



# 2015 Prospectus

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

## **2015 Prospectus**

Published by  
Institute of Diplomacy and Foreign Relations (IDFR)  
Ministry of Foreign Affairs, Malaysia  
Jalan Wisma Putra  
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Malaysia

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Institute of  
Diplomacy and  
Foreign Relations (IDFR)

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## Institute of Diplomacy and Foreign Relations (IDFR)

The Institute of Diplomacy and Foreign Relations, also known as IDFR, was established on 1 July 1991 under the Prime Minister's Department. On 12 August of the same year, it was officially launched by the then Prime Minister Dato' Seri Dr. Mahathir Mohamad. On 27 March 2004, it officially became part of the Ministry of Foreign Affairs, Malaysia. The Institute is housed on the former site of the Ministry on Jalan Wisma Putra in the heart of Kuala Lumpur.

As the training arm of the Ministry, IDFR offers various training courses for its officers and officers from other ministries and government agencies. These include diplomatic training, pre-posting orientation, public diplomacy and media skills as well as Arabic, English, French, Mandarin and Spanish language courses. A Conversational Malay course is also offered to members of the diplomatic corps.

IDFR also conducts training courses for international participants from developing countries under the Malaysian Technical Cooperation Programme (MTCP), Colombo Plan member countries as well as Commonwealth countries, and the courses include diplomatic training, crisis management and strategic analysis. It also regularly receives requests to train heads of mission and mid-career diplomats from other countries and have trained, among others, officials from Timor Leste, Iraq and Libya. Public lectures, forums, round table discussions, seminars and workshops are also organised by IDFR to complement its training courses and these see participations from government officials, academicians and university students, representatives from think tanks, non-governmental organisations and training institutes, as well as members of the diplomatic corps based in Kuala Lumpur. Among the prominent figures who have addressed audience at IDFR are Kofi Annan, Haris Silajdzic, Yasser Arafat, Benazir Bhutto, Nelson Mandela, Sultan Hassanal Bolkiah, Tun Dr. Mahathir Mohamad, Imam Feisal Abdul Rauf, Reverend Jesse Louis Jackson, Sr., Ban Ki-moon, Gareth Evans 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.

IDFR also has a panel of Distinguished Fellows who contribute ideas and support the growth of the Institute and they are made up of experienced practitioners and outstanding academicians in the field of diplomacy and international relations.

To date, IDFR has established linkages with various diplomatic academies and training institutes worldwide including the Diplomatic Academy of the Russian Federation, Diplomatic Academy of Ukraine, United Nations Institute for Training and Research, Azerbaijan Diplomatic Academy, University of World Economy and Diplomacy, Uzbekistan, London School of Economics, Tallinn University of



Technology and Estonian School of Diplomacy, as well as with international affairs training institutes of Australia and Thailand. Locally, IDFR also collaborates with the Institute of ASEAN Studies and Global Affairs, Institute of Advanced Islamic Studies, Institute of Strategic and International Studies, National Institute of Public Administration, Universiti Kebangsaan Malaysia, Universiti Malaya, Universiti Utara Malaysia, Universiti Tun Abdul Razak, Monash University Malaysia, The University of Nottingham, Association of Former Malaysian Ambassadors, Foreign Policy Study Group, United Nations Association of Malaysia, Global Movement of Moderates Foundation, Malaysian Armed Forces Defence College as well as the foreign missions, to organise public lectures, forums and roundtable discussions on various regional and international issues.

## **Vision**

An international centre for training and research in diplomacy and international relations of global standing.

## **Mission**

- \* To enhance the competency and professionalism of diplomatic officers by promoting systematic and relevant training
- \* To provide quality training in areas of diplomacy and international relations to local and international participants
- \* To provide a conducive environment for training with state of the art facilities
- \* To strive towards making IDFR a foreign policy think tank through extensive research and publications
- \* To forge strategic partnership on training and research with government and non-government agencies, local and international institutions of higher learning
- \* To reach out to the world on Malaysia's foreign policy

## **Client Charter**

- \* To organise at least 90% of the training programmes and language courses listed in the IDFR Prospectus
- \* To organise at least 90% of seminars, conferences, workshops, roundtable discussions and public lectures listed in the IDFR Prospectus
- \* To produce at least seven publications annually
- \* To inform the relevant organisations and individuals regarding planned training programmes and language courses at least one month before their respective commencement
- \* To inform the relevant organisations and individuals regarding planned seminars, conferences, workshops, round table discussions and public lectures at least one week before their respective commencement

## Programmes

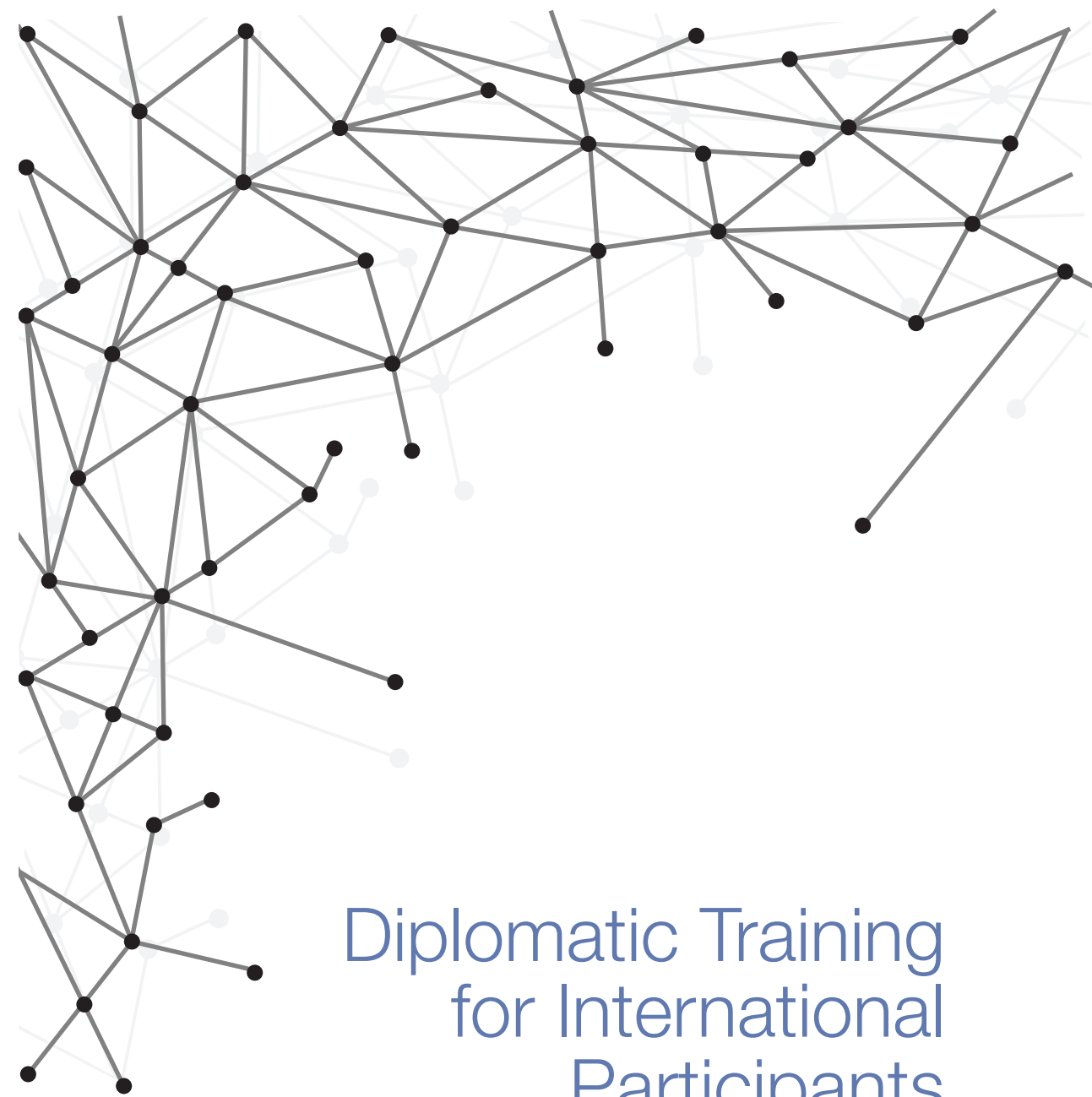
IDFR offers training courses/programmes under the following broad areas of expertise:

- \* Diplomatic Training
- \* Language Training
- \* Regional and Security Studies
- \* Master's Programme

## Facilities

The Institute's facilities include:

- \* Training and meeting rooms
- \* A fully-equipped, award-winning 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 at the meeting rooms and auditorium



# Diplomatic Training for International Participants



Course Name **Malaysian Technical Cooperation Programme (MTCP):  
Diplomatic Training Course for International Participants  
1/2015**

Date **23 February-13 March 2015**

Course Name **Malaysian Technical Cooperation Programme (MTCP):  
Diplomatic Training Course for International Participants  
2/2015**

Date **19 October-6 November 2015**

## Aim

The course aims to provide exposure on the various aspects of theories, practices and elements of diplomacy and international affairs.

## Rationale

In today's world where the essence and practice of diplomacy and foreign relations have evolved and are ever changing, diplomats need to equip themselves with the right knowledge and skills to face these new challenges. This three-week course sets to meet that challenge. It aims to upgrade the standard of professionalism and effectiveness of diplomats in the performance of their duties at home and abroad. The Institute hopes to contribute towards efforts undertaken by developing countries to create a well-rounded corps of professional and skilled diplomatic officers who can effectively promote their countries' interests in the international arena.

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## Target Group

Junior to mid-career diplomats and government officers whose tasks and functions are related to diplomacy and international relations.

## Learning Outcomes

By the end of this course, the participants should be able:

- \* To enhance their knowledge and diplomatic skills in the conduct of diplomatic and foreign relations;
- \* To enhance their operational skills and competencies in performing their duties as diplomatic officers;
- \* To gain exposure on basic theories, strategies and techniques in conducting negotiations and cross-cultural communication;

- \* To gain exposure on Malaysia's experience in managing its foreign policy and international affairs; and
- \* To network and exchange views with participants from other countries.

## Course Methodology

The course emphasises on the concept and practice of diplomacy and foreign relations. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, study visits and briefings. This course is conducted in English.

## Course Content

- \* Group Dynamics;
- \* Country Report Presentation;
- \* Cross-Cultural Communication;
- \* Diplomatic Skills;
- \* Public Diplomacy;
- \* Overview of Malaysian Foreign Policy;
- \* Regional Diplomacy;
- \* International Security Issues;
- \* Basic International Negotiations Skills;
- \* International Economic and Trade Issues;
- \* Human Rights;
- \* Communication and Presentation Skills;
- \* Language and Diplomacy;
- \* Literary Appreciation; and
- \* Introduction to State Level Governance.

## Prerequisite/Eligibility

Interested applicants must fulfil the following criteria:

- \* Nominated by their Government;
- \* Have a basic university degree;
- \* Below 35 years of age;
- \* Three years or more of working experience in international affairs/relations or international trade;
- \* Proficient in English language;
- \* Medically fit; and
- \* Ability to work independently and in groups.

## How to Apply

Standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. Application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

Malaysian Technical Cooperation Programme (MTCP): Diplomatic Training Course for International Participants 1/2015: 23 January 2015.

Malaysian Technical Cooperation Programme (MTCP): Diplomatic Training Course for International Participants 2/2015: 18 September 2015.

## Contact Person

Ms. Nik Nazarina Nek Mohamed  
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Course Name	<b>Malaysian Technical Cooperation Programme (MTCP): Negotiating International Economic Agreements for CML Countries (Cambodia, Myanmar and Laos)</b>
Date	<b>23-27 March 2015</b>

## Aim

The course aims to bring together government officials from Cambodia, Myanmar and Laos to analyse strategies on various economic issues to move forward in achieving better economic cooperation.

## Rationale

Negotiating international economic agreements require the development of systematic skills in diagnosing and managing related issues and partners at bilateral and multilateral levels. It is an experience-based course consisting of presentations of negotiation theory and concepts followed by their application in class through negotiation exercises and a large scale negotiation simulation.

## Target Group

Mid-career diplomats and government officers from CML countries in the field of diplomacy and international trade and relations.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To develop systematic skills in diagnosing and managing trade related negotiations at bilateral and multilateral levels;
- \* To increase their understanding about negotiations and to provide “theory for practitioners” that is, concepts and tools for thinking about negotiation;
- \* To enhance their skills in diagnosing and managing trade related negotiations; and
- \* To gain insights on some real world view on how negotiations are done at the international level.

## Course Methodology

An integrated teaching and learning methodology is adopted. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings. A balanced approach to effective training and learning is applied. This course is conducted in English.

## Course Content

- \* Group Dynamics;
- \* Country Report Presentation;
- \* Cross-Cultural Communication and Awareness;
- \* Traits and Criteria of CML Countries;
- \* Negotiations Skills, Techniques and Strategies; and
- \* International Economic and Trade Issues.

## Prerequisite/Eligibility

Interested applicants must fulfil the following criteria:

- \* Nominated by their Government;
- \* Have a basic university degree;
- \* Below 35 years of age;
- \* Three years or more of working experience in international affairs/relations or international trade;
- \* Proficient in English language;
- \* Medically fit; and
- \* Ability to work independently and in groups.

## How to Apply

Standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. Application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

20 February 2015.

## Contact Person

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Course Name	<b>Malaysian Technical Cooperation Programme (MTCP): International Negotiations for Mid-Career Officials</b>
Date	<b>13-24 April 2015</b>

## **Aim**

The course aims to discover the approaches and strategies in managing and resolving conflicts in the international context through negotiations.

## **Rationale**

Negotiation is a complex process that requires successful practitioners to develop and utilise a unique blend of perceptual, analytical and interpersonal skills. Experienced negotiators are more likely to succeed in the negotiation process. In the middle of any international negotiation, it is crucial for the negotiator to know how to manipulate the situation to his/her own advantage and gain the leverage. In this regard, this course would provide an avenue to mid-career government officials to get exposed to current negotiation essentials. It also aims to equip mid-career government officials with the experience and knowledge needed to engage constructively and effectively in any international negotiation process.

## **Target Group**

Mid-career officers in the field of diplomacy and international relations.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To gain the necessary knowledge and skills to become effective negotiators;
- \* To gain insights on ideas, concepts and hands-on experience of effective negotiations; and
- \* To network and exchange perspectives and experiences related to negotiations.

## **Course Methodology**

An integrated teaching and learning methodology is implemented. Participants will learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings. A balanced approach to effective training and learning is applied. This course is conducted in English.

## Course Content

- \* Group Dynamics;
- \* Introduction to Negotiation Skills;
- \* Types of Negotiators;
- \* Negotiation Essentials;
- \* Bilateral Negotiations;
- \* Negotiation Style and Culture;
- \* Conflict Handling Modes and Strategy;
- \* Multilateral Negotiations;
- \* The Role of Culture in Negotiations;
- \* Experience in Negotiations; and
- \* Introduction to State Level Governance.

## Prerequisite/Eligibility

Interested applicants must fulfil the following criteria:

- \* Nominated by their Government;
- \* Have a basic university degree;
- \* Below 45 years of age;
- \* Three years or more of working experience in negotiations, international affairs/relations or international trade;
- \* Proficient in English language;
- \* Medically fit; and
- \* Ability to work independently and in groups.

## How to Apply

Standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. Application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

13 March 2015.

## Contact Person

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Course Name	<b>Malaysian Technical Cooperation Programme (MTCP): English Language Course for Diplomacy 1/2015</b>
Date	<b>18-29 May 2015</b>

Course Name	<b>Malaysian Technical Cooperation Programme (MTCP): English Language Course for Diplomacy 2/2015</b>
Date	<b>23 November-4 December 2015</b>

## **Aim**

The course aims to enhance participants' English language skills and knowledge as the main medium of communication in conducting diplomacy and international affairs.

## **Rationale**

English language is an essential medium of communication in diplomacy. The language is the main tool of communication in conducting negotiations and debates, bilateral and multilateral meetings, and regional or international dialogues. Hence, the ability to use English language effectively has become an asset to diplomats and parties dealing with international affairs. The two-week course focuses on enhancing the participants' skills and competencies in using the language effectively in performing their tasks better.

## **Target Group**

Junior to mid-career diplomats and government officers whose tasks and functions are related to diplomacy and international relations.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To enhance their general English language proficiency in the areas of listening, speaking, reading and writing;
- \* To know the techniques and strategies of using English language effectively orally and in writing; and
- \* To further improve their proficiency in the use of English language specifically in conducting diplomacy and international affairs.

## Course Methodology

An integrated teaching and learning methodology is implemented. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings and other extra-curricular activities. A balanced approach to effective training and learning will be applied. This course is conducted in English.

## Course Content

- \* English Language Diagnostic Test;
- \* Diplomatic Correspondence and Communication;
- \* English Sound System and Pronunciation;
- \* Listening for Main Ideas;
- \* Writing Press Release;
- \* The Language of Negotiation;
- \* Language and Power;
- \* Verbal and Non-Verbal Communication;
- \* Delivery and Presentation Skills;
- \* Speech Drafting;
- \* Inference and Making Conclusions;
- \* Reading for Main Ideas; and
- \* Writing Skills.

## Prerequisite/Eligibility

Interested applicants must fulfil the following criteria:

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

## How to Apply

Standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. Application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## **Application Deadline**

Malaysian Technical Cooperation Programme (MTCP): English Language Course for Diplomacy 1/2015: 17 April 2015.

