

# IDFR 2022

## prospectus

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS  
MINISTRY OF FOREIGN AFFAIRS, MALAYSIA



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MINISTRY OF FOREIGN AFFAIRS, MALAYSIA

## **IDFR 2022 Prospectus**

Published by

**Institute of Diplomacy and Foreign Relations (IDFR)**

Ministry of Foreign Affairs, Malaysia

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# **Institute of Diplomacy and Foreign Relations**

## Institute of Diplomacy and Foreign Relations



The Institute of Diplomacy and Foreign Relations, or IDFR, had its humble beginnings as a centre within the National Institute for Public Administration. Inaugurated as the Centre for International Relations and Strategic Studies in 1979, it then became known as the Centre for International Relations and Diplomacy in 1981.

A Cabinet decision of 8 March 1991 led to the establishment of IDFR on 1 July 1991 – a dedicated institute for all matters related to diplomacy and foreign relations. The institute was officially launched on 12 August 1991 by Dato' Seri Dr Mahathir Mohamad, the Prime Minister of Malaysia, with Ambassador Albert S. Talalla, a career diplomat, as its first Director General. Its premises then was at INTAN Jalan Elmu.

Initially placed under the Prime Minister's Department, a major reorganisation of ministries and their agencies subsequently moved IDFR under the wing of the Ministry of Foreign Affairs in March 2001. Five years later, in early March 2006, IDFR finally found a permanent home on its current grounds on Jalan Wisma Putra.

The institute trains Malaysian diplomats in the areas of diplomacy, international relations, soft skills, and foreign languages. It also trains diplomats and other officials from recipient countries under the Malaysian Technical Cooperation Programme and the ASEAN Secretariat in areas including diplomatic training, strategic analysis and crisis management.



The institute has two flagship programmes: the Diploma in Diplomacy, a six-month intensive course for junior Malaysian diplomats in preparation for their first posting to Malaysian Diplomatic Missions, and a one-year Master of Social Science in Strategy and Diplomacy, a joint programme with Universiti Kebangsaan Malaysia, which has been in place since 1999.

To complement classroom training, discourses comprising lectures, forums, round table discussions and workshops are also organised regularly. Among them are the IDFR Lecture Series, Ambassador Lecture Series, Economic Diplomacy Series and Cultural Diplomacy Lecture Series. Prominent figures who have addressed audience at IDFR include Douglas Hurd, Yasser Arafat, Nelson Mandela, Benazir Bhutto, Kofi Annan, Ban Ki-moon, Gareth Evans, Helen Clark, Sultan Hassanah Bolkiah, Tunku Zain Al-'Abidin Tuanku Muhriz, and His Royal Highness Sultan Nazrin Muizzuddin Shah ibni Almarhum Sultan Azlan Muhibbuddin Shah Al-Maghfur-Lah, the Sultan of Perak Darul Ridzuan and the institute's Royal Patron. IDFR also organises a Cultural Appreciation Day in its endeavour to promote cultural diplomacy.

The institute also has a panel of Distinguished Fellows who are experienced practitioners and outstanding academicians in the field of diplomacy and international relations who contribute ideas and continuously support the growth of the institute.

IDFR's facilities include:



Auditorium



Treaty Room



Training Room



Library



Multi Purpose Hall



Swimming Pool





# **2022 Programmes – At a Glance**

## 2022 Programmes – At a Glance

### Centre for Political Studies and Economic Diplomacy

Courses	
MTCP: Diplomatic Training Course for International Participants 2022	12-15 April 2022 (To be confirmed)
EU-ASEAN Course	20-24 June 2022
Economic Diplomacy Course	19-21 July 2022
MTCP: Economic Diplomacy for International Participants 2022	15-19 August 2022 (To be confirmed)
Strategic and Security Analysis Course	27-29 September 2022
Young Scholar Diplomacy Attachment Programme	24-30 October 2022
Discourses	
IDFR Talk Show	January-December 2022
Ambassador Lecture Series 1/2022	16 February 2022
Economic Diplomacy Series 1/2022	19 April 2022
IDFR Lecture Series 1/2022	18 May 2022
Economic Diplomacy Series 2/2022	29 June 2022
IDFR Forum	13 September 2022
Ambassador Lecture Series 2/2022	12 October 2022
IDFR Lecture Series 2/2022	2 November 2022

### Centre for Leadership, Negotiation and Public Diplomacy

Courses	
Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)</i> Series 1: Grade 41 and Above	17-27 January 2022
Negotiation Course for Junior Level Officers	14-16 February 2022

Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)</i> Series 2: Grade 38 and Below	21-25 March 2022
Leadership Course for Junior Level Officers	17-19 May 2022
Media Skills Workshop for Mid-Level Officers	7-9 June 2022
Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)</i> Series 3: Grade 41 and Above	20-29 June 2022
Negotiation Course for Mid-Level Officers	12-14 July 2022
Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)</i> Series 4: Grade 38 and Below	1-5 August 2022
MTCP: Media and Public Diplomacy Course for International Participants	15-19 August 2022 (To be confirmed)
Public Diplomacy Workshop for Junior Level Officers	6-8 September 2022
Leadership Course for Mid-Level Officers	21-23 September 2022
Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)</i> Series 5: Grade 41 and Above	11-20 October 2022

## Centre for Languages and Cultural Diplomacy

Courses	
English	
Say It Right: A Course on Pronunciation	8-10 February 2022
Presentation Skill at the Workplace	20-23 June 2022
English Writing Workshop	19-22 September 2022
Arabic	
Arabic Language Level 1	14 June-30 August 2022

<b>German</b>	
German Language Level 1	14 June-30 August 2022
<b>Cultural Diplomacy</b>	
Workshop on Intercultural Awareness and Cultural Diplomacy	29-30 March 2022
Malaysia's Culture and Identity: A Course for Foreign Diplomatic Officers in Kuala Lumpur, Series 1/2022	20-22 May 2022
Malaysia's Culture and Identity: A Course for Foreign Diplomatic Officers in Kuala Lumpur, Series 2/2022	9-11 September 2022
<b>Discourses</b>	
Cultural Diplomacy Lecture Series 1/2022	23 February 2022
Cultural Diplomacy Lecture Series 2/2022	18 October 2022

## Centre for Competency Enhancement

<b>Courses</b>	
Introduction to Diplomacy for State Secretary Office	13-15 June 2022
Master of Social Science in Strategy and Diplomacy	September 2022- August 2023

**Centre for Political Studies  
and Economic Diplomacy**

## Centre for Political Studies and Economic Diplomacy

The Centre for Political Studies and Economic Diplomacy focuses its training and research in areas of diplomacy, international relations, security, as well as bilateral, multilateral, political, economic and trade relations. The centre conducts programmes under the Malaysian Technical Cooperation Programme (MTCP) on subjects related to political studies and economic diplomacy. The centre also organises intellectual discourses on relevant topical issues through its three lecture series, namely, the Ambassador Lecture Series, IDFR Lecture Series, and Economic Diplomacy Series.

The centre also facilitates the process of research planning, implementing, monitoring, and evaluating, among others, to reflect the interests and priorities of the Ministry, the Malaysian government, and the Malaysian public.







# MTCP: Diplomatic Training Course for International Participants 2022

## 12-15 April 2022 (To be confirmed)

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### Overview

The course aims to provide exposure to mid-level diplomats to various topics, including Malaysia's Foreign Policy, Practices in Diplomacy, Multilateral Diplomacy, Crisis Management, International Negotiations and Strategic Leadership and Management for Officers. All the modules are designed to demonstrate diplomacy as an instrument of good governance which is parallel to the course objectives and to enhance the participants' knowledge, diplomatic skills, and competencies in the conduct of diplomacy and foreign relations.

### Course Content

- \* Malaysia's Foreign Policy
- \* Malaysia's Public Diplomacy
- \* Economic Diplomacy and its Practices
- \* Malaysia's Bilateral and Multilateral Diplomacy Practices
- \* Crisis Management
- \* Strategic Leadership and Management for Officers
- \* Malaysia and ASEAN
- \* Media Relations and Media Skills
- \* Diplomacy and Protocol Practices
- \* International Negotiations
- \* Personality Grooming and Diplomatic Etiquette
- \* Futurology and Scenario Planning in Diplomacy

### Who Should Attend

The course is offered to foreign diplomatic officers and practitioners whose nature of work is related to diplomacy and management. **The course is sponsored by the Malaysian Technical Cooperation Programme (MTCP) and is only open to MTCP recipient countries.**

### How to Apply

A standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. The application form and guidelines for application can also be viewed and downloaded from <https://mtcpcoms.kln.gov.my>.

