision of IDFR-UKM's Master of Social Science in Strategy and Diplomacy, Diploma in Diplomacy (DiD), Pre-Posting Orientation Course for Home-Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM), which are the annual training programmes conducted at IDFR. The in-house training programmes focus on the current needs of the Institute's staff.

In 2016, CEC plans to conduct courses on Training Needs Analysis, Research Methodology and Training of Trainers. These courses are in line with the Institute's Transformation Plan, which requires officers to conduct studies and deliver training in specific areas.



# Preparing Malaysian civil servants and their spouses with knowledge and skills prior to assignments at Malaysia's Diplomatic Missions

## **Pre-Posting Orientation Course for Home-Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM)**

Series 1 (Grade 41 and Above): 7-18 March 2016 (Ten days)

Series 2 (Grade 38 and Below): 11-15 April 2016 (Five days)

Series 3 (Grade 41 and Above): 16-27 May 2016 (Ten days)

Series 4 (Grade 38 and Below): 8-12 August 2016 (Five days)

Series 5 (Grade 41 and Above): 10-21 October 2016 (Ten days)

This course is designed to expose the participants to the work at a Diplomatic Mission; enhance the skills required in international diplomacy; and instill the necessary interpersonal, managerial and social skills prior to their assignments abroad. It is to ensure that officials and their spouses are well acquainted with their roles, functions and responsibilities as representatives of the Malaysian Government. These aspects are shared by officers who have served abroad and speakers from various organisations, through interactive lectures, group discussions, and simulation exercises.

## Content

- \* Aspects, Policies, and Circulars Related to Working at a Malaysia's Diplomatic Mission
- \* Language and Cross-Cultural Communication
- \* Grooming, Etiquette and Protocol
- \* Bribery, Ethics and Integrity
- \* Promotion of Malaysia Abroad
- \* Issues Related to Diplomacy and International Relations

## Who Should Attend

This course is offered to Malaysian civil servants and their spouses nominated by their Ministries/government agencies/departments under SPKM.

## How to Apply

All applications must be made through the participants' Ministries/government agencies using IDFR's Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**.

## Application Deadline

- Series 1 (Grade 41 and Above): 29 February 2016
- Series 2 (Grade 38 and Below): 4 April 2016
- Series 3 (Grade 41 and Above): 9 May 2016
- Series 4 (Grade 38 and Below): 1 August 2016
- Series 5 (Grade 41 and Above): 3 October 2016

## Contact Person

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# Exploring the Nexus between Strategy and Diplomacy

**Master of Social Science in Strategy and Diplomacy**  
5 September 2016-October 2017

This one-year master's programme is a collaborative effort between IDFR and Universiti Kebangsaan Malaysia. It equips students with a broad range of theoretical approaches, conceptual tools and analytical skills to explore the nexus between strategy and diplomacy within the context of the changing regional and global environment. It focuses on the understanding of strategic and security issues, diplomacy, inter-state relations, foreign policy, international

## Content

- \* Research Methodology in Strategy and Diplomacy
- \* Strategy and International Security: Concepts and Theories
- \* Diplomacy: Theory and Practice
- \* International Political Economy
- \* Comparative Foreign and Defence Policy
- \* Globalisation and Regionalisation
- \* ASEAN and Asia-Pacific Order
- \* Malaysia and Small-State Strategy
- \* International Law and Organisation

## Who Should Attend

The programme is offered to government officers whose tasks are related to diplomatic, strategic, political, and economic dimensions of international relations. It is also suitable for foreign and local students who have keen interests in diplomacy, foreign policy, military strategy, regional security, and global affairs.

## How to Apply

The application form is available from IDFR's Online Course Application System (CAS), which can be accessed at **<http://cas.idfr.gov.my>**. Applicants will be shortlisted and interviewed.

## Application Deadline

30 June 2016

## Contact Person

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Director

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## **Enquiries**

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