Malaysian Technical Cooperation Programme (MTCP): English Language Course for Diplomacy 2/2015: 23 October 2015.

## **Contact Person**

Ms. Nik Nazarina Nek Mohamed

Assistant Director

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Course Name	<b>Malaysian Technical Cooperation Programme (MTCP): Crisis Management for International Participants 2015</b>
Date	<b>1-19 June 2015</b>

## Aim

The course aims to provide holistic insights on theories, strategies, elements and issues related to crisis management.

## Rationale

As an integral part of international relations, crisis management is the ability of individuals and states to respond to challenges with strategies and policy choices that would enable them to overcome present threats and dangers and turn them around for future betterment. Every so often it may cut across many disciplines encompassing international relations and domestic affairs. It focuses on the techniques and skills required to assess and manage a crisis situation as well as to try to prevent the recurrence of similar crisis in the future. This course would enhance the knowledge and skills of participants to identify, resolve and prevent crisis, especially in international relations through alternative mechanisms.

## Target Group

Mid-career diplomats and government officers whose job description involves diplomacy, crisis management, security and international relations.

## Learning Outcomes

By the end of this course, the participants should be able:

- \* To enhance their knowledge and understanding on the theoretical and practical aspects of international crisis and crisis management;
- \* To increase their knowledge and skills in the various approaches and techniques in managing crisis; and
- \* To exchange views, experiences and ideas on areas related to crisis management.

## Course Methodology

The participants learn through classroom lectures, discussions, group and individual in-class exercises and simulations, study visits and briefings. A balanced approach to effective training and learning is applied. This course is conducted in English.

## Course Content

- \* Group Dynamics;
- \* Country Report Presentation;
- \* Theory and Concept of Crisis Management;
- \* Crisis Forecasting;
- \* Energy Crisis;
- \* International Terrorism;
- \* 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;
- \* Emerging Global Environmental Crisis;
- \* Management of Natural Disaster;
- \* International Humanitarian Assistance;
- \* Transboundary Crimes;
- \* Food and Commodity Crisis;
- \* Managing Change after Crisis;
- \* Economic and Global Crisis;
- \* Leadership during Crisis; and
- \* Introduction to State Level Governance.

## Prerequisite/Eligibility

Interested applicants must fulfil the following criteria:

- \* Nominated by their Government;
- \* Have a basic university degree;
- \* Below 35 years of age;
- \* Three years or more of working experience;
- \* Proficient in English language;
- \* Medically fit; and
- \* Ability to work independently and in groups.

## How to Apply

Standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. Application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## **Application Deadline**

30 April 2015.

## **Contact Person**

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Assistant Director

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## **Aim**

The course aims to enhance participants' knowledge on strategic thinking and security analysis in today's world as well as to expose the participants to the changing political, security and strategic global environment.

## **Rationale**

Strategic analysis is an important tool for ensuring long-term success, be it in the economic, political, social or diplomatic fields. The study of strategy and strategic management has always been important. Throughout history, states, organisations and individuals have given serious attention to this study in order to assist them to analyse preventable conflicts. Fundamentally, strategy is a process. It allows constant adaptation to shifting conditions and circumstances in a world where "might" continues to dominate. In the face of uncertainty, therefore, states require a holistic approach. Political objectives, military strength, economic resources and management of human resources play their role. Applying critical thinking and creative approaches to determining policy goals will assist the process of achieving the strategic goals of the state. Policymakers must therefore be equipped with those applications, techniques and methods.

## **Target Group**

Mid-career diplomats and government officers whose job description includes strategic planning and policy making in the field of international relations, security and diplomacy.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To enhance their knowledge on strategic thinking and security analysis;
- \* To upgrade their understanding, skills, and ability to apply strategic thinking and security analysis;
- \* To develop scenarios for the purpose of strategic thinking and management; and
- \* To exchange ideas, views and experiences related to crisis management.

## Course Methodology

An integrated teaching and learning methodology will be adopted. Participants will learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings. A balanced approach to effective training and learning will be applied. This course will be fully conducted in English.

## Course Content

- \* Group Dynamics;
- \* Country Report Presentation;
- \* Strategic Thinking and Planning;
- \* Country Risk Analysis;
- \* Counter-Terrorism;
- \* Asia Pacific Strategic and Security Issues;
- \* Traditional Security;
- \* Non-Traditional Security;
- \* Balancing, Bandwagoning and Buck Passing;
- \* Strategic Positioning for Effective Media Relations;
- \* Discourse on Strategy;
- \* Managing Strategic Changes through Effective Leadership;
- \* Use of Force;
- \* New World Order; and
- \* Introduction to State Level Governance.

## Prerequisite/Eligibility

Interested applicants must fulfil the following criteria:

- \* Nominated by their Government;
- \* Have a basic university degree;
- \* Below 35 years of age;
- \* Three years or more of working experience;
- \* Proficient in English language;
- \* Medically fit; and
- \* Ability to work independently and in groups.

## How to Apply

Standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. Application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## **Application Deadline**

10 July 2015.

## **Contact Person**

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Course Name	<b>Malaysian Technical Cooperation Programme (MTCP): Executive Workshop on Diplomacy and Security for Senior Government Officials</b>
Date	<b>9-15 September 2015</b>

## Aim

The course aims to provide a platform for exchange of views and experiences among the participants in areas related to diplomacy and security and their interrelation and interdependency, while exposing the participants to Malaysia's experiences in these areas.

## Rationale

Malaysia's foreign policy approaches and diplomacy continue to be driven and expanded in tandem with the dynamics and evolution of national interests and objectives. The workshop aims to provide insights to senior level government officials to Malaysia's foreign policy approaches relating to the shifting environment and changing geopolitical realities. It is also to equip senior level government officials with the experience and knowledge needed to engage and respond constructively and effectively to emerging global challenges. The workshop will also promote exchange of views as participants will be encouraged to share their countries' experiences and approaches in diplomacy and security.

## Target Group

Diplomats and senior government officers whose functions involve decision and policy making in areas related to diplomacy and security.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To gain exposure to Malaysia's experience in managing its foreign policy, international relations and security;
- \* To exchange ideas, opinions and experiences in areas related to diplomacy and security; and
- \* To network with members of Malaysia's public sector and among participants that will lead to mutually beneficial relationships.

## Course Methodology

An integrated teaching and learning methodology is implemented. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings. A balanced approach to effective training and learning is applied. This course is conducted in English.

## Course Content

- \* Group Dynamics;
- \* Country Report Presentation;
- \* Overview of Malaysian Foreign Policy;
- \* ASEAN;
- \* Multilateral Diplomacy;
- \* Malaysia's Government Transformation Programme (GTP);
- \* Global Movement of Moderates;
- \* Human Trafficking Issues;
- \* Intelligence and National Security;
- \* Terrorism and Counter-Terrorism;
- \* Maritime: Non-Traditional Issues;
- \* The Experience of Malaysia's UN Peacekeeping; and
- \* Introduction to State Level Governance.

## Prerequisite/Eligibility

Interested applicants must fulfil the following criteria:

- \* Nominated by their Government;
- \* Have a basic university degree;
- \* Senior officers, between 45 to 50 years of age;
- \* Twenty years or more of working experience;
- \* Proficient in English language;
- \* Medically fit; and
- \* Ability to work independently and in groups.

## How to Apply

Standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. Application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## **Application Deadline**

7 August 2015.

## **Contact Person**

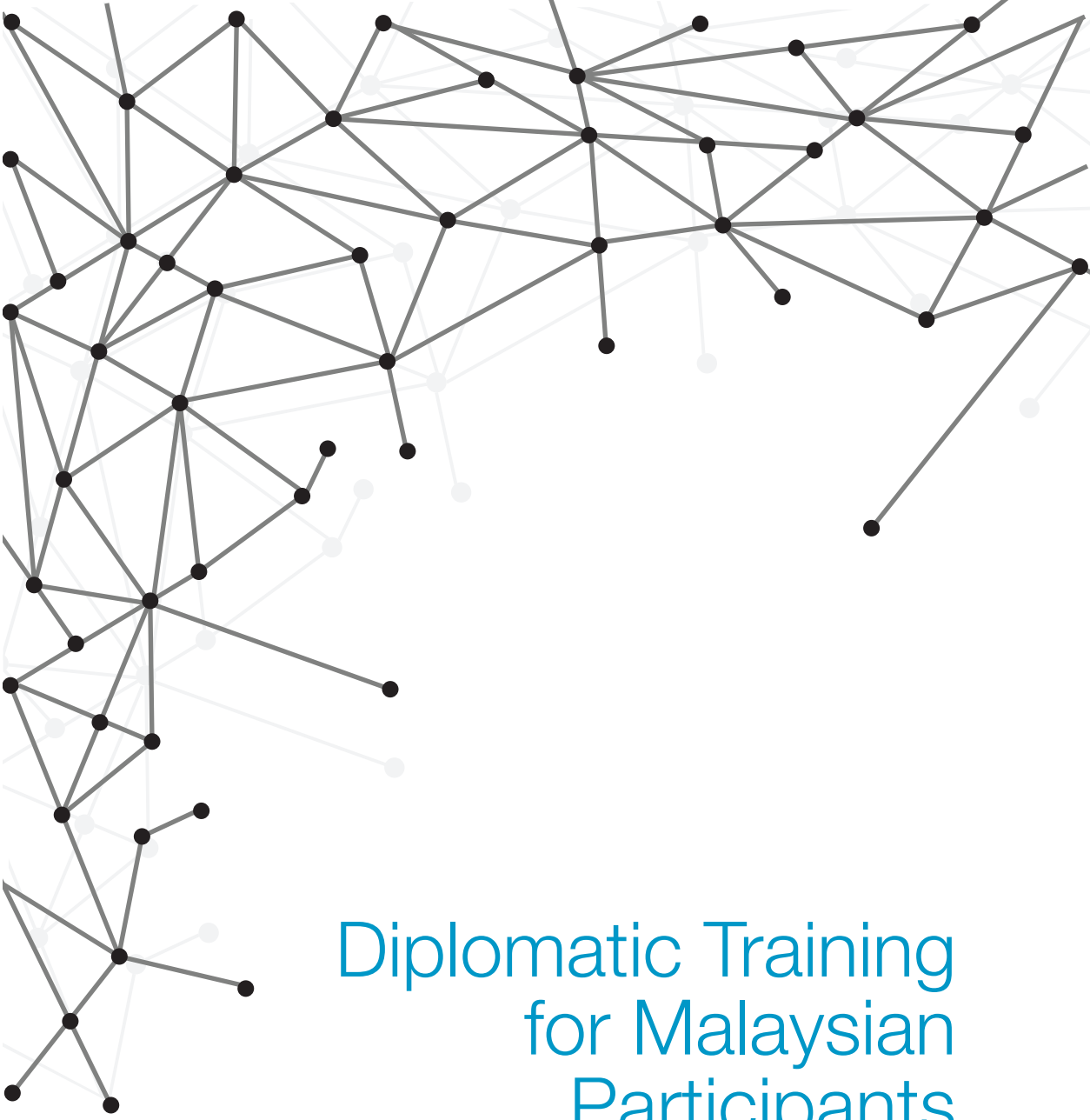
Ms. Nik Nazarina Nek Mohamed

Assistant Director

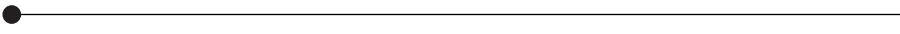
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# Diplomatic Training for Malaysian Participants



## **Aim**

The workshop aims to provide understanding on the aspects of public diplomacy and media skills and how the two components are crucial in the ever-changing and dynamic developments in global diplomacy and international affairs.

## **Rationale**

The globalisation of international relations and rapid development of information and communication technology have greatly influenced trends in modern day diplomacy. While diplomacy in the past focused mainly on interaction between states at the bilateral and multilateral levels, diplomacy today increasingly involves interaction with the media, non-governmental organisations and the public at large. The objective of such interaction is to influence thinking at the international level that will promote one's own national interests. 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, both regionally and internationally.

## **Target Group**

Government officers grade 41 and above.

## **Learning Outcomes**

By the end of this workshop, the participants should be able:

- \* To understand the overview of the objectives and scope of public diplomacy;
- \* To improve their awareness on the importance of public diplomacy in promoting Malaysia's national interests in the international arena ; and
- \* To expand their knowledge and skills in handling the media in the context of public diplomacy and advocacy.

## **Course Methodology**

A balanced approach to theory and hands-on training is applied. Participants learn through classroom lectures, group discussions and simulation exercises. The course is conducted in English.



## Course Content

- \* An Overview of Public Diplomacy;
- \* The Role of Embassies in Public Diplomacy;
- \* The Role of Non-Governmental Organisations in Public Diplomacy;
- \* Cross-Cultural Understanding and its Implications on Public Diplomacy;
- \* The Role of Media in Public Diplomacy;
- \* Public Diplomacy: Promoting Malaysia through Culture;
- \* Effective Media Relations;
- \* Writing Press Releases and Statements;
- \* Handling Crisis Situations and Difficult Questions from the Media;
- \* TV and Radio Interview and Press Conference; and
- \* Role Playing – Mock Press Conference.

## Prerequisite/Eligibility

This course is offered to all Malaysian civil service officers.

## How to Apply

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

## Application Deadline

16 February 2015.

## Contact Person

Ms. Dzuita Mohamed  
Assistant Director  
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Course Name	<b>Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 1/2015 (Grade 41 and above)</b>
Date	<b>2-13 March 2015</b>
Course Name	<b>Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 2/2015 (Grade 38 and below)</b>
Date	<b>6-10 April 2015</b>
Course Name	<b>Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 3/2015 (Grade 41 and above)</b>
Date	<b>11-22 May 2015</b>
Course Name	<b>Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 4/2015 (Grade 38 and below)</b>
Date	<b>8-12 June 2015</b>
Course Name	<b>Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 5/2015 (Grade 41 and above)</b>
Date	<b>17-28 August 2015</b>
Course Name	<b>Pre-Posting Orientation Course for Home Based Staff and Spouses under Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 6/2015 (Grade 41 and above)</b>
Date	<b>19-30 October 2015</b>

## Aim

The course aims to prepare and equip participants with the necessary preparation, skills, information and knowledge needed to represent Malaysia abroad in their various capacities.

## Rationale

The SPKM Pre-Posting Orientation Course for Home Based Staff and Spouses is conducted to prepare officers and their spouses who are going to be assigned abroad for the first time. It is mandated under the *Sistem Pentadbiran Kerajaan*

*Malaysia di Luar Negara* (SPKM) whose main function is to consolidate operations at Malaysia's embassies/high commissions. Under SPKM, all operations by agencies/departments/ministries at embassies/high commissions abroad are under the supervision of the Heads of Mission.

Before an overseas assignment, it is necessary for officers and their spouses to be exposed to the various tools and skills of international diplomacy and be fully prepared and aware of what is expected of them abroad. This course is designed to enhance the skills required in international diplomacy as well as instil the necessary interpersonal, managerial and social skills of officials prior to their assignments abroad. It is to ensure that officials and their spouses are well acquainted with their role and responsibilities. They would also be taught the various aspects of protocol, diplomatic privileges and immunities, cross-cultural communication, etiquette and personal grooming, management of Malaysia's embassies/high commissions, presentation skills, security issues of working and living abroad, family life as well as ethics in the civil service.

### **Target Group**

Malaysian civil servants and their spouses who are nominated by their ministries/agencies/department.

### **Learning Outcomes**

By the end of this course, the participants should be able:

- \* To possess the necessary knowledge related to working at Malaysia's embassy/high commission;
- \* To develop their professional and interpersonal skills;
- \* To gain exposure on varied functions and duties abroad; and
- \* To instil esprit de corps to ensure smooth and effective performance and teamwork during their assignment.

### **Course Methodology**

The training approach will focus on practical experience-sharing and interactive sessions with relevant professionals, representatives from the public and private sectors, and retired Malaysian diplomats. The training approach also includes classroom lectures, group and panel discussions, and study visits. The focus will be to impart the knowledge, skills and experiences of those who have served in Malaysia's embassies/high commission abroad to the participants.

Attendance is compulsory:

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM)/Grade 41 and above

- i. Staff: Ten days
- ii. Spouses of Staff: First five days

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM)/Grade 38 and below

- i. Staff: Five days
- ii. Spouses of Staff: First three days

### Course Content

- \* Preparation Before Living and Working Abroad;
- \* Malaysia's Foreign Policy;
- \* Matters Related to Foreign Service;
- \* Introduction to *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM);
- \* Benefits and Incentives;
- \* Administrative and Service Matters at Malaysia's embassies/high commission;
- \* Protocol and Consular Work at Malaysia's embassies/high commission;
- \* Financial Management and Auditing Matters at Malaysia's embassies/high commission;
- \* Cross-Cultural Communication;
- \* Crisis Management at Missions;
- \* Legal Matters;
- \* Standard Operating Procedure for Humanitarian Crisis;
- \* Grooming and Social Etiquette;
- \* Fine Dining, Reception and Official Entertaining;
- \* Royalty and Palace Protocol;
- \* Diplomacy and The Art of Conversation;
- \* Public Diplomacy;
- \* Role of Spouse;
- \* Global Movement of Moderates;
- \* Ethics and Integrity;
- \* Bribery;
- \* Public Diplomacy;
- \* Media Skills;
- \* Enhancing Personal Security Awareness;
- \* Government Transformation Plan and Economic Transformation Plan;
- \* Understanding Terrorism from the Global, Regional and National Perspectives;

- \* Understanding CBRNE Threats and Basic Response;
- \* Introduction to Malaysian Cultural Dances;
- \* Promotion of Malaysia Abroad; and
- \* Introduction to Malaysian Crafts.