The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

### Application Deadline

12 March 2022

### Contact Person

Mr. Harvinder Singh Ramday

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Tel: +603 2149 1150

## EU-ASEAN Course

20-24 June 2022

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### Overview

The course aims to promote EU-ASEAN cooperation by highlighting the important role of the EU-ASEAN partnership. The course is supported by the EU Foreign Policy Instrument's EU Policy and Outreach Partnership in ASEAN Countries (EUPOP ASEAN).

### Course Content

- \* Best Diplomacy Practices for ASEAN and the EU
- \* EU Free Trade Agreements and EU Malaysia Sustainability Impact Assessment (SIA)
- \* Economic Diplomacy
- \* Engaging State and Non-State Actors
- \* Achieving Sustainable Development Goals (SDGs) in ASEAN Countries
- \* EU-ASEAN Economic and Development Cooperation
- \* Global, Regional and National Challenges

### Who Should Attend

The course is offered to diplomats and government officials from ASEAN Member States.

### How to Apply

The application details will be communicated through Embassies/High Commissions of ASEAN Member States.

### Application Deadline

20 May 2022

### Contact Person

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# Economic Diplomacy Course

## 19-21 July 2022

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### Overview

The course aims to enhance the participants' knowledge on the principles and tools of economic diplomacy and its importance in promoting economic integration at regional and international levels. The course hopes to serve as a platform for the exchange of views and opinions on related issues among the participants.

### Course Content

- \* Malaysia's Foreign Policy and Strategic Plan 2021-2025
- \* Introduction to Economic Diplomacy in the Era of COVID-19 Pandemic
- \* The Roles of Free Trade Agreements (FTAs) and Foreign Direct Investments (FDIs) in Malaysia's Economic Growth
- \* Malaysia's International Trade Policy: Issues and Challenges
- \* The Malaysian Economy and Economic Responses to COVID-19
- \* ASEAN and Regional Trade

### Who Should Attend

The course is offered to all officials grade 41 to 48 from ministries and government agencies whose nature of work is related to economic diplomacy.

### How to Apply

The application is only open to Malaysian civil servants and the details will be communicated through the ministries' human resource/training departments.

### Application Deadline

19 June 2022

### Contact Person

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# MTCP: Economic Diplomacy for International Participants 2022

15-19 August 2022 (To be confirmed)

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## Overview

The course aims to enhance the participants' knowledge on economic planning and policies, negotiations, investment and trade, as well as to expose them to the changing geo-political, economic, and strategic global environment. The course also covers an overview of Malaysia's efforts in transforming and improving its economic growth, governance, and social development.

## Course Content

- \* Introduction to Economic Diplomacy
- \* Malaysia's Foreign Policy
- \* Strategic Thinking to Return of Investment (ROI)
- \* Post-COVID Economic Recovery
- \* World Trade Organization (WTO) and Foreign Trade
- \* Economic Diplomacy: Malaysia's Experience
- \* Malaysia's International Trade Policy and FTA
- \* International Negotiations

## Who Should Attend

The course is offered to foreign diplomatic officers and practitioners whose nature of work is related to economic diplomacy. **The course is sponsored by the Malaysian Technical Cooperation Programme (MTCP) and is only open to MTCP recipient countries.**

## How to Apply

A standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. The application form and guidelines for application can also be viewed and downloaded from <https://mtcpcoms.kln.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

20 July 2022

## Contact Person

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# Strategic and Security Analysis Course

## 27-29 September 2022

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### Overview

Strategic thinking and analysis are important in formulating strategies that are robust, coherent, and tangible. This approach to decision-making is not only limited to organisation management, but also in the fields of security, diplomacy, politics, and economics, among others. The ability to critically assess issues by considering the various challenges and opportunities that lie ahead would certainly lead to greater contribution in the participants' role(s) as government officials.

By the end of this course, the participants should be able to enhance their understanding, skills, and ability to apply critical thinking in assessing issues and challenges; identifying current and emerging issues related to traditional and non-traditional security; acquiring skills in analytical techniques and problem solving; and broadening their professional network.

### Course Content

- \* Tools for Strategic Analysis in Decision Making
- \* Malaysia's National Defence Policy and Strategy
- \* Strategic Thinking in Organisation Management
- \* Intelligence and National Security Analysis
- \* Strategic Approaches to Preventing and Countering Violent Extremism
- \* Crisis Management: A Fundamental Strategic Overview
- \* Cyber Security: Current Cybercrime Threats and its Strategic Implications

### Who Should Attend

The course is offered to all officials grade 48 to 52 from ministries and government agencies whose nature of work involves diplomacy, crisis management, security, and international relations.