### **Prerequisite/Eligibility**

This course is offered to Malaysian civil servants and their spouses nominated by the Ministry of Foreign Affairs and other ministries/government agencies under SPKM.

### **How to Apply**

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

### **Application Deadline**

Nomination forms from the Ministry of Foreign Affairs and other ministries/government agencies should reach IDFR by the stipulated deadline.

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 1/2015: 13 February 2015.

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 2/2015: 20 March 2015.

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 3/2015: 24 April 2015.

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 4/2015: 22 May 2015.

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 5/2015: 31 July 2015.

Pre-Posting Orientation Course for Home Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM) 6/2015: 2 October 2015.

## Contact Persons

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Ms. Dzuita Mohamed  
Assistant Director  
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## **Aim**

The workshop aims to furnish participants with the various aspects and practices as well as the dynamics of public international law.

## **Rationale**

Public International Law or the 'Law of Nations' plays a crucial role in regulating state actions in the contemporary international system. A good understanding of public international law and its application is important and would contribute to the effective performance of Malaysian diplomats and other government officers in the international arena.

## **Target Group**

Government officers grade 41 and above.

## **Learning Outcomes**

By the end of this workshop, the participants should be able:

- \* To understand the overview, theories and practices of public international law;
- \* To enhance their awareness on the importance of public international law in conducting diplomacy and international relations; and
- \* To improve their understanding of the major segments of public international law which are relevant to diplomatic practice, international relations, and international trade and investment.

## **Course Methodology**

The participants learn through classroom lectures, simulation exercises and group discussions. The course is conducted in English.

## **Course Content**

- \* An Introduction to the Nature and Scope of Public International Law;
- \* The Sources of International Law;
- \* The Law of Treaties and The Law of State Responsibility;
- \* The Application and Limitations of Public International Law;
- \* Vienna Convention on Consular Relations 1963;
- \* Vienna Convention on Diplomatic Relations 1961;

- \* International Organisations;
- \* International Maritime Law: Law of the Sea;
- \* International Settlement of Disputes: International Courts and Tribunals;
- \* International Economic Law: WTO, UN Commission on International Trade Law;
- \* International Humanitarian Law;
- \* International Human Rights Law; and
- \* International Environmental Law.

### **Prerequisite/Eligibility**

This course is offered to officers from the Ministry of Foreign Affairs and all other interested ministries/government agencies. Applicants need not necessarily possess a legal background.

### **How to Apply**

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

### **Application Deadline**

24 August 2015.

### **Contact Person**

Ms. Dzuita Mohamed

Assistant Director

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Fax : +603 2145 7015



## Aim

The workshop aims to sharpen participants' existing negotiation skills with the right techniques, skills and strategies.

## Rationale

The task of public sector officials, especially diplomats and other key players in international negotiations is becoming more complex and challenging given the dynamic global developments and challenges. The ability to negotiate well is also becoming more important with the greater role played by civil society in all spheres of life. Thus, senior officials need to acquire a repertoire of negotiation skills to defend and promote national interests at various bilateral and multilateral fora as well as to be able to negotiate effectively with a multitude of players.

## Target Group

Government officers grade 48 and above.

## Learning Outcomes

By the end of this workshop, the participants should be able:

- \* To develop their knowledge on the various theories, modus operandi and techniques of negotiations;
- \* To upgrade their understanding on practical negotiation skills, tactics and strategies;
- \* To become alert to the pitfalls, assumptions and mistakes that are common in most negotiations;
- \* To examine one's own strengths and weaknesses as negotiators; and
- \* To gain experiences as well as networking through exchange of ideas.

## Course Methodology

The participants learn through classroom lectures, discussions, simulation and practical exercises in groups and individually. This workshop is conducted in English.

## Course Content

- \* An Overview of Negotiations;
- \* Mediation and Arbitration;
- \* Bilateral and Multilateral Negotiations;

- \* Economic and Trade Negotiations;
- \* Profile of a Negotiator; and
- \* Simulation Exercises.

### **Prerequisite/Eligibility**

This course is offered to mid-career to senior officers nominated by their ministries/ government agencies.

### **How to Apply**

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

### **Application Deadline**

13 November 2015.

### **Contact Persons**

Ms. Romaiza Ab Rahman  
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E-mail : [romaiza@idfr.gov.my](mailto:romaiza@idfr.gov.my)  
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Fax : +603 2145 7015

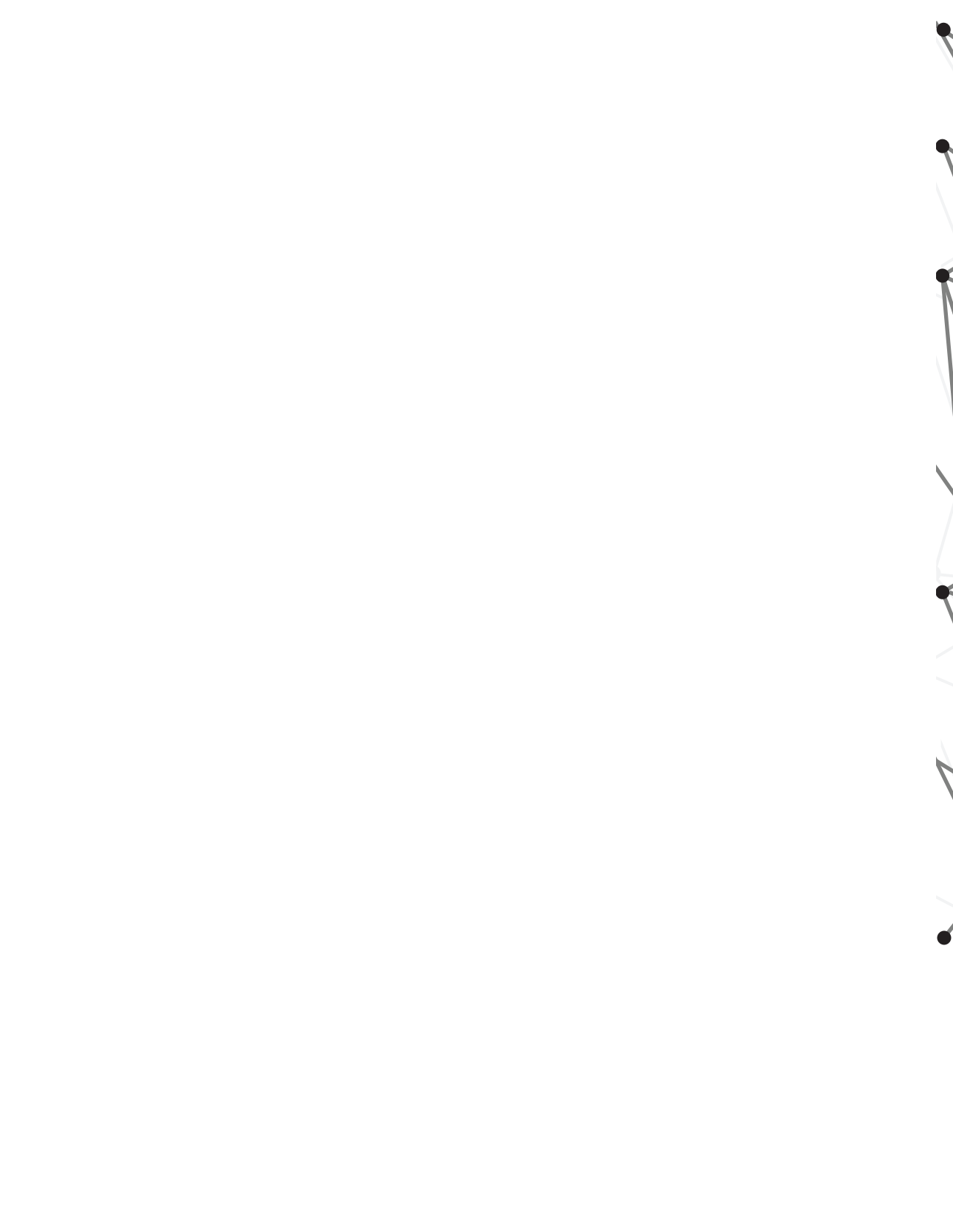
Ms. Dzuita Mohamed  
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E-mail : [dzuita@idfr.gov.my](mailto:dzuita@idfr.gov.my)  
Tel : +603 2149 1116  
Fax : +603 2145 7015

## Training Courses for Officers and Staff at the Ministry of Foreign Affairs, Malaysia

In order to prepare and equip the staff of the Ministry of Foreign Affairs, Malaysia for their challenging tasks, comprehensive and carefully designed courses are offered by the Institute, incorporating various aspects of professional and interpersonal skills and requirements. The courses are designed for various levels ranging from Executive Officers, Secretaries, junior and mid-level officers as well as future Ambassadors/High-Commissioners. The courses address diverse aspects of bilateral and multilateral diplomacy on political, economic and trade issues, current topics of national and international interest, security awareness, financial management and administration of Mission, cultural and public diplomacy, media skills, grooming, etiquette and leadership.

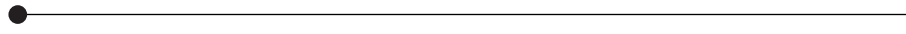
The courses offered are:

1. Diploma in Diplomacy (DiD);
2. Orientation Course for Heads of Mission and Their Spouses;
3. Mid-Career Course for Diplomats;
4. Orientation Course for Secretaries and Personal Assistants;
5. Speech Writing Course for Intermediate Level;
6. Speech Writing Course for Advanced Level;
7. Training of Trainers for Intermediate Level; and
8. Training of Trainers for Advanced Level.





English  
Language



Course Name	<b>Say it Right 1/2015</b>
Date	<b>9-11 February 2015</b>

Course Name	<b>Say it Right 2/2015</b>
Date	<b>18-20 August 2015</b>

## **Aim**

The aim of the course is to develop participants' communicative competence in the English language.

## **Rationale**

In oral communication, interlocutors need to be intelligible in what they wish to convey. In speaking, miscomprehension and a breakdown in communication can occur and the contributory factor is often connected to how we speak. Thus, correct pronunciation, use of stress in words, sentences and intonation will be the main thrust of this course.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To raise their awareness on the English Sound System;
- \* To improve their pronunciation and the ability to communicate intelligibly; and
- \* To express themselves with greater confidence.

## **Course Methodology**

An interactive methodology with a variety of awareness-raising activities, practical sessions and simulations will be adopted. Audiovisual materials will be used.

## **Course Content**

- \* The English Sound System;
- \* Stress, Beat and Tune of English;
- \* Speaking in Context; and
- \* Natural Speech.

## **Duration**

Three days.

## **Prerequisite/Eligibility**

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 the participants' ministries/government agencies using the Online Course Application System (CAS) which can be accessed at <http://cas.idfr.gov.my>

## **Application Deadline**

Say it Right 1/2015: 15 January 2015.

Say it Right 2/2015: 10 July 2015.

## **Maximum Number of Participants**

25

## **Contact Person**

Ms. Wan Faizah Wan Yusoff

Deputy Director

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Fax : +603-2144 8704

Course Name	<b>Effective Presentation Skills 1/2015</b>
Date	<b>16-19 March 2015</b>

Course Name	<b>Effective Presentation Skills 2/2015</b>
Date	<b>7-10 September 2015</b>

## **Aim**

The course intends to uncover the art of effective public speaking and presentation skills so that participants can perform their responsibilities with confidence and efficacy.

## **Rationale**

Public speaking is a skill and an art that can have an impact on the audience. If done well it can convince, inspire or give information that can influence change. This course takes into consideration that for most people, speaking in public is indeed a very challenging and yet unavoidable task. This four-day programme will look into ways to help participants to overcome their fear and be better prepared to make oral presentations.

## **Target Group**

This course is opened to Malaysian government officers, grade 41 and above.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To enhance their public speaking and presentation skills;
- \* To differentiate the role of verbal and non-verbal strategies for effective presentation; and
- \* To gain confidence to speak eloquently.

## **Course Methodology**

The course is interactive and participants will be guided through the preparation and delivery of the text. The participants are engaged through individual speaking exercises and feedback on their presentation will be given by their peers and facilitators.



## Course Content

- \* The Opening Paragraph;
- \* The Appropriate Language;
- \* Effective Use of Voice;
- \* Body Language;
- \* Question and Answer Session; and
- \* Presentations.

## Duration

Four days.

## Prerequisite/Eligibility

The course is offered to officers in the management and professional category from the Ministry of Foreign Affairs and other ministries/government agencies.

## How to Apply

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

## Application Deadline

Effective Presentation Skills 1/2015: 13 February 2015.

Effective Presentation Skills 2/2015: 5 August 2015.

## Maximum Number of Participants

25

## Contact Person

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Assistant Director  
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## Aim

The aim of the course is to provide a basis for understanding the linguistic structure and the sociolinguistic uses of the English language.

## Rationale

A good command of the language is essential to play one's roles effectively in the professional and social domains. Fluency, accuracy and the ability to use a wide range of vocabulary are essential elements of good communication. It is therefore of utmost importance to enhance the proficiency level of the participants both in speaking and writing. The five-day course will touch on some aspects of grammar and the language skills necessary to be a competent user.

## Target Group

This course is opened to all Malaysian government officers.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To demonstrate the use of the language in a variety of contexts; and
- \* To build their confidence as comfortable users of the language.

## Course Methodology

Participants will be involved in activities which will raise their awareness of correct use of the language. An interactive and integrated approach will be adopted.

## Course Content

- \* Error Analysis;
- \* Fundamentals of Grammar; and
- \* Language Skills.

## Duration

Five days.

## **Prerequisite/Eligibility**

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 the participants' ministries/government agencies using the Online Course Application System (CAS) which can be accessed at <http://cas.idfr.gov.my>

## **Application Deadline**

12 March 2015.

## **Maximum Number of Participants**

25

## **Contact Person**

Ms. Elsa Fallida Mohd Subal

Assistant Director

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Course Name **Effective Writing Skills 1/2015**  
Date **4-7 May 2015**

Course Name **Effective Writing Skills 2/2015**  
Date **5-8 October 2015**

## Aim

The aim of the course is to provide participants with the basic principles of effective writing in English.

## Rationale

The ability to communicate effectively in writing is essential for professional success. Written communication reflects an individual's competency. Hence, grammar and elements of sentence skills are re-visited to raise awareness on the fundamentals of the language and as a means to enhance the ability to write effectively. In today's fast-paced, information-driven world, the pressure is on to achieve results quickly from each written document. Efficient writing skills will save time, prevent misunderstanding and improve results.

## Target Group

This course is opened to Malaysian government officers, grade 41 and above.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To develop their competence and skills in writing;
- \* To apply the principles of effective writing; and
- \* To enhance their ability to draft, write and edit their own writing and the writing of others.

## Course Methodology

An integrated teaching and learning methodology will be adopted. Participants learn through lectures, discussions, practical exercises and group activities.

## Course Content

- \* The Fundamentals of Grammar for Writing;
- \* Sentence Structures;
- \* Organisation of Ideas;

- \* Paragraph Structuring;
- \* Proofreading, Reviewing and Editing; and
- \* Common Errors.

### **Duration**

Four days.

### **Prerequisite/Eligibility**

This course is offered to officers in the management and professional category from the Ministry of Foreign Affairs and other ministries/government agencies.

### **How to Apply**

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

### **Application Deadline**

Effective Writing Skills 1/2015: 2 April 2015.

Effective Writing Skills 2/2015: 4 September 2015.

### **Maximum Number of Participants**

25

### **Contact Person**

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Deputy Director

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## Aim

The aim of the workshop is to develop participants' critical awareness on the processes of communication across cultures and between different cultural groups.

## Rationale

All human beings conform to a culturally determined reality. Our culture shapes the way we "see" reality. Having effective communication skills is a must in any position, in any business. The ability to navigate across cultural lines and to communicate flexibly and sensitively with others is a standard for success. The focus of this workshop is on developing an understanding of the secrets of communication across cultures and the ways in which different groups seek to understand each other in terms of representations and cross-cultural encounters.

## Target Group

This course is opened to Malaysian government officers, grade 41 and above.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To demonstrate an understanding of key theoretical approaches and concepts in communicating across cultures;
- \* To identify the main ways in which culture affects communication process;
- \* To state the similarities and differences in the cultural systems and behaviours in a systematic way; and
- \* To appreciate culture diversity.

## Course Methodology

An integrated interactive teaching and learning methodology will be adopted. Participants learn through lectures, discussions, practical exercises and group activities.

## Course Content

- \* Definitions, Impact and Scope of Culture;
- \* Elements of Communication;

- \* Culture and the Affects on Communication; and
- \* Cross-Cultural Competence.

### **Duration**

Three days.

### **Prerequisite/Eligibility**

The course is offered to officers in the management and professional category from the Ministry of Foreign Affairs and other ministries/government agencies.

### **How to Apply**

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

### **Application Deadline**

4 May 2015.

### **Maximum Number of Participants**

25

### **Contact Person**

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## Aim

The aim of the workshop is to raise participants' awareness about diversity, both multi-racial and multi-ethnic and becoming aware of one's cultural values, beliefs and perceptions.