### How to Apply

The application is only open to Malaysian civil servants and the details will be communicated through the ministries' human resource/training departments.

### Application Deadline

27 August 2022



## Contact Person

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# Young Scholar Diplomacy Attachment Programme

## 24-30 October 2022

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### Overview

The programme aims to provide early exposure to the diplomatic roles and functions of the Ministry of Foreign Affairs to Malaysian university students who pursue International Relations study as their major.

### Course Content

- \* A five-day attachment programme at IDFR and a visit to the Ministry of Foreign Affairs to understand its background, primary roles, and functions
- \* A brief induction course with the Department of Policy Planning and Coordination, Communication and Public Diplomacy Division, ASEAN, Multilateral Division, Bilateral Division and Protocol Division of the Ministry
- \* Roles and Functions of our Embassies and Foreign Policy

### Who Should Attend

The course is offered to undergraduate students from Malaysian universities that have signed a Memorandum of Understanding with IDFR.

### How to Apply

The application details will be communicated through the Faculties of International Relations/Social Science of Malaysian Universities that have signed a Memorandum of Understanding with IDFR.

### Application Deadline

24 September 2022

### Contact Person

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## **IDFR Talk Show**

### **January-December 2022**

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#### **Overview**

IDFR Talk Show is a series of discussions intended to deliberate on current and evolving matters of diplomacy and international relations. The programme is a platform for the exchange of views of mutual concerns and interests, with and among political leaders, practitioners, subject matter experts, academia, and civil society organisations. The programme will be pre-recorded and uploaded to the Ministry and IDFR's websites and social media platforms.

#### **Contact Person**

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Tel: +603 2149 1147

## **Ambassador Lecture Series 1/2022**

**16 February 2022**

## **Ambassador Lecture Series 2/2022**

**12 October 2022**

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#### **Overview**

This lecture series is a special discourse platform for ambassadors from Foreign Missions based in Kuala Lumpur. The lectures focus on issues of bilateral significance to Malaysia and the respective countries as well as events, developments and/or issues that are taking place in the ambassadors' countries which can have a direct or an indirect impact on Malaysia, the region, and beyond. Among recent speakers were H.E. Charles Hay, the British High Commissioner to Malaysia and H.E. Walid Abu Ali, the Ambassador of the State of Palestine to Malaysia.

#### **Contact Person**

Ms. Jasmine Jawhar

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## **Economic Diplomacy Series 1/2022**

19 April 2022

## **Economic Diplomacy Series 2/2022**

29 June 2022

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### **Overview**

The Economic Diplomacy Series is a platform for discourse on economic, trade, investments issues and developments related to economic diplomacy. Previous speakers include H.E. Raja Dato' Nushirwan Zainal Abidin, the Ambassador of Malaysia to the People's Republic of China; Dr. Firas Raad, Country Manager for Malaysia, East Asia and Pacific, World Bank Group; Dato' Dr. Madeline Berma, Fellow of the Academy of Sciences, Malaysia; and Mr. Raymond Siva, Senior Vice President of Investment and Brand, Malaysia Digital Economy Corporation.

### **Contact Person**

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## **IDFR Lecture Series 1/2022**

18 May 2022

## **IDFR Lecture Series 2/2022**

2 November 2022

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### **Overview**

This lecture series provides a platform for distinguished personalities, diplomats, senior government officials, academicians, policy makers, and other diplomacy practitioners to share their knowledge and views on topical, current, and relevant issues happening around the world. Among the recent speakers were H.E. Brian D. McFeeters, the U.S. Ambassador to Malaysia; YAM Tunku Zain Al-'Abidin ibni Tuanku Muhriz, Founding President of the Institute for Democracy and Economic Affairs and IDFR's Distinguished Fellow; and Tan Sri Mohamed Jawhar Hassan, former Chairman and Chief Executive of the Institute of Strategic and International Studies Malaysia and IDFR's Distinguished Fellow.

## Contact Person

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## IDFR Forum

### 13 September 2022

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### Overview

The objectives of the Forum are to explore the essence of diplomacy in the new age and the dynamics of diplomatic practices in a broad-ranging domain of international relations. This approach is to reflect on the past diplomatic undertakings and provide insight into the current key issues of diplomacy fads in global affairs as well as to manifest the best practices of diplomacy for a tactful diplomatic corp. The speaker at the inaugural Forum in 2021 was Mr. Pascal Lamy, President of the Paris Peace Forum and Brunswick Europe Chair, President Emeritus of the Jacques Delors Institute and former Director General, World Trade Organization from 2005 to 2013.