## Rationale

Cultural sensitivity begins with the understanding that there are differences among cultures. Furthermore, cultural sensitivity includes placing value on this diversity. Developing sensitivity and understanding involves the quality of openness and flexibility people develop in relation to others. Developing a culturally competent attitude is an ongoing process. It is important to view everyone as unique individuals, with the realisation that experiences, beliefs, values and language affect each interaction with others within and outside the community. Differences within cultures will always be in existence. It is wrong to assume that a common culture is shared by all members of a racial, linguistic or religious group.

## Target Group

This course is opened to Malaysian government officers, grade 41 and above.

## Learning Outcomes

By the end of the course, participants should be able:

- \* To define and describe cultural awareness;
- \* To describe aspects of cultural awareness through non-verbal communication;
- \* To relate awareness of others' values to spoken and written messages;
- \* To appreciate culture diversity; and
- \* To use bias-free language to show awareness of cultural issues.

## Course Methodology

An integrated interactive teaching and learning methodology will be adopted. Participants learn through lectures, discussions, practical exercises and group activities.



## Course Content

- Values, Beliefs and Practices;
- Cultural Shock and Cultural Sensitivities;
- Diversity Within Self and Others;
- Cultural Stereotyping; and
- Non-Verbal Communication.

## Duration

Three days.

## Prerequisite/Eligibility

The course is offered to officers in the management and professional category from the Ministry of Foreign Affairs and other ministries/government agencies.

## How to Apply

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

## Application Deadline

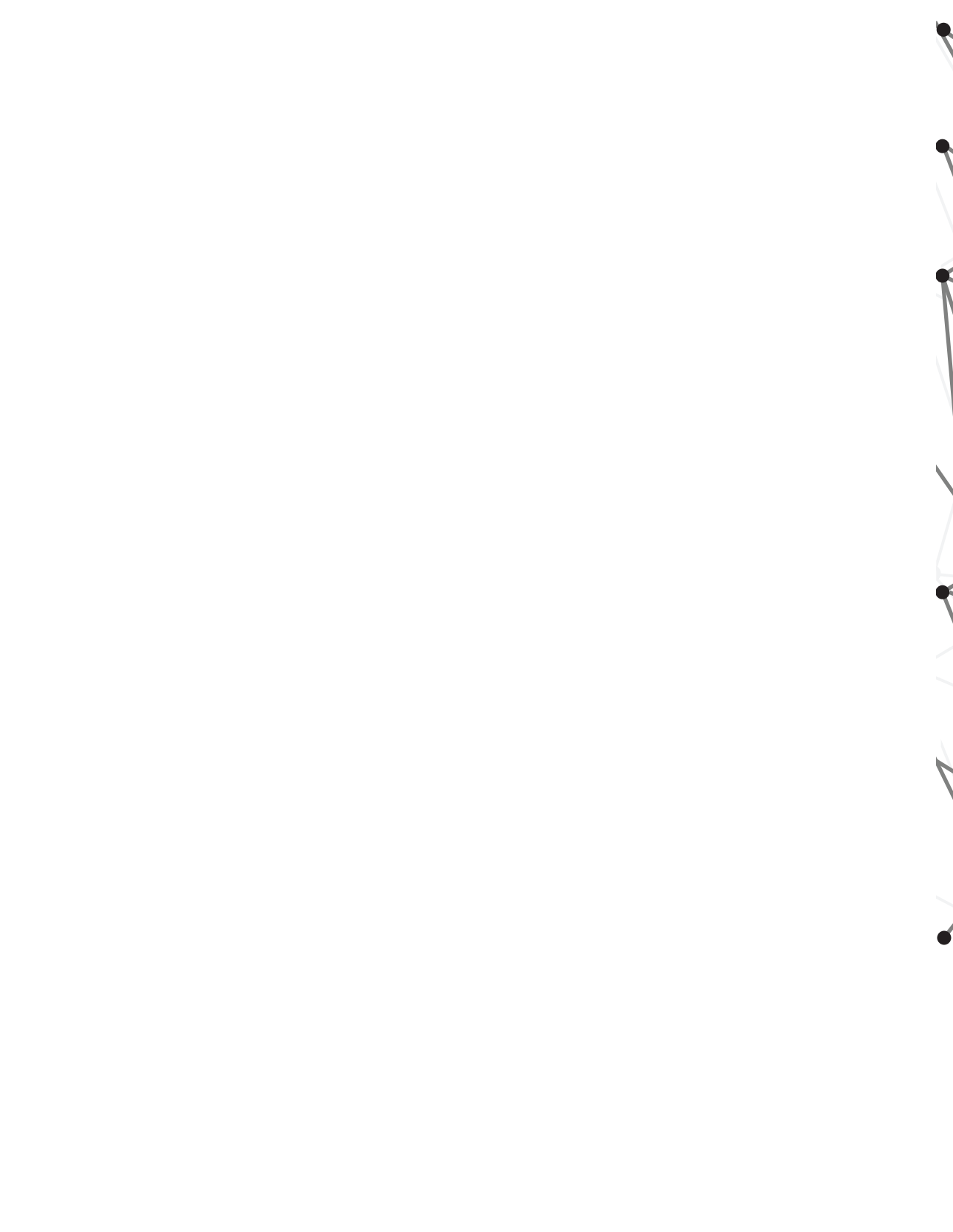
1 October 2015.

## Maximum Number of Participants

25

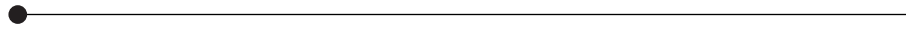
## Contact Person

Ms. Elsa Fallida Mohd Subal  
Assistant Director  
E-mail : [elsa@idfr.gov.my](mailto:elsa@idfr.gov.my)  
Tel : +603-2149 1031  
Fax : +603-2144 8704





# Arabic Language



## **Aim**

The aim of the course is to enable participants to be independent users of the language and to use the Arabic language confidently in formal and informal situations.

## **Rationale**

Arabic language is one of the major languages of the world, and mastering the language will help towards a better understanding of the Arabic culture and people. It is also vital in the expansion of business and building of relationship and as a tool of communication among Arabic speaking communities. Knowledge of the language too, can instil a better understanding of the Islamic religion through the reading of Al Quran and Sunnah.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Objectives**

By the end of this course, participants should be able:

- \* To express their opinion in the target language;
- \* To read long and complicated texts;
- \* To understand speeches;
- \* To enquire for information; and
- \* To write messages.

## **Course Methodology**

The participants will learn through classroom activities using textbooks and audiovisual materials, group interactions and practice sessions in the language laboratory.

## **Course Content**

- \* Dictionary Skills;
- \* Analysis of Longer Reading Texts;
- \* Free Writing; and
- \* Grammar.

## **Duration**

84 hours.

## **Prerequisite/Eligibility**

Applicants should have successfully completed Arabic Level XI or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

11 December 2014.

## **Maximum Number of Participants**

20

## **Contact Person**

Mr. Hassan Mohamad Ali @ Mat Ali

Assistant Director

E-mail : [hassan@idfr.gov.my](mailto:hassan@idfr.gov.my)

Tel : +603-2149 1036

Fax : +603-2144 8704

## **Aim**

The aim of the course is to equip participants with a working knowledge of Arabic so as to enable them to use the language both orally and in writing, to cope with their daily needs.

## **Rationale**

Arabic language is one of the major languages of the world, and mastering the language will help towards a better understanding of the Arabic culture and people. It is also vital in the expansion of business and building of relationship and as a tool of communication among Arabic speaking communities. Knowledge of the language too, can instil a better understanding of the Islamic religion through the reading of Al Quran and Sunnah.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To read and understand intermediate level texts;
- \* To write dictation;
- \* To understand intermediate conversation and speeches; and
- \* To be confident in using the languages.

## **Course Methodology**

The participants will learn through classroom activities using textbooks and audio-visual materials, group interactions and practice sessions in the language laboratory.

## **Course Content**

- \* Short Texts for Listening;
- \* Short Stories;
- \* Guided Writing; and
- \* Grammar.

## **Duration**

84 hours.

## **Prerequisite/Eligibility**

Applicants should have successfully completed Arabic Level VII or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

12 December 2014.

## **Maximum Number of Participants**

20

## **Contact Person**

Mr. Hassan Mohamad Ali @ Mat Ali

Assistant Director

E-mail : [hassan@idfr.gov.my](mailto:hassan@idfr.gov.my)

Tel : +603-2149 1036

Fax : +603-2144 8704

## **Aim**

The aim of the course is to equip participants with the ability to differentiate and pronounce Arabic sounds and understand basic sentences for daily needs.

## **Rationale**

Arabic language is one of the major languages of the world, and mastering the language will help towards a better understanding of the Arabic culture and people. Knowledge of the language too, can instil a better understanding of the Islamic religion through the reading of Al Quran and Sunnah.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To read and understand simple sentences;
- \* To greet and introduce oneself; and
- \* To write simple texts.

## **Course Methodology**

The participants will learn through classroom activities using textbooks and audiovisual materials, group interactions and practice sessions in the language laboratory.

## **Course Content**

- \* Greetings;
- \* Introducing Oneself;
- \* Accommodations; and
- \* Occupations.

## **Duration**

84 hours.



## **Prerequisite/Eligibility**

Applicants should have the motivation and interest to learn the language.

## **How to Apply**

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

## **Application Deadline**

13 December 2014.

## **Maximum Number of Participants**

20

## **Contact Person**

Mr. Hassan Mohamad Ali @ Mat Ali

Assistant Director

E-mail : [hassan@idfr.gov.my](mailto:hassan@idfr.gov.my)

Tel : +603-2149 1036

Fax : +603-2144 8704

## **Aim**

The aim of the course is to further develop participants' ability to comprehend spoken and written Arabic more effectively.

## **Rationale**

Arabic language is one of the major languages of the world, and mastering the language will help towards a better understanding of the Arabic culture and people. It is also vital in the expansion of business and building of relationship and as a tool of communication among Arabic speaking communities. Knowledge of the language too, can instil a better understanding of the Islamic religion through the reading of Al Quran and Sunnah.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To read and understand intermediate level texts;
- \* To write dictation;
- \* To understand intermediate conversation and speeches; and
- \* To be confident in using the language.

## **Course Methodology**

The participants will learn through classroom activities using textbooks and audio-visual materials, group interactions and practice sessions in the language laboratory.

## **Course Content**

- \* Short Texts for Listening;
- \* Short Stories;
- \* Guided Writing; and
- \* Grammar.

## **Duration**

84 hours.

## **Prerequisite/Eligibility**

Applicants should have successfully completed Arabic Level VIII or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

27 June 2015.

## **Maximum Number of Participants**

20

## **Contact Person**

Mr. Hassan Mohamad Ali @ Mat Ali

Assistant Director

E-mail : [hassan@idfr.gov.my](mailto:hassan@idfr.gov.my)

Tel : +603-2149 1036

Fax : +603-2144 8704

## **Aim**

To equip participants with the ability to differentiate and pronounce Arabic sounds and understand basic sentences for daily needs.

## **Rationale**

Arabic language is one of the major languages of the world, and mastering the language will help towards a better understanding of the Arabic culture and people. It is also vital in the expansion of business and building of relationship and as a tool of communication among Arabic speaking communities. Knowledge of the language too, can instil a better understanding of the Islamic religion through the reading of Al Quran and Sunnah.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To read, understand simple sentences;
- \* To introduce oneself and greet others; and
- \* To write simple texts.

## **Course Methodology**

The participants will learn through classroom activities using textbooks and audio-visual materials, group interactions and practice sessions in the language laboratory.

## **Course Content**

- \* Pronunciation;
- \* Basic Conversation;
- \* Reading Simple Text;
- \* Informal Correspondence; and
- \* Introduction to Arabic Culture and Customs.

## **Duration**

84 hours.

## **Prerequisite/Eligibility**

Applicants should have successfully completed Arabic Level I or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

28 June 2015.

## **Maximum Number of Participants**

20

## **Contact Person**

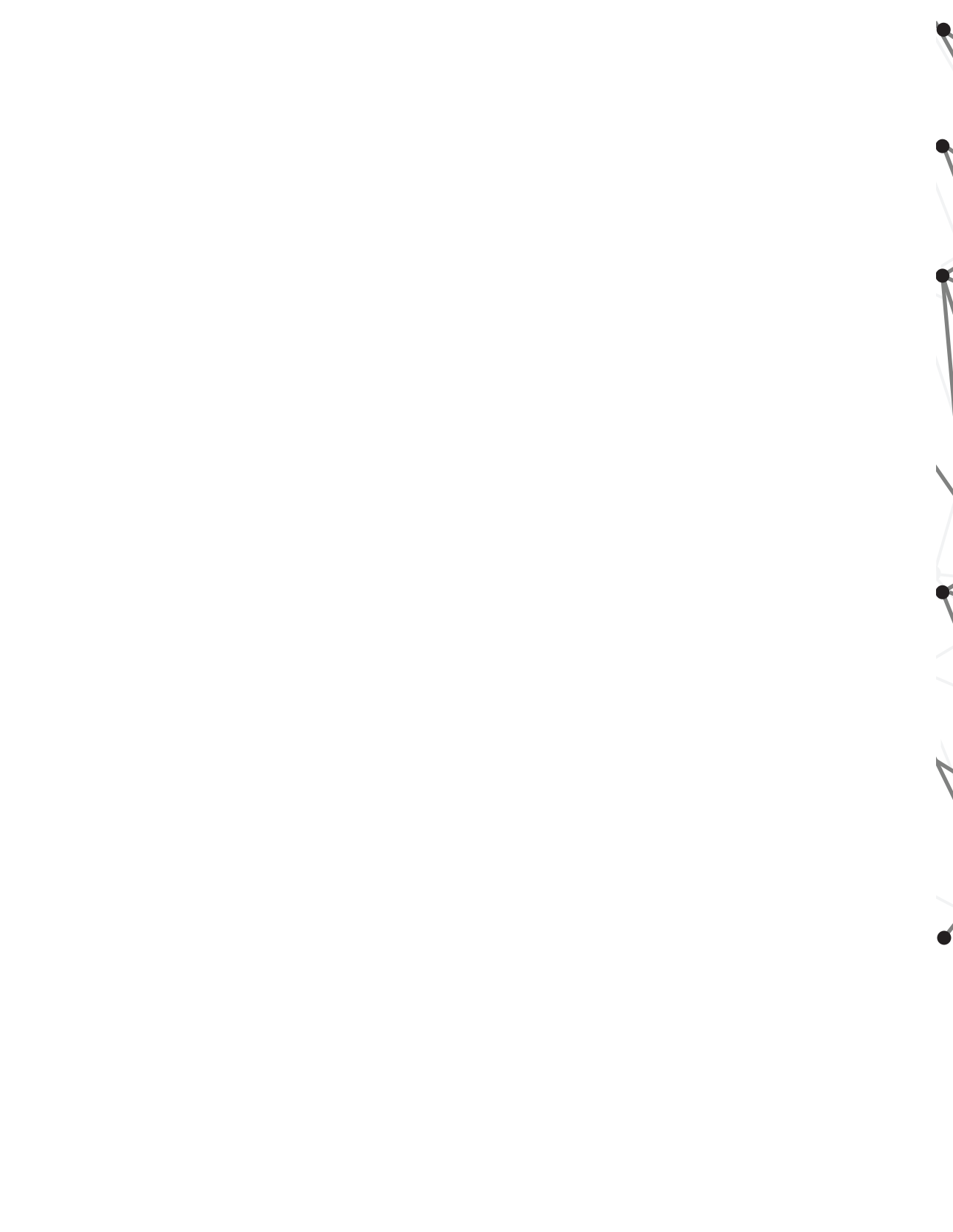
Mr. Hassan Mohamad Ali @ Mat Ali

Assistant Director

E-mail : [hassan@idfr.gov.my](mailto:hassan@idfr.gov.my)

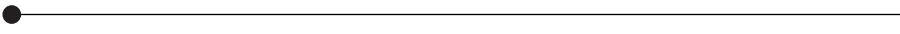
Tel : +603-2149 1036

Fax : +603-2144 8704





# French Language



## **Aim**

The aim of the course is to equip participants with the required knowledge to communicate in everyday situations and to enable them to cope with their daily needs.

## **Rationale**

The knowledge of foreign languages has always been an asset and especially for anyone involved in international relations. With the fast pace of globalisation, this knowledge has become vital in all areas; to expand business, to further one's studies, to represent the country abroad, to benefit from travel experiences and to understand other cultures and even for personal development. It is the most important tool for effective communication and understanding between communities. Therefore, it is natural and essential to make this knowledge available to officers at all levels.

## **Target Group**

The programme is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To understand a simple advertisement;
- \* To describe a place;
- \* To ask and give directions;
- \* To enquire about people's activities; and
- \* To write simple texts and messages.

## **Course Methodology**

The participants will learn through classroom activities and interactions with the help of audiovisual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.



## Course Content

- \* Accommodation;
- \* Directions;
- \* Transport Reservations; and
- \* Tourist Information.

## Duration

42 hours.

## Prerequisite/Eligibility

Applicants should have successfully completed French Level I or an equivalent level.

## How to Apply

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

## Application Deadline

19 December 2014.

## Maximum Number of Participants

20

## Contact Person

Ms. Jeanette Daina Chen  
Assistant Director  
E-mail : [janet@idfr.gov.my](mailto:janet@idfr.gov.my)  
Tel : +603-2149 1034  
Fax : +603-2144 8704

## Aim

The aim of the course is to enhance participants' proficiency and understanding of the French language and expand their knowledge of the French culture.

## Rationale

The knowledge of foreign languages has always been an asset and especially for anyone involved in international relations. With the fast pace of globalisation, this knowledge has become vital in all areas; to expand business, to further one's studies, to represent the country abroad, to benefit from travel experiences and to understand other cultures and even for personal development. It is the most important tool for effective communication and understanding between communities. Therefore, it is natural and essential to make this knowledge available to officers at all levels.

## Target Group

The programme is opened to all Malaysian government officers.

## Learning Objectives

By the end of this course, participants should be able:

- \* To express one's opinion;
- \* To express a need or a wish;
- \* To talk about future projects;
- \* To ask for information; and
- \* To write an articulated text.

## Course Methodology

The participants will learn through classroom activities and interactions using audio-visual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.

## Course Content

- \* Social and Cultural Description of a Person;
- \* Daily Activities, Habits and Interests;
- \* Dreams and Concerns for the Future; and
- \* Presentation of a Project.

## **Duration**

21 hours.

## **Prerequisite/Eligibility**

Applicants should have successfully completed French Level VI (Part 1) or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

20 December 2014.

## **Maximum Number of Participants**

20

## **Contact Person**

Ms. Jeanette Daina Chen  
Assistant Director  
E-mail : [janet@idfr.gov.my](mailto:janet@idfr.gov.my)  
Tel : +603-2149 1034  
Fax : +603-2144 8704

## Aim

The aim of the course is to enhance participants' proficiency and enable them to become independent users of the language and also to expand their knowledge of the French culture.

## Rationale

The knowledge of foreign languages has always been an asset and especially for anyone involved in international relations. With the fast pace of globalisation, this knowledge has become vital in all areas; to expand business, to further one's studies, to represent the country abroad, to benefit from travel experiences and to understand other cultures and even for personal development. It is the most important tool for effective communication and understanding between communities. Therefore, it is natural and essential to make this knowledge available to officers at all levels.

## Target Group

The programme is opened to all Malaysian government officers.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To make hypothesis;
- \* To define a problem and offer solutions;
- \* To describe a past situation or event; and
- \* To express restriction.

## Course Methodology

Participants will learn through classroom activities and interactions using audiovisual materials, practice sessions in the language laboratory and independent research in the media and on the internet. They will also be encouraged to participate in the social and cultural activities of the French speaking community in Malaysia.

## Course Content

- \* Describing a Lifestyle (Eating Habits, Physical Activities);
- \* Giving Health Advice and Expressing Obligation;
- \* Education, Work Experience and Childhood; and
- \* Comparing Education Systems.

## **Duration**

21 hours.

## **Prerequisite/Eligibility**

Applicants should have successfully completed French Level VIII (Part 1) or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

23 December 2014.

## **Maximum Number of Participants**

20

## **Contact Person**

Ms. Jeanette Daina Chen  
Assistant Director  
E-mail : [janet@idfr.gov.my](mailto:janet@idfr.gov.my)  
Tel : +603-2149 1034  
Fax : +603-2144 8704

## Aim

The aim of the course is to equip participants with the skills to communicate in a social context and participate in informal conversations and cope with practical situations, both orally and in writing.

## Rationale

The knowledge of foreign languages has always been an asset and especially for anyone involved in international relations. With the fast pace of globalisation, this knowledge has become vital in all areas; to expand business, to further one's studies, to represent the country abroad, to benefit from travel experiences and to understand other cultures and even for personal development. It is the most important tool for effective communication and understanding between communities. Therefore, it is natural and essential to make this knowledge available to officers at all levels.

## Target Group

The programme is opened to all Malaysian government officers.

## Learning Outcomes

By the end of this course, participants should be able:

- \* Ask and give information about daily activities;
- \* Make a request and express needs;
- \* Talk about past events;
- \* Give an opinion; and
- \* Request and give or refuse permission.

## Course Methodology

Participants will learn through classroom activities and interactions using audiovisual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the French speaking community in Malaysia.

## Course Content

- \* Understanding a Simple Newspaper Article;
- \* Describing Past Situations and Events;
- \* Writing a Postcard;

- \* Memories; and
- \* Traditional Festivals.

### **Duration**

42 hours.

### **Prerequisite/Eligibility**

Applicants should have successfully completed French Level II or an equivalent level.

### **How to Apply**

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

### **Application Deadline**

4 April 2015.

### **Maximum Number of Participants**

20

### **Contact Person**

Ms. Jeanette Daina Chen  
Assistant Director  
E-mail : [janet@idfr.gov.my](mailto:janet@idfr.gov.my)  
Tel : +603-2149 1034  
Fax : +603-2144 8704

## Aim

The aim of the course is to enhance participants' language skills and help them to become independent users of the language and to expand their knowledge of the French language and culture.

## Rationale

The knowledge of foreign languages has always been an asset and especially for anyone involved in international relations. With the fast pace of globalisation, this knowledge has become vital in all areas; to expand business, to further one's studies, to represent the country abroad, to benefit from travel experiences and to understand other cultures and even for personal development. It is the most important tool for effective communication and understanding between communities. Therefore, it is natural and essential to make this knowledge available to officers at all levels.

## Target Group

The programme is opened to all Malaysian government officers.

## Learning Objectives

By the end of this course, participants should be able:

- \* To describe the living environment;
- \* To make a judgment;
- \* To express a need or wish;
- \* To compare quality and quantity; and
- \* To express a condition.

## Course Methodology

Participants will learn through classroom activities and interactions using audiovisual materials, practice sessions in the language laboratory and independent research in the media and on the internet. They will also be encouraged to participate in the social and cultural activities of the French speaking community in Malaysia.

## Course Content

- \* Lifestyle;
- \* Health;



- \* The City and the Environment; and
- \* Transport.

### **Duration**

42 hours.

### **Prerequisite/Eligibility**

Applicants should have successfully completed French Level VI or an equivalent level.

### **How to Apply**

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

### **Application Deadline**

5 April 2015.

### **Maximum Number of Participants**

20

### **Contact Person**

Ms. Jeanette Daina Chen  
Assistant Director  
E-mail : [janet@idfr.gov.my](mailto:janet@idfr.gov.my)  
Tel : +603-2149 1034  
Fax : +603-2144 8704

## Aim

The aim of the course is to reinforce participants' knowledge of the language and to deepen their understanding of the culture French speaking countries.

## Rationale

The knowledge of foreign languages has always been an asset and especially for anyone involved in international relations. With the fast pace of globalisation, this knowledge has become vital in all areas; to expand business, to further one's studies, to represent the country abroad, to benefit from travel experiences and to understand other cultures and even for personal development. It is the most important tool for effective communication and understanding between communities. Therefore, it is natural and essential to make this knowledge available to officers at all levels.

## Target Group

The programme is opened to all Malaysian government officers.

## Learning Objectives

By the end of this course, participants should be able:

- \* To describe activities;
- \* To justify a choice;
- \* To explain a project;
- \* To express the cause of a problem; and
- \* To show the consequences.

## Course Methodology

Participants will learn through classroom activities and interactions using audiovisual materials, practice sessions in the language laboratory and independent research in the media and on the internet. They will also be encouraged to participate in the social and cultural activities of the French speaking community in Malaysia.

## Course Content

- \* Leisure and Cultural Activities;
- \* New Means of Communication;
- \* The Media;

- \* Social Behaviour; and
- \* Writing an Informative Text.

### **Duration**

42 hours.

### **Prerequisite/Eligibility**

Applicants should have successfully completed French Level VIII or an equivalent level.

### **How to Apply**

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

### **Application Deadline**

8 April 2015.

### **Maximum Number of Participants**

20

### **Contact Person**

Ms. Jeanette Daina Chen  
Assistant Director  
E-mail : [janet@idfr.gov.my](mailto:janet@idfr.gov.my)  
Tel : +603-2149 1034  
Fax : +603-2144 8704

## Aim

The aim of the course is to equip participants with the skills needed to communicate fairly effectively both orally and in writing in informal situations.

## Rationale

The knowledge of foreign languages has always been an asset and especially for anyone involved in international relations. With the fast pace of globalisation, this knowledge has become vital in all areas; to expand business, to further one's studies, to represent the country abroad, to benefit from travel experiences and to understand other cultures and even for personal development. It is the most important tool for effective communication and understanding between communities. Therefore, it is natural and essential to make this knowledge available to officers at all levels.

## Target Group

The programme is opened to all Malaysian government officers.

## Learning Objectives

By the end of this course, participants should be able:

- \* To introduce themselves in a business environment;
- \* To accept or refuse an offer;
- \* To understand advice and obligations;
- \* To state preferences and give an opinion; and
- \* To show disagreement.

## Course Methodology

Participants will learn through classroom activities and interactions using audiovisual materials, practice sessions in the language laboratory and independent research in the media and on the internet. They will also be encouraged to participate in the social and cultural activities of the French speaking community in Malaysia.

## Course Content

- \* Job Interview;
- \* Work Experience;
- \* Communication at the Workplace; and
- \* Leisure and Holidays.

## **Duration**

42 hours.

## **Prerequisite/Eligibility**

Applicants should have successfully completed French Level III or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

28 August 2015.

## **Maximum Number of Participants**

20

## **Contact Person**

Ms. Jeanette Daina Chen  
Assistant Director  
E-mail : [janet@idfr.gov.my](mailto:janet@idfr.gov.my)  
Tel : +603-2149 1034  
Fax : +603-2144 8704

## **Aim**

The aim of the course is to enhance participants' proficiency and to enable them to be independent users of the language and expand their knowledge of the French culture.

## **Rationale**

The knowledge of foreign languages has always been an asset and especially for anyone involved in international relations. With the fast pace of globalisation, this knowledge has become vital in all areas; to expand business, to further one's studies, to represent the country abroad, to benefit from travel experiences and to understand other cultures and even for personal development. It is the most important tool for effective communication and understanding between communities. Therefore, it is natural and essential to make this knowledge available to officers at all levels.

## **Target Group**

The programme is opened to all Malaysian government officers.

## **Learning Objectives**

By the end of this course, participants should be able:

- \* To make hypothesis;
- \* To define a problem and offer solutions;
- \* To describe a past situation or event; and
- \* To express restriction.

## **Course Methodology**

Participants will learn through classroom activities and interactions using audiovisual materials, practice sessions in the language laboratory and independent research in the media and on the internet. They will also be encouraged to participate in the social and cultural activities of the French speaking community in Malaysia.

## **Course Content**

- \* Describing a Lifestyle (Eating Habits, Physical Activities);
- \* Giving Health Advice and Expressing Obligation;
- \* Education, Work Experience and Childhood; and
- \* Comparing Education Systems.

## **Duration**

42 hours.

## **Prerequisite/Eligibility**

Applicants should have successfully completed French Level VII or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

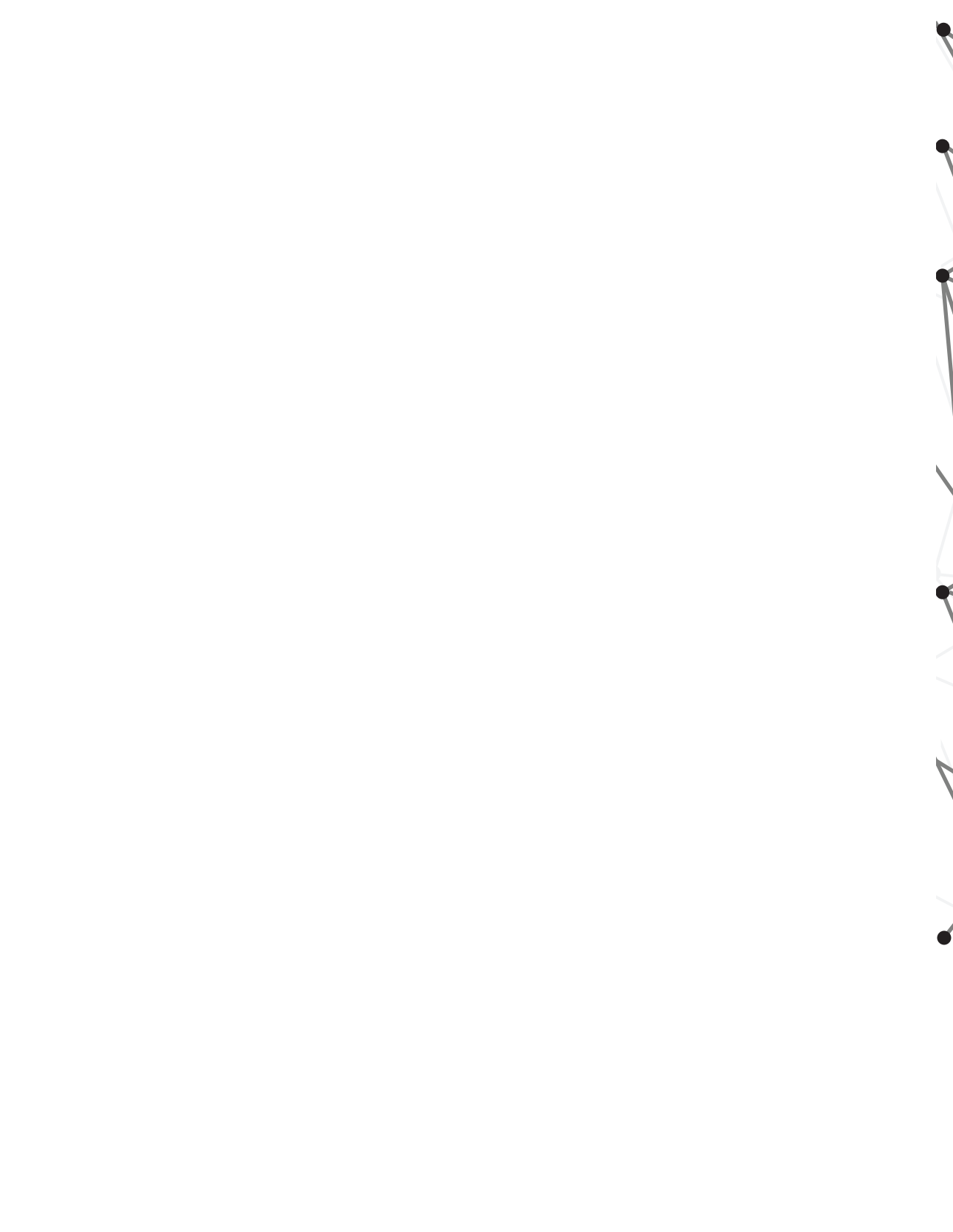
29 August 2015.

## **Maximum Number of Participants**

20

## **Contact Person**

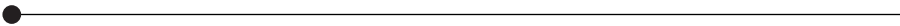
Ms. Jeanette Daina Chen  
Assistant Director  
E-mail : [janet@idfr.gov.my](mailto:janet@idfr.gov.my)  
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Fax : +603-2144 8704







# Spanish Language



## **Aim**

The aim of this course is to equip participants with the required knowledge to communicate in various social contexts.

## **Rationale**

To be competitive in the 21st century, second language skills are invaluable. Students of foreign languages will have access to a greater number of career opportunities and develop an informed understanding of their own language as well as multicultural awareness. Officers exposed to other languages and cultures will enhance Malaysian economic competitiveness, improve global communications, and maintain national, educational, political, and security interests.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To describe actions;
- \* To ask for Information;
- \* To ask and give directions;
- \* To ask for products and prices; and
- \* To write simple texts and messages.

## **Course Methodology**

The participants will learn through classroom activities and interactions with the help of audiovisual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the Spanish speaking community in Malaysia.

## **Course Content**

- \* Accommodation;
- \* Directions;
- \* Transport Reservations; and
- \* Tourist Information.

## **Duration**

42 hours.

## **Prerequisite/Eligibility**

Applicants should be motivated and serious to learn the language and have successfully completed Spanish Level III or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

2 January 2015.

## **Maximum Number of Participants**

20

## **Contact Person**

Mr. Agustín Gutiérrez C. Abdullah

Assistant Director

E-mail : [agustin@idfr.gov.my](mailto:agustin@idfr.gov.my)

Tel : +603-2149 1037

Fax : +603-2144 8704

Course Name	<b>Spanish Level I 1/2015</b>
Date	<b>3 February-16 April 2015</b>

Course Name	<b>Spanish Level I 2/2015</b>
Date	<b>4 February-17 April 2015</b>

Course Name	<b>Spanish Level I 3/2015</b>
Date	<b>6 May-28 August 2015</b>

## **Aim**

The aim of this course is to equip participants with the required knowledge to greet, introduce one self and others and to recognise the syntax of the Spanish language to form simple sentences.

## **Rationale**

To be competitive in the 21st century, second language skills are invaluable. Students of foreign languages will have access to a greater number of career opportunities and develop an informed understanding of their own language as well as multicultural awareness. Officers exposed to other languages and cultures will enhance Malaysian economic competitiveness, improve global communications, and maintain national, educational, political and security interests.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To greet people formal and informally;
- \* To ask for the well being and say how he/she is doing; and
- \* To ask for personal details.

## **Course Methodology**

The participants will learn through classroom activities and interactions with the help of audiovisual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the Spanish speaking community in Malaysia.

## Course Content

- \* Greetings;
- \* Location of Items;
- \* Formal and Informal Interactions; and
- \* Fluent Pronunciation.

## Duration

42 hours.