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

## Centre for Leadership, Negotiation and Public Diplomacy

The centre was established with the aim of providing innovative training modules in the areas of leadership, negotiation, and public diplomacy for Malaysian diplomats and government officials. It also aims to enhance and strengthen their competencies in the important skills of leadership, negotiation, and public diplomacy.

For 2022, the centre will organise courses, seminars, and workshops on varied subjects related to its three core pillars. High-quality training methodology and learning modules will be emphasised to ensure the desired improvement in the participants' skills and knowledge.

The centre will also work towards initiating collaboration with respected Malaysian and international training institutes, to develop new practical and training projects in relation to international leadership, negotiation, and public diplomacy.





**PERKERAJAAN MALAYSIA**  
**ORIENTATION**  
**FOR HOME-BASED**  
**& SPOUSES**  
**5/2016**  
**(41 AND ABOVE)**

Ministry of Foreign Affairs



**Summit 1992**  
the stories behind the scenes  
by YBhg. Dato' Ting Wen Lian

21 February 2020  
Auditorium WP1  
Wisma Putra



**ORIENTATION COURSE FOR**  
**AND SPOUSES 1/2018**  
**(41 AND ABOVE)**



**Teaching ETHICS**  
**and**  
**INTEGRITY**



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

Series 1: Grade 41 and Above

17-27 January 2022

Series 2: Grade 38 and Below

21-25 March 2022

Series 3: Grade 41 and Above

20-29 June 2022

Series 4: Grade 38 and Below

1-5 August 2022

Series 5: Grade 41 and Above

11-20 October 2022

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### **Overview**

This mandatory course is designed to provide exposure to the participants to the work at Malaysian diplomatic Missions. It aims to enhance their skills in international diplomatic practices; the necessary interpersonal, managerial, and social skills prior to their assignment abroad. This is to ensure that the officials and their spouses are well-acquainted with their roles and responsibilities as representatives of the Malaysian Government. These aspects are shaped by officers who have served abroad and speakers from various organisations through interactive lectures, group discussions, and simulation exercises. It is hoped that at the end of the course, the participants will acquire a new leadership repertoire and a set of skills that will be beneficial to them in their future roles abroad.

### **Course Content**

- \* Benefits and Incentives (Separate Sessions for Officers and Spouses)
- \* Introduction to SPKM and Preparation before Living and Working Abroad
- \* Management of Locally Recruited Staff at Post
- \* Overview of Malaysia's Foreign Policy
- \* Cross-Cultural Awareness
- \* Morals and Ethics Related to Foreign Service
- \* Role of Spouses at Mission
- \* Grooming and Social Etiquette

- \* Fine Dining, Reception, and Official Entertaining
- \* Enhancing Personal Security
- \* Ethics and Integrity
- \* Consular Work at Mission
- \* Media Skills
- \* Sharing of Experience by Senior Diplomats
- \* Understanding Threats to National Security
- \* Counter Espionage
- \* Asset Management, Administrative, and Security Matters at Mission
- \* Protocol Matters related to Foreign Service
- \* Auditing Matters
- \* Financial Management
- \* Promoting Malaysia as the Preferred Trade, Investment, and Tourist Destination
- \* *Indikator Perwatakan Unggul*

## Who Should Attend

This mandatory course is offered to Malaysian government officials and their spouses who will be on their first assignment abroad and they are nominated by the relevant ministries/government agencies/departments under the Government's Guideline on *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM)*.

## How to Apply

All applications must be made through the participants' ministries/government agencies/departments using IDFR's Online Course Application System, which can be accessed from <http://cas.idfr.gov.my>.

## Application Deadline

**Series 1:** 7 January 2022

**Series 2:** 11 March 2022

**Series 3:** 10 June 2022

**Series 4:** 22 July 2022

**Series 5:** 30 September 2022

## Contact Person

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## Negotiation Course for Junior Level Officers

14-16 February 2022

## Negotiation Course for Mid-Level Officers

12-14 July 2022

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### Overview

Negotiation requires the ability to meet challenges and deal with the unknown. Skilled negotiators know how to analyse each situation, set up negotiations in ways that are advantageous for their side, cope with cultural differences, and manage the negotiation process to reach a deal. They also know how to provide value to the negotiation process and find the quickest way for a win-win agreement. It has become an increasingly important skill for government officials to possess to stay ahead of the challenges in the international fora.