## Prerequisite/Eligibility

This course is opened to officers of the Ministry of Foreign Affairs and other ministries/government agencies.

## How to Apply

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

## Application Deadline

Spanish Level 1/2015 : 2 January 2015.

Spanish Level 2/2015 : 3 January 2015.

Spanish Level 3/2015 : 5 April 2015.

## Maximum Number of Participants

20

## Contact Person

Mr. Agustín Gutiérrez C. Abdullah

Assistant Director

E-mail : [agustin@idfr.gov.my](mailto:agustin@idfr.gov.my)

Tel : +603-2149 1037

Fax : +603-2144 8704

Course Name **Spanish Level II 1/2015**  
Date **5 May-27 August 2015**

Course Name **Spanish Level II 2/2015**  
Date **9 September-2 December 2015**

## Aim

The aim of this course is to equip participants with the required knowledge to talk about daily routines, needs, wishes and preferences.

## Rationale

To be competitive in the 21st century, second language skills are invaluable. Students of foreign languages will have access to a greater number of career opportunities and develop an informed understanding of their own language as well as multicultural awareness. Officers exposed to other languages and cultures will enhance Malaysian economic competitiveness, improve global communications, and maintain national, educational, political and security interests.

## Target Group

This course is opened to all Malaysian government officers.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To ask and give spatial information;
- \* To ask and tell the time;
- \* To talk about their favourite dishes and drinks; and
- \* To write simple texts and messages.

## Course Methodology

The participants will learn through classroom activities and interactions with the help of audiovisual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the Spanish speaking community in Malaysia.

## Course Content

- \* Schedule;
- \* Directions;

- \* Food and Beverage; and
- \* Taxi and Train Stations.

### **Duration**

42 hours.

### **Prerequisite/Eligibility**

Applicants should be motivated and serious to learn the language and have successfully completed Spanish Level I or an equivalent level.

### **How to Apply**

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

### **Application Deadline**

Spanish Level 1/2015 : 5 April 2015.

Spanish Level 2/2015 : 8 August 2015.

### **Maximum Number of Participants**

20

### **Contact Person**

Mr. Agustín Gutiérrez C. Abdullah

Assistant Director

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Tel : +603-2149 1037

Fax : +603-2144 8704

## **Aim**

The aim of this course is to equip participants with the required knowledge to communicate and talk about future actions and plans.

## **Rationale**

To be competitive in the 21st century, second language skills are invaluable. Students of foreign languages will have access to a greater number of career opportunities and develop an informed understanding of their own language as well as multicultural awareness. Officers exposed to other languages and cultures will enhance Malaysian economic competitiveness, improve global communications, and maintain national, educational, political and security interests.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To talk about plans for the future;
- \* To talk about preferences, likes and dislikes; and
- \* To write short texts and informal letters.

## **Course Methodology**

The participants will learn through classroom activities and interactions with the help of audiovisual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the Spanish speaking community in Malaysia.

## **Course Content**

- \* Holidays;
- \* Weather;
- \* Food and Beverage; and
- \* Movies and Songs.



## **Duration**

42 hours.

## **Prerequisite/Eligibility**

Applicants should be motivated and serious to learn the language and have successfully completed Spanish Level IV or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

2 July 2015.

## **Maximum Number of Participants**

20

## **Contact Person**

Mr. Agustín Gutiérrez C. Abdullah

Assistant Director

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Tel : +603-2149 1037

Fax : +603-2144 8704

## **Aim**

The aim of this course is to equip participants with the required knowledge to speak fairly effectively on plans and projects.

## **Rationale**

To be competitive in the 21st century, second language skills are invaluable. Students of foreign languages will have access to a greater number of career opportunities and develop an informed understanding of their own language as well as multicultural awareness. Officers exposed to other languages and cultures will enhance Malaysian economic competitiveness, improve global communications, and maintain national, educational, political and security interests.

## **Target Group**

This course is opened to all Malaysian government officers.

## **Learning Outcomes**

By the end of this course, participants should be able:

- \* To express agreement and disagreement;
- \* To ask for price of products and services; and
- \* To write simple texts on related topics.

## **Course Methodology**

The participants will learn through classroom activities and interactions with the help of audiovisual materials, practice sessions in the language laboratory and participation in the social and cultural activities of the Spanish speaking community in Malaysia.

## **Course Content**

- \* Accommodation;
- \* Restaurant;
- \* Money Changer; and
- \* Shopping Complex.

## **Duration**

42 hours.

## **Prerequisite/Eligibility**

Applicants should be motivated and serious to learn the language and have successfully completed Spanish Level II or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

7 August 2015.

## **Maximum Number of Participants**

20

## **Contact Person**

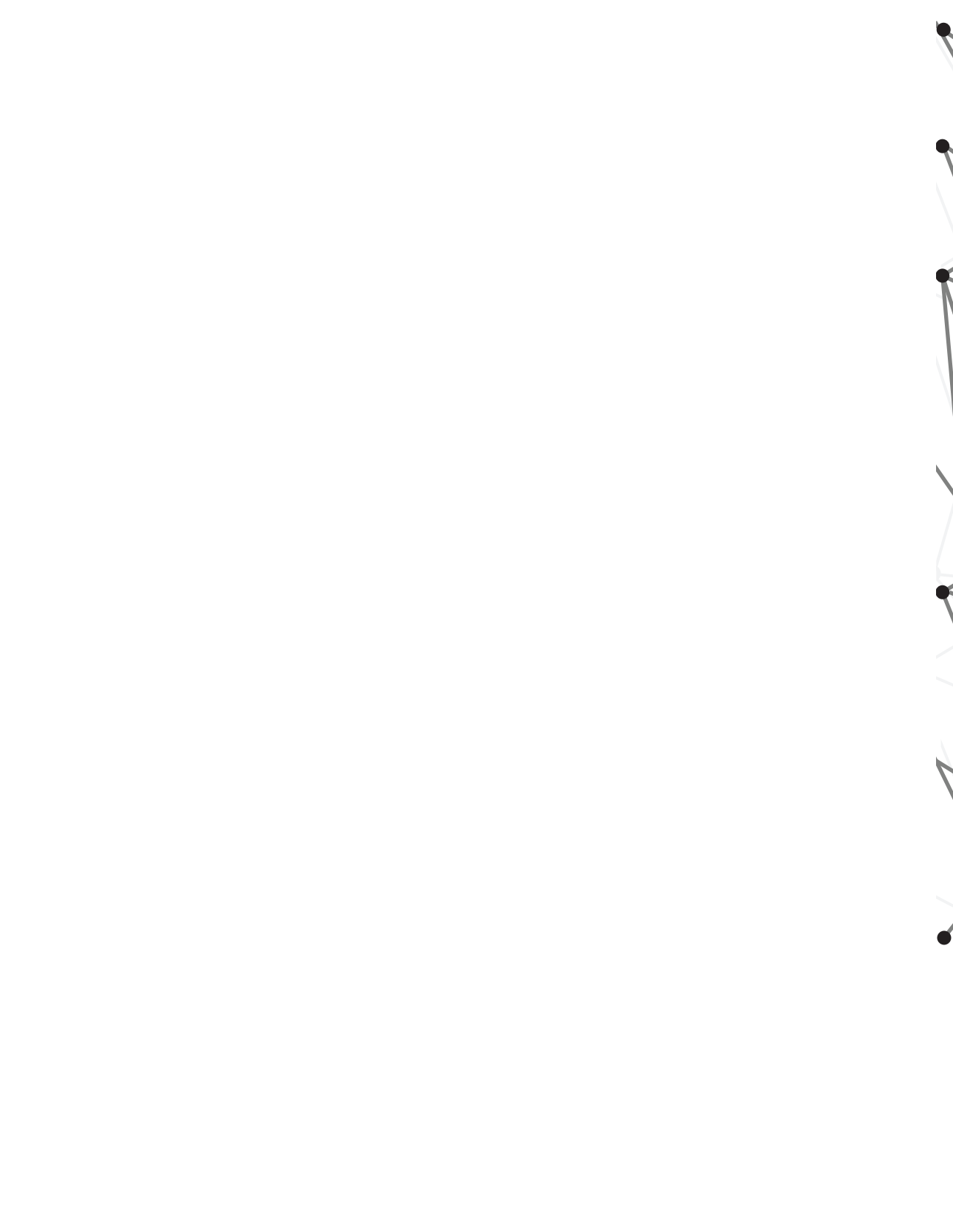
Mr. Agustín Gutiérrez C. Abdullah

Assistant Director

E-mail : [agustin@idfr.gov.my](mailto:agustin@idfr.gov.my)

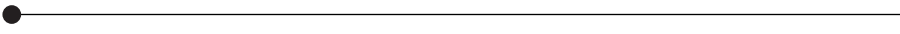
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Malay  
Language



## Aim

The aim of the course is to develop participants' communicative competence in the Malay language.

## Rationale

A good knowledge of a foreign language is an asset and a necessity in this era of globalisation. It is an essential tool for communication and to bridge the gap between the different cultures of the world. It is vital towards understanding the different cultures and its people. Language reflects cultures, not the reverse, and the ability to navigate dealings with others across cultural lines opens doors in international relations.

## Target Group

This course is opened to foreign diplomats attached to the embassies/high commissions in Kuala Lumpur.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To present ideas on a given topic orally or in writing;
- \* To speak on personal matters and the surrounding with correct pronunciation and intonation; and
- \* To communicate confidently with speakers from other cultures.

## Course Methodology

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

## Course Content

- Vocabulary Expansion;
- Exercises on the Four Language Skills;
- Reading Narrative Texts or Simple Expository Texts;
- Word Formation and Sentence Constructions Using Linguistic Structures in Various Situations and Contexts; and
- Writing Simple Essays.

## **Duration**

42 hours.

## **Prerequisite/Eligibility**

This course is offered to applicants who have successfully completed Basic Conversational Malay Level I or an equivalent level.

## **How to Apply**

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

## **Application Deadline**

8 January 2015.

## **Maximum Number of Participants**

20

## **Contact Person**

Ms. Wan Faizah Wan Yusoff  
Deputy Director  
E-mail : [wanfaizah@idfr.gov.my](mailto:wanfaizah@idfr.gov.my)  
Tel : +603-2149 1032  
Fax : +603-2144 8704

## Aim

The aim of the course is to expose participants to the basics of conversational Malay and the Malaysian culture.

## Rationale

A good knowledge of a foreign language is an asset and a necessity in this era of globalisation. It is an essential tool for communication and to bridge the gap between the different cultures of the world. It is vital towards understanding the different cultures and its people. Language reflects cultures, not the reverse, and the ability to navigate dealings with others across cultural lines opens doors in international relations. The focus here is on understanding and speaking basic Malay in everyday situations.

## Target Group

This course is opened to foreign diplomats and their spouses, and staff of the embassies/high commissions based in Kuala Lumpur.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To communicate competently and confidently in everyday situations orally and in writing; and
- \* To read and write simple texts in the Malay language.

## Course Methodology

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

## Course Content

- \* Introduction to the Malay Language;
- \* Pronunciation and Phonetics;
- \* The Malay Grammar;
- \* Self Introductory/Phrases for Greetings;



- \* Asking and Answering Questions; and
- \* Writing Simple Texts and Messages.

### **Duration**

42 hours.

### **Prerequisites/Eligibility**

This course is offered to foreign diplomats and their spouses, and staff of the embassies/high commissions based in Kuala Lumpur.

### **How to Apply**

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

### **Application Deadline**

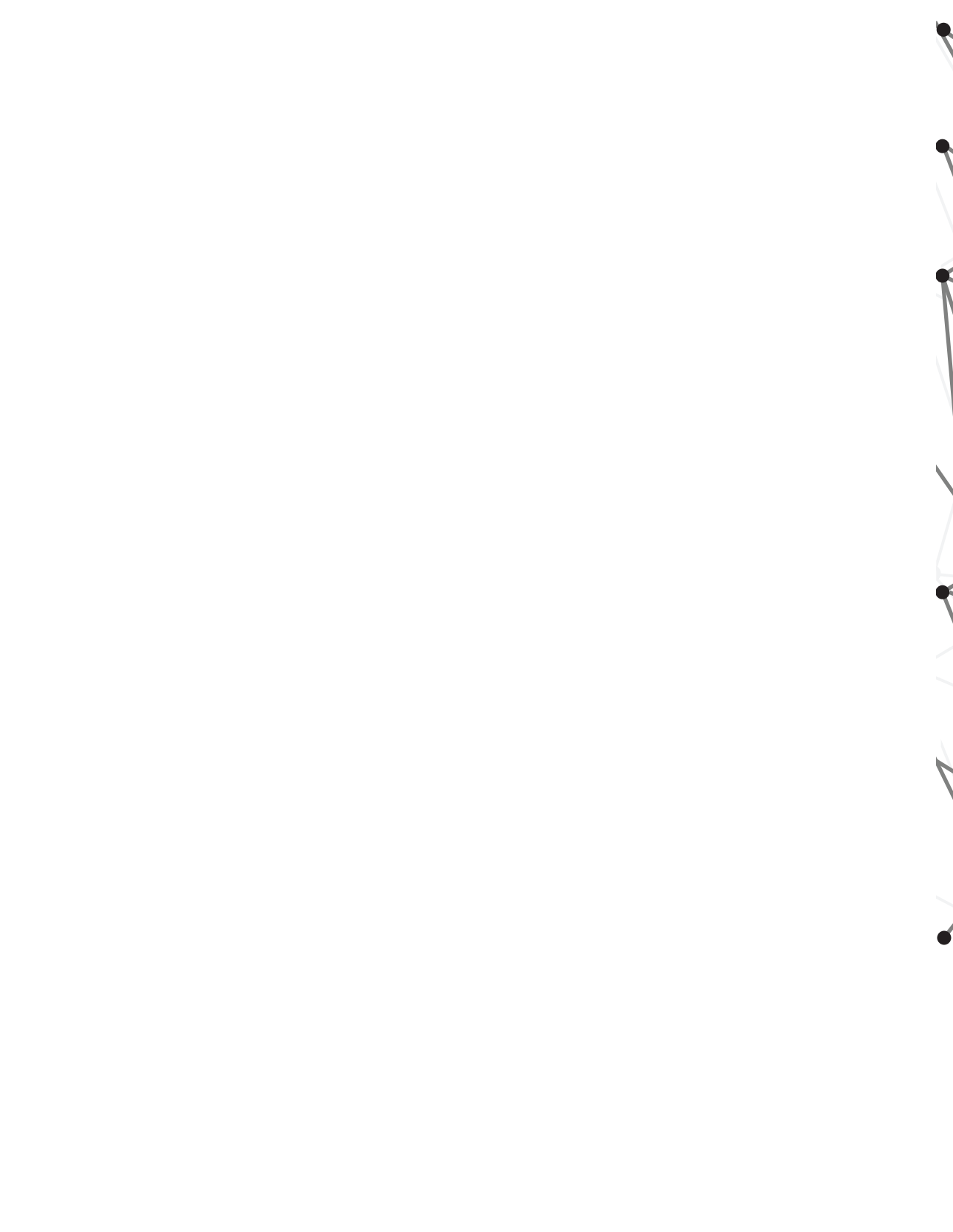
31 July 2015.

### **Maximum Number of Participants**

20

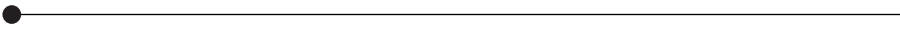
### **Contact Person**

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





# Mandarin Language



## Aim

The aim of this course is to enable participants to reach basic proficiency levels in spoken and written Mandarin, and develop their cultural and intercultural awareness of the language.

## Rationale

In the globalised world of today, learning another language other than your mother tongue would be an added advantage. The benefit of learning a second language is essential in developing communication skills and ability to interact successfully with people from other cultures, and the capacity to be effective users of the language. Imagine a world where understanding Mandarin will facilitate business in the international arena. The focus here is on understanding and speaking basic Mandarin in everyday situations.

## Target Group

This course is opened to all Malaysian government officers.

## Learning Outcomes

By the end of this course, participants should be able:

- \* To recognise basic Chinese Pinyin (Mandarin);
- \* To speak in basic Mandarin with correct intonation;
- \* To communicate using simple phrases and sentences; and
- \* To develop basic Mandarin communicative skills in listening, speaking, reading and writing, with the focus more on listening and speaking.

## Course Methodology

An interactive methodology of classroom activities, group interactions and simulation will be adopted. Audiovisual materials will be used. The emphasis will be on acquisition of the language at the level of everyday discourse.

## Course Content

- \* Getting to know the Chinese Pinyin;
- \* Pronunciation of Chinese – Initial, Vowel, Syllable, Tone, Spelling Rules;
- \* Pronunciation Rules

- \* Basic Vocabularies and Syntax;
- \* Asking and Answering Questions; and
- \* Basic Communications Skills.

### **Duration**

42 hours.

### **Prerequisite/Eligibility**

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 the participants' ministries/government agencies using the Online Course Application System (CAS) which can be accessed at <http://cas.idfr.gov.my>

### **Application Deadline**

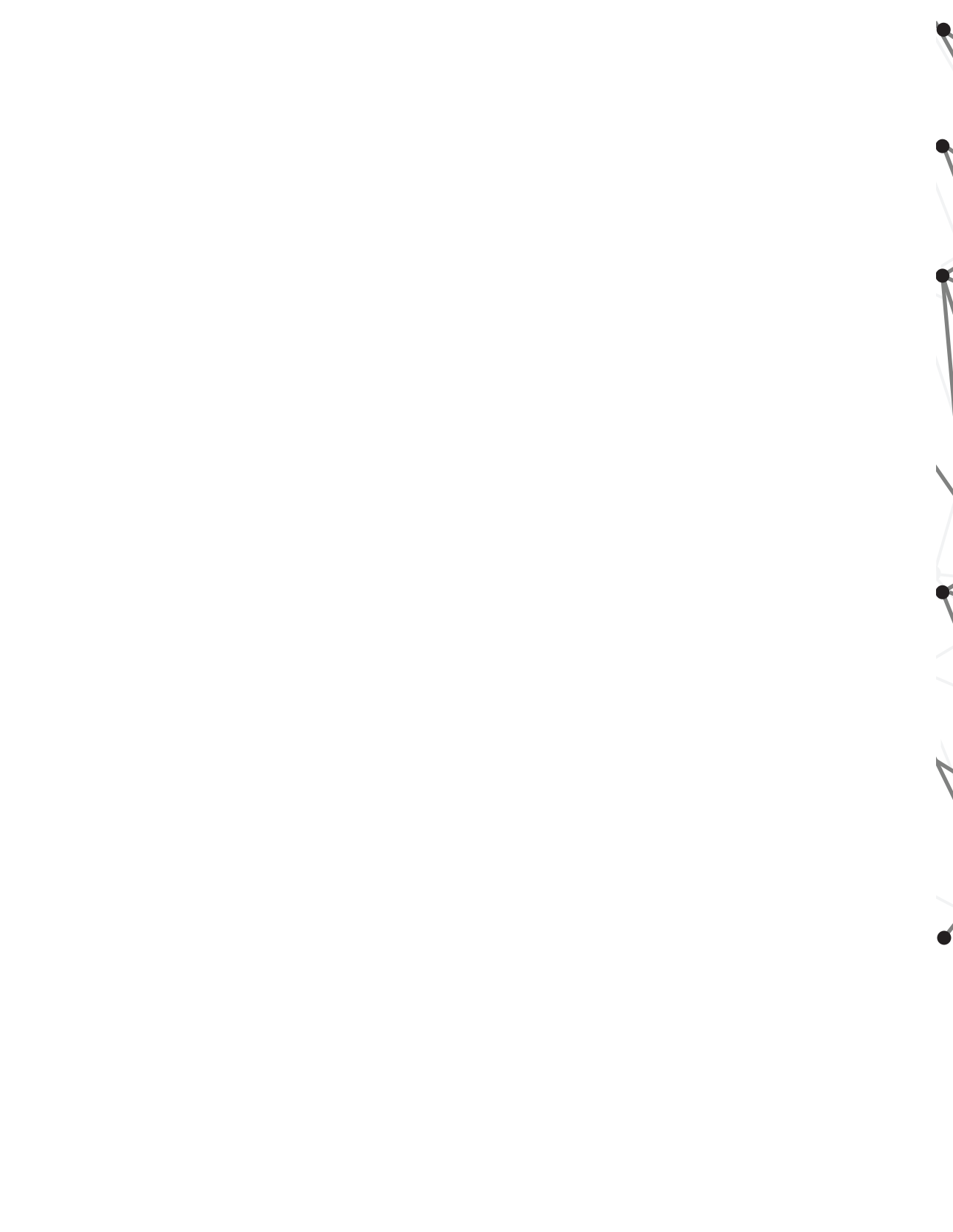
To Be Confirmed.

### **Maximum Number of Participants**

20

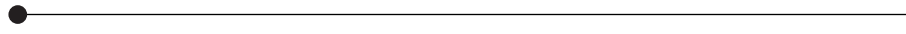
### **Contact Person**

Ms. Wan Faizah Wan Yusoff  
Deputy Director  
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Tel : +603-2149 1032  
Fax : +603-2144 8704





# Master's Programme



## **Aim**

This course is a collaborative programme between the Institute of Diplomacy and Foreign Relations (IDFR) and Universiti Kebangsaan Malaysia (UKM). The course aims to provide a comprehensive understanding of the core issues relating to the theory and practice of strategy and diplomacy.

## **Rationale**

This master's programme prepares and equips students from diverse academic backgrounds with the ability to explore the nexus between strategy and diplomacy within the context of the changing global environment. It focuses on the understanding of strategic and security issues, diplomacy, inter-state relations, foreign policy, international political economics, international law, defence policy and regional issues.

## **Target Group**

- \* Government officers whose tasks and functions are related to diplomacy and international relations.
- \* Students who have an interest in diplomacy and international relations studies and have completed a bachelor's degree.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To have a clearer understanding of the theories, approaches, practices and processes of international relations, foreign policy, strategy and diplomacy;
- \* To analyse issues in the current world scenario;
- \* To a better grasp of issues involving international political economy, international security and defence, international law and the work of international organisations; and
- \* To exchange ideas and views on contemporary issues in strategy and diplomacy.

## **Course Methodology**

Learning will be through lectures, discussions, presentations, group work, seminars, assignments, examinations and a dissertation exercise.



## Course Content

### Core Subjects

- \* Research Methodology in Strategy and Diplomacy;
- \* Contemporary Strategy;
- \* Diplomatic Theory and Practice;
- \* International Political Economy;
- \* International Security Issues;
- \* Comparative Defence and Foreign Policy; and
- \* Asia-Pacific Strategic and Security Issues.

### Elective Subjects

- \* Politics and Foreign Policy of Malaysia;
- \* International Law and Organisations; and
- \* Seminar on Strategy and Diplomacy.

### Thesis

- \* Dissertation Exercise (not more than 10,000 words).

## Prerequisite/Eligibility

Interested candidates must have the following criteria:

### For All Applicants

1. Completed Bachelor's Degree.
2. Proficiency in the English Language.

### For Malaysian Civil Servants

Serving officers from the Malaysian Public Sector must submit their applications through their respective departments and should have approval for study leave or a Government scholarship.

## How to Apply

All applications must be made through the respective ministries/government agencies using Online Course Application System (CAS) which can be accessed at <http://cas.idfr.gov.my>. The standard application form can be viewed at and obtained from [www.idfr.gov.my](http://www.idfr.gov.my)

## Application Deadline

31 May 2015.

## Contact Person

Ms. Rafizah Zahri

Deputy Director

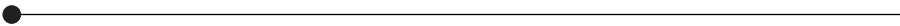
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Tel : +603 2149 1013

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# Lecture Series



Course Name **ASEAN Ambassador Lecture Series 2015**

ASEAN Dialogue Partners

Brunei

Myanmar

Cambodia

Singapore

Indonesia

Thailand

Laos

Vietnam

Date

**January-November 2015**

## **Aim**

The discourse aims to highlight knowledge and experience on important topics related to member states of ASEAN and their dialogue partners.

## **Rationale**

With Malaysia's chairing of ASEAN in 2015, this series will underline current and on-going efforts for regional connectivity between member states and other countries.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To gain an understanding of developments in the respective ASEAN countries;
- \* To be informed of measures undertaken by member states related to the level of integration and connectivity within ASEAN; and
- \* To be kept abreast with bilateral initiatives between Malaysia and member states.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **Discourse Content**

- \* Current Developments in Member States; and
- \* Bilateral and Multilateral Relations within ASEAN.

## How to Apply

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## Contact Person

Ms. Sharizan Shaharuddin

Deputy Director

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Tel : +603 2149 1188

Fax : +603 2145 7015

Course Name **IDFR Lecture Series 1/2015  
Malaysia's Role and Agenda in the UN Security Council  
(UNSC)**  
Date **January 2015**

## **Aim**

The discourse will aim to enhance the participants knowledge on the functions and powers of the Security Council in accordance with the principles and purposes of the United Nations; and Malaysia's role as a non-permanent UNSC member.

## **Rationale**

Having secured the non-permanent member seat in the UNSC in 2015, thus this lecture is tailored to share knowledge on the responsibility of the UN Security Council and Malaysia's role in it.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies and the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To enhance their understanding of the Security Council's functions on investigating at any situation threatening international peace and on the recommended procedures for peaceful resolution of a dispute; and
- \* To develop their understanding of Malaysia's role and agenda as a non-permanent member of UNSC.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## Contact Person

Ms. Sharizan Shaharuddin

Deputy Director

Email : [sharizan@idfr.gov.my](mailto:sharizan@idfr.gov.my)

Tel : +603 2149 1188

Fax : +603 2145 7015

## **Aim**

The discourse aims to outline the objectives and potential results of the pivot issued by the United States government and to discuss Malaysia-United States relations.

## **Rationale**

The United States government is in the early stages of a substantial national project: reorienting significant elements of its foreign policy towards the Asia-Pacific region and encouraging many of its partners outside the region to do the same.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To understand developments related to the issuance of the US pivot; and
- \* To critically analyse this policy and discuss how this strategy will affect Asia moving forward.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## **Contact Person**

Ms. Sharizan Shaharuddin  
Deputy Director  
Email : sharizan@idfr.gov.my  
Tel : +603 2149 1188  
Fax : +603 2149 7015



Course Name	<b>IDFR Lecture Series 3/2015 Nuclear Weapons: Perspective of Non-Nuclear Weapons States/NGOs</b>
Date	<b>March 2015</b>

## **Aim**

This discourse aims to enhance the knowledge of participants related to the existence of nuclear weapons and the ever present risk of devastating consequences for the entire planet from a non-nuclear perspective.

## **Rationale**

The increasing number of nuclear weapons throughout the world poses a grave danger for the population of the world. There is an urgent need to keep the discourse alive by empowering citizens and in particular, the youth to push the agenda of non-proliferation and disarmament of these weapons.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To be kept abreast of the risks posed by nuclear weapons to international peace; and
- \* To enhance their knowledge on the dire reliance of nuclear weapons to defend national security by nuclear weapon states.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## Contact Person

Ms. Sharizan Shaharuddin

Deputy Director

Email : [sharizan@idfr.gov.my](mailto:sharizan@idfr.gov.my)

Tel : +603 2149 1188

Fax : +603 2149 7015

Course Name	<b>IDFR Lecture Series 4/2015 Hong Kong Riot: A Test for China and Its Relations with Its Neighbours?</b>
Date	<b>April 2015</b>

## **Aim**

This discourse aims to enhance the knowledge of participants on the 2014 Hong Kong protests; to provide a clearer understanding of how this issue came to be and the possibilities of it affecting Hong Kong and China in terms of economic, security and social issues; and to discuss its impact on China's relations with its neighbours in the region.

## **Rationale**

Umbrella Movement or Umbrella Revolution began in September 2014 when activists in Hong Kong protested outside the HKSAR government headquarters and occupied several major city intersections after China's Standing Committee of the National People's Congress (NPCSC) announced its decision on proposed electoral reform.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To understand the Hong Kong protest issue; and
- \* To understand political and civil rights under the international public law.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## Contact Person

Ms. Rafizah Zahri

Deputy Director

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Fax : +603 2145 7015

Course Name **IDFR Lecture Series 5/2015**  
**The Ebola Pandemic: A Complex Challenge for**  
**Global Diplomacy**  
Date **May 2015**

## **Aim**

This discourse aims to enhance the participants' knowledge of the Ebola outbreak in West Africa and its impact on global diplomacy.

## **Rationale**

The Ebola outbreak in West Africa has caused alarm almost all over the world. As of October 2014, the World Health Organisation (WHO) reported a total of 10,141 suspected cases and 4,922 deaths. This lecture will discuss how the world can step up its humanitarian response to the affected countries.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To increase their understanding on the Ebola pandemic; and
- \* To understand the appropriate responses that can be offered by the international community.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## Contact Person

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Deputy Director

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Tel : +603 2149 1013

Fax : +603 2145 7015

Course Name **IDFR Lecture Series 6/2015**  
**The Linkages between Bilateral and Multilateral  
Diplomacy in a Globalised World**  
Date **June 2015**

## **Aim**

The lecture aims to enhance the knowledge of participants on the rising demands of diplomatic relations within a bilateral and multilateral context.

## **Rationale**

To provide an understanding of the linkages between bilateral and multilateral diplomacy.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To explore the evolution of bilateral and multilateral diplomacy; and
- \* To have a better understanding on the bilateral and multilateral diplomacy model.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## **Contact Person**

Ms. Sharizan Shaharuddin  
Deputy Director  
Email : sharizan@idfr.gov.my  
Tel : +603 2149 1188  
Fax : +603 2145 7015

## **Aim**

This discourse aims to enhance understanding of the current disputes and discuss possibilities how it can be resolved.

## **Rationale**

Malaysia is involved in disputes over territory and sovereignty over ocean areas and the Paracels and the Spratlys – two island chains claimed in whole or in part by a number of countries in the region.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To understand the origin and evolution of disputes in the South China Sea; and
- \* To critically analyse and discuss recent developments in related to this issue.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## **Contact Person**

Ms. Rafizah Zahri  
Deputy Director  
Email : rafizah@idfr.gov.my  
Tel : +603 2149 1013  
Fax : +603 2145 7015



Course Name	<b>IDFR Lecture Series 8/2015 Food Security : Global Challenges and its Implications to Foreign Policy</b>
Date	<b>September 2015</b>

## **Aim**

This discourse aims to give the necessary understanding on approaches to making food systems more resilient to extreme weather and climate change and to explore opportunities to better manage risks to agriculture and food production in light with weather and climate change.

## **Rationale**

The global food system is growing more fragile and a changing climate and increasingly volatile weather patterns could reduce food production globally.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To enhance their understanding of food security and its related issues; and
- \* To update their knowledge on current developments afflicting this issue.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## **Contact Person**

Ms. Rafizah Zahri  
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Course Name **IDFR Lecture Series 9/2015**  
**War on Terror : How This Discourse is Shaping**  
**South East Asia (SEA)**  
Date **October 2015**

## **Aim**

This discourse aims to give a clearer understanding of the phenomenon of terror and its growing impact worldwide.

## **Rationale**

Many governments have joined the “war on terror” campaign, often adopting harsh new laws, lifting long-standing legal protections and stepping up domestic policy and intelligence work to eliminate terrorist organisations.

## **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To understand the issue of terrorism and its links; and
- \* To be updated on recent developments on the war on terror.

## **Discourse Methodology**

Learning will be through lectures, panel discussions and presentations.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR two weeks before the event.

## **Contact Person**

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# Roundtable Discussions/Forums/ Conferences



The Institute will collaborate with its partners such as the Ministry of Foreign Affairs and Foreign Missions in Kuala Lumpur to organise roundtable discussions, forums and conferences in the area of diplomacy and international relations.

### **Aim**

The intellectual discourses will aim to have a clearer understanding of international issues related to current developments at the regional and global level.

### **Rationale**

These roundtables discussions, forums and conferences are organised to provide participants with the opportunity to listen and exchange views with world leaders, renowned academicians and well-known personalities in the field of diplomacy and international relations on related issues.

### **Target Group**

Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, tertiary students, non-governmental organisations, government-linked companies, the private sector and other interest groups.

### **Learning Outcomes**

By the end of these programmes, the participants should be able:

- \* To gain a platform for them to share views and highlight regional and global issues of current interest;
- \* To enhance their knowledge on the various ideas and views on current issues in strategy and diplomacy; and
- \* To have a better understanding of regional and global issues.

### **How to Apply**

Participation in these events is through invitation which will be sent out by IDFR two weeks before the event.

## Contact Person

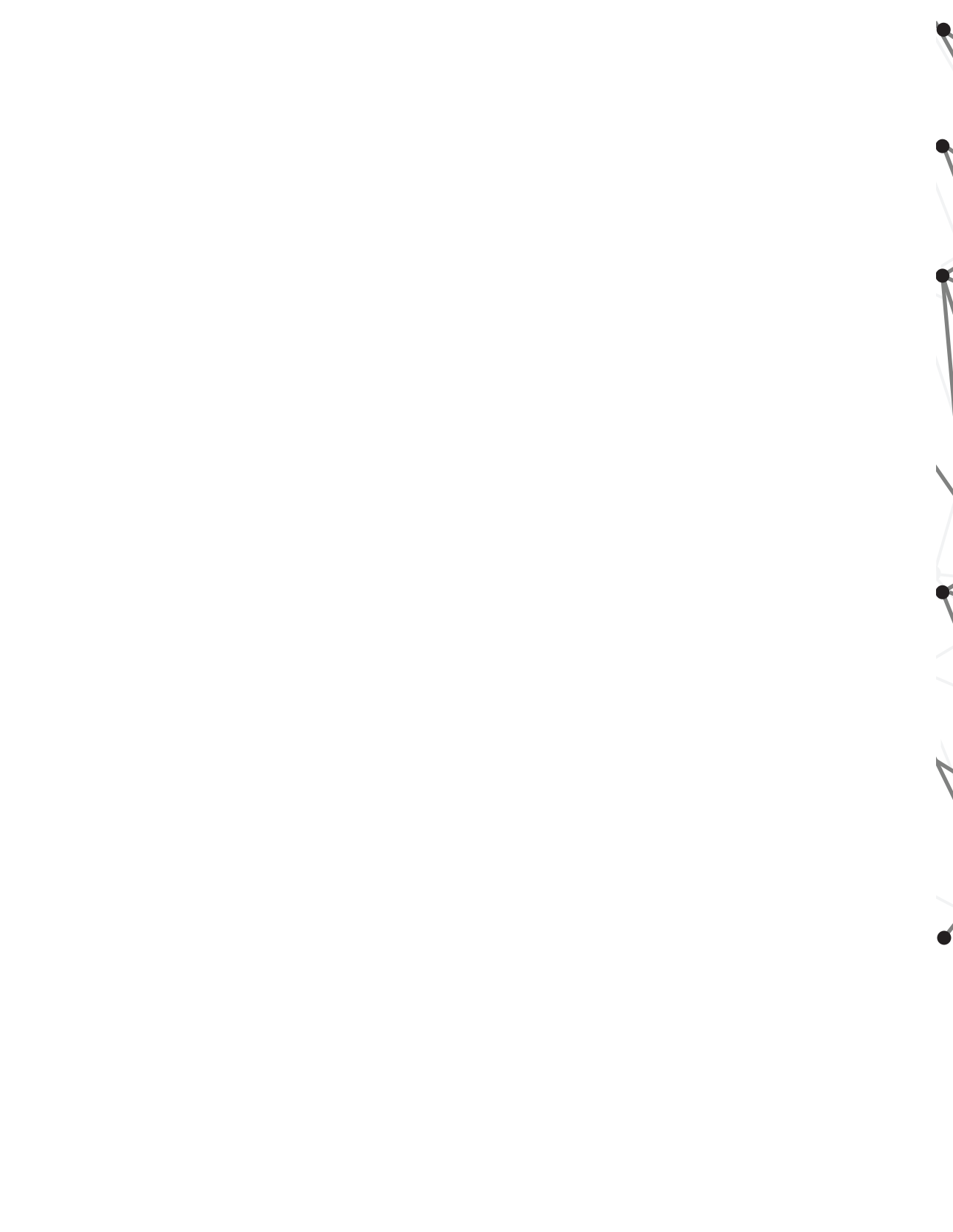
Mr. Dev Kumar Balakrishnan

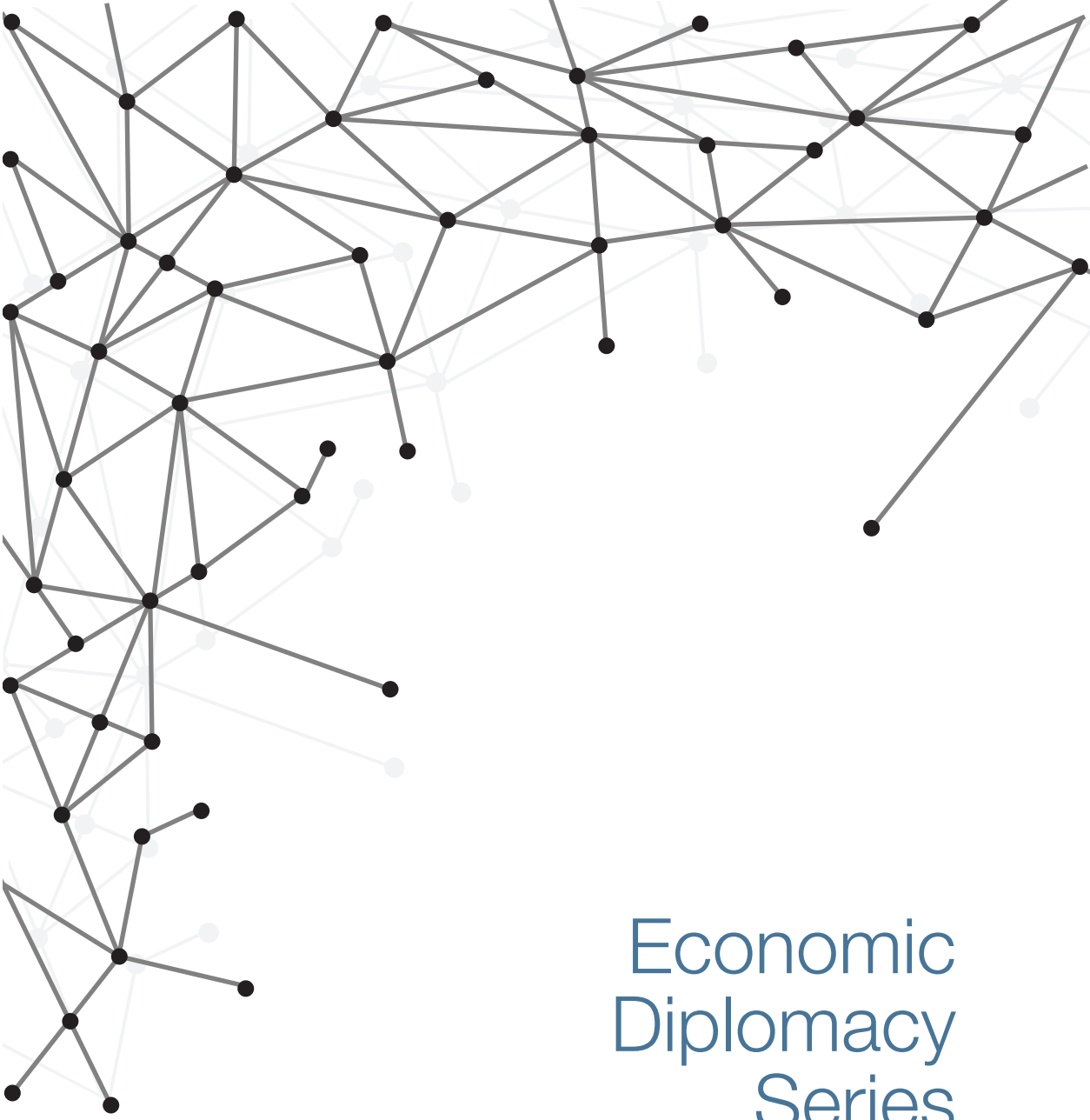
Senior Deputy Director

Email : dev@idfr.gov.my

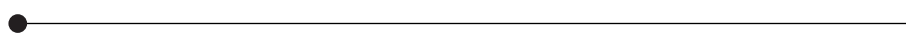
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# Economic Diplomacy Series



Course Name	<b>Economic Diplomacy Series 1/2015</b>
Title	<b>The ASEAN Economic Community: Making the AEC a Success</b>
Date	<b>15 January 2015</b>

## **Aim**

The half-day forum is to visit the aims and objectives of the AEC and to discuss how various stakeholders could make it a success.

## **Rationale**

Malaysia plays an important role in chairing ASEAN in 2015 as this is the pivotal year in the formation of the ASEAN Economic Community which is part of the ASEAN Community. All ASEAN citizens ought to strive towards making the AEC as success.

## **Target Group**

Relevant government agencies, universities, government-linked companies, private sector, non-government organisations and foreign embassies in Kuala Lumpur.

## **Learning Outcomes**

The half-day workshop will assist participants in understanding the aim and purpose of the AEC and how to ensure its success.

## **Course Methodology**

Learning will be through lectures, discussions and presentations.

## **Course Content**

- \* ASEAN's Road Towards AEC;
- \* ASEAN Economic Community Blueprint – Translated; and
- \* Steps in Making the AEC a Success.

## **Prerequisite/Eligibility**

No prior experience required.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR to the relevant government agencies, universities, government-linked companies,



the private sector, non-governmental organisations and foreign embassies in Kuala Lumpur two weeks before the event.

### **Contact Persons**

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Assistant Director

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Dr. Sufian Jusoh

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Course Name	<b>Economic Diplomacy Series 2/2015</b>
Title	<b>ASEAN and Economic Diplomacy: Promoting ASEAN as a Single Investment and Trade Destination</b>
Date	<b>12 March 2015</b>

## **Aim**

The half-day forum is to discuss one of the aims of the ASEAN Comprehensive Investment Agreement (ACIA) i.e. the promotion of ASEAN as a single investment destination. It will explore the role of economic diplomacy in ensuring ASEAN continue to be successful in achieving the aim as one of the most important investment hubs in the world.

## **Rationale**

ASEAN Member States continue to attract investment in various fields and for various underlying reasons. Nevertheless ASEAN faces competition from other parts of the world to attract FDIs. At the same time, ASEAN Member States also invest in other countries, making them important sources of capital.

## **Target Group**

Relevant government agencies, universities, government-linked companies, private sector, non-government organisations and foreign embassies in Kuala Lumpur.

## **Learning Outcomes**

The half-day workshop will assist participants in exploring economic diplomacy as a tool in promoting ASEAN as an investment destination.

## **Course Methodology**

Learning will be through lectures, discussions and presentations.

## **Course Content**

- \* ASEAN as an Investment Hub: Opportunities and Challenges;
- \* Economic Diplomacy in the Context of ASEAN; and
- \* Economic Diplomacy as a Tool in Promoting ASEAN as a Single Investment Hub.

## **Prerequisite/Eligibility**

No prior experience required.

## How to Apply

Participation in this event is through invitation which will be sent out by IDFR to the relevant government agencies, universities, government-linked companies, the private sector, non-governmental organisations and foreign embassies in Kuala Lumpur two weeks before the event.

## Contact Persons

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Course Name	<b>Economic Diplomacy Series 3/2015</b>
Title	<b>The ASEAN Economic Community in the Context of Australia and New Zealand (Master Class)</b>
Date	<b>18-21 May 2015</b>

## Aim

The aim of the Master Class is to achieve a closer understanding of ASEAN, Australia and New Zealand as a trading and investment block in the context of good neighbours.

## Rationale

ASEAN, Australia and New Zealand have signed the ASEAN Australia New Zealand Free Trade Agreement which creates a large trading block in part of the Asia Pacific Region. It is important for citizens in the region to fully utilise the Free Trade Agreement.

## Target Group

Relevant government agencies, universities, government-linked companies, private sector, non-government organisations and foreign embassies in Kuala Lumpur.

## Learning Outcomes

By the end of this programme, the participants should be able:

- \* To understand the geo-politics of ASEAN, Australia and New Zealand; and
- \* To be aware of the role of economic diplomacy in strengthening trade and investment relations between ASEAN, Australia and New Zealand.

## Course Methodology

Learning will be through lectures, discussions and presentations.

## Course Content

- \* Attractions and Challenges of AEC to Australian Businesses;
- \* Business Considerations and Strategies for the AEC;
- \* Opportunities for Partnering with Australian Businesses;
- \* Importance of Good Governance to AEC Implementation;
- \* Trade (Goods/Services) and Investment Liberalisation and Non-tariff Barriers;
- \* Free Trade Agreements: ASEAN, Australia and New Zealand and Other Market Connection Strategies; and
- \* SME Internationalisation and Navigation of Different Business Cultures.

## **Prerequisite/Eligibility**

No prior experience required.

## **How to Apply**

Participation in this event is through invitation which will be sent out by IDFR to the relevant government agencies, universities, government-linked companies, the private sector, non-governmental organisations and foreign embassies in Kuala Lumpur two weeks before the event.

## **Contact Persons**

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Assistant Director

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Dr. Sufian Jusoh

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Tel : +6016 550 3373

Course Name	<b>Economic Diplomacy Series 4/2015</b>
Title	<b>Negotiating International Economic Agreements</b>
Date	<b>11-12 August 2015</b>

## **Aim**

Negotiating international economic agreements require the development of systematic skills in diagnosing and managing related issues and partners at bilateral and multilateral levels. It is an experience-based course consisting presentations of negotiation theories and concepts followed by their application in class through negotiation exercises and a large-scale negotiation simulation.

## **Rationale**

International Economic Agreements are becoming an important part of international economic diplomacy. Malaysia and other ASEAN countries are now focusing their efforts to use their economic strengths and capacity to bring prosperity to their countries. The course will expose participants to the techniques in the art of negotiations, especially at the multilateral and bilateral levels.

## **Target Group**

Relevant government agencies, universities, government-linked companies, private sector, non-government organisations and foreign embassies in Kuala Lumpur.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To develop their systematic skills in diagnosing and managing trade related negotiations at bilateral and multilateral levels;
- \* To enhance their understanding about negotiations and “theory for practitioners” that is, concepts and tools for thinking about negotiation; and their skills in diagnosing and managing trade related negotiations; and
- \* To gain some real world-view on how negotiations are done at the WTO and for FTA.

## **Course Methodology**

Learning will be through lectures, discussions and presentations.

## Course Content

- \* The Role of the Various Trade Agreements such as the WTO, the Free Trade Agreements, the ASEAN Agreement;
- \* Preparation for Negotiations: Individual Approach to Negotiating and “At the Table” Negotiating Skills;
- \* The Scope and the Discipline of Commercial Diplomacy the Framework within which Nations Negotiate Commercial Agreements like Trade Negotiations; and
- \* Body Language and Negotiations.

## Prerequisite/Eligibility

No prior experience required.

## How to Apply

Participation in this event is through invitation which will be sent out by IDFR to the relevant government agencies, universities, government-linked companies, the private sector, non-governmental organisations and foreign embassies in Kuala Lumpur two weeks before the event.

## Contact Persons

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Course Name	<b>Economic Diplomacy Series 5/2015</b>
Title	<b>International Summer Academy on International Investment Rules</b>
Date	<b>To Be Confirmed</b>

## **Aim**

The Academy is an intensive professional development programme on the law and policy of International Investment Agreement (IIAs). Its purpose is to provide intensive examination of the legal obligations and policy underpinnings of the negotiation and application of IIAs, both from a theoretical and practical perspective. The programme comprises four modules and focuses on the various substantive and procedural issues addressed in the negotiation of IIAs as well as in their practical application, in particular in the context of investor-state dispute settlement (ISDC) arbitration.

## **Rationale**

This programme is designed to build global capacity to further the understanding and better use of the international investment framework by training legal professionals, trade policy officials, members of the international business, IGO and NGO communities, academics and others – including those from developing countries and transition economies. Academy speakers are experts on international investment law and policy, many of whom have been deeply involved in the negotiation of IIAs and have also been directly involved in ISDC.

## **Target Group**

Investment policy makers, investment law practitioners and investment consultants and advisors.

## **Learning Outcomes**

By the end of this programme, the participants should be able:

- \* To understand the legal obligations and implications; and
- \* To create awareness about the negotiations and applications of the IIAs.

## **Course Methodology**

Learning will be through sharing of experiences, lectures, forums and discussions.



## Course Content

- \* Law and Policy of IIAs: Background, Context and Recent Trends;
- \* Scope of Application of IIAs: Recent Trends in Treaty Practice and Case Law;
- \* Investment Protection and Treatment in IIAs: Recent Trends in Treaty Practice and Case Law; and
- \* Dispute Settlement in IIAs: Recent Trends in Law and Practice.

## Duration

Five days.

## How to Apply

All applications must be made using:

- \* Online Course Application System (CAS), which can be accessed at <http://cas.idfr.gov.my>  
or
- \* The standard application form obtained from IDFR or downloaded from IDFR's website at [www.idfr.gov.my](http://www.idfr.gov.my)

## Application Deadline

To Be Confirmed.

## Contact Person

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## List of MTCP Recipient Countries

### ASEAN

Brunei	Lao PDR	Singapore
Cambodia	Myanmar	Thailand
Indonesia	Philippines	Vietnam

### OTHER SEA AND ASIA

China	D.P.R Korea	Mongolia	Timor Leste
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### SAARC COUNTRIES

Afghanistan	Bhutan	Maldives	Pakistan
Bangladesh	India	Nepal	Sri Lanka

### NORTH AFRICA AND WEST ASIAN STATES

Algeria	Kuwait	Qatar
Bahrain	Lebanon	Republic of Yemen
Egypt	Libya	Saudi Arabia
Iran	Morocco	Syria
Iraq	Oman	Tunisia
Jordan	Palestine	UAE

### PACIFIC ISLANDS

Cook Islands	Nauru	Solomon Islands
Fiji	Niue	Tonga
Kiribati	Palau	Tuvalu
Marshall Islands	Papua New Guinea	Vanuatu
Micronesia	Samoa	

### EAST AND CENTRAL EUROPE

Albania	Croatia	Turkey
Bosnia and Herzegovina	Georgia	

## CIS

Azerbaijan  
Kazakhstan

Kyrgyz Republic  
Tajikistan

Turkmenistan  
Uzbekistan

## AFRICA

Angola  
Benin  
Botswana  
Burkina Faso  
Cameroon  
Central African Republic  
Comoros  
Congo  
Cote d'Ivoire  
Djibouti  
Equatorial Guinea  
Eritrea  
Ethiopia  
Gabon  
Gambia

Ghana  
Guinea  
Guinea-Bissau  
Kenya  
Lesotho  
Liberia  
Madagascar  
Malawi  
Mali  
Mauritania  
Mauritius  
Mozambique  
Namibia  
Niger

Nigeria  
Rwanda  
Senegal  
Seychelles  
Sierra Leone  
Somalia  
South Africa  
Sudan  
Swaziland  
Tanzania  
Togo  
Uganda  
Zambia  
Zimbabwe

## SOUTH AMERICA

Argentina  
Bolivia  
Brazil  
Chile

Colombia  
Ecuador  
Mexico

Panama  
Paraguay  
Peru

Suriname  
Uruguay  
Venezuela

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## THE CARIBBEAN

Antigua Barbuda  
Bahamas  
Barbados  
Belize  
British Virgin Islands  
Cayman Islands  
Cuba

Dominica  
Dominican Republic  
Grenada  
Guyana  
Haiti  
Jamaica

Montserrat  
St. Kitts and Nevis  
St. Lucia  
St. Vincent Grenadines  
Trinidad Tobago  
Turks and Caicos Islands

Source: MTCP Secretariat

## **Enquiries**

*All enquiries should be directed to:*  
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