### Course Content

- \* The Principles and Process of Negotiation
- \* Mapping Your Opposition
- \* Negotiating Mindset and Managing Emotion
- \* The Power of Framing and Reframing in Negotiations
- \* Negotiation Patterns: Proven Approaches
- \* Simulation Exercise
- \* Debriefing Simulations

### Who Should Attend

#### **Negotiation Course for Junior Level Officers**

Junior officers grade 41 to 44 from any ministries/government agencies/departments as early exposure to the negotiating representations.

#### **Negotiation Course for Mid-Level Officers**

Mid-level officers grade 48 to 52 from any ministries/government agencies/departments whose nature of work involves negotiation activities.

### How to Apply

All applications must be made through the participants' ministries/government agencies/departments using IDFR's Online Course Application System, which can be accessed from <http://cas.idfr.gov.my>.

## Application Deadline

**Negotiation Course for Junior Level Officers:** 4 February 2022

**Negotiation Course for Mid-Level Officers:** 1 July 2022

## Contact Person

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## Leadership Course for Junior Level Officers

17-19 May 2022

## Leadership Course for Mid-Level Officers

21-23 September 2022

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### Overview

In today's diplomatic arena, challenges can arise at any time. To be effective, diplomats need to act as leaders to respond to these challenges strategically and effectively. Scholars have argued as to whether leaders are made or born. However, both theories have a distinct appreciation that leaders are born or made in their environment by their closest influencers and the challenges thrust upon them. This course is designed for Malaysian diplomats and government officials from relevant ministries/government agencies/departments through a selection process by IDFR.

### Course Content

- \* Theory and Mechanics of Neuro-Linguistic Programming (NLP) to Enhance Leadership
- \* Leadership Meta-Programme
- \* Amazing Leader with NLP Communication
- \* The Power Zone of a Leader
- \* Reframing Obstacles: Circle of Excellence and New Behaviour Generator
- \* Sharing of Experience Session with Eminent Person in Leadership Role

### Who Should Attend

#### Leadership Course for Junior Level Officers

Officers grade 41 to 44 from any ministries/government agencies/departments as early exposure to the international leadership role.

#### Leadership Course for Mid-Level Officers

Officers grade 48 to 52 from any ministries/government agencies/departments with experience in any international leadership role and whose nature of work involves international relations and diplomacy.

### How to Apply

All applications must be made through the participants' ministries/government agencies/departments using IDFR's Online Course Application System, which can be accessed from <http://cas.idfr.gov.my>.

## Application Deadline

**Leadership Course for Junior Level Officers:** 9 May 2022

**Leadership Course for Mid-Level Officers:** 12 September 2022

## Contact Person

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## Media Skills Workshop for Mid-Level Officers

7-9 June 2022

## Public Diplomacy Workshop for Junior Level Officers

6-8 September 2022

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### Overview

The globalisation of international relations and the rapid development of information and communication technology have greatly influenced trends of interactions in modern-day diplomacy. While diplomacy in the past focused mainly on interstate interactions at the bilateral and multilateral levels, diplomacy today increasingly involves engagement with the media, the public, the civil society, and non-governmental organisations at large, in addition to the application of social and electronic media platforms. As the main goal of interaction is to influence the public thinking at the international level and promote one's national interest, 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.

### Course Content

- \* An Overview of Malaysia's Public Diplomacy
- \* The Role of Media in Public Diplomacy
- \* Media Handling During Crisis Situation
- \* Facing the Media, Press Conference, and Mock Media Interviews
- \* How to Prepare an Effective Press Release
- \* Introduction, Creativity, and Publicity through Social Media
- \* Tools and Techniques of Handling Media on Social Media

### Who Should Attend

#### Media Skills Workshop for Mid-Level Officers

Mid-level officers grade 48 to 52 from any ministries/government agencies/departments whose nature of work involves corporate and media communication activities.

#### Public Diplomacy Workshop for Junior Level Officers

Junior and mid-level officers grade 41 to 44 from any ministries/government agencies/departments whose nature of work involves corporate communication and public diplomacy.

## How to Apply

All applications must be made through the participants' ministries/government agencies/departments using IDFR's Online Course Application System, which can be accessed from <http://cas.idfr.gov.my>.

## Application Deadline

**Media Skills Workshop for Mid-Level Officers:** 27 May 2022

**Public Diplomacy Workshop for Junior Level Officers:** 25 August 2022

## Contact Person

Mr. Urwah Saari

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# MTCP: Media and Public Diplomacy Course for International Participants

15-19 August 2022 (To be confirmed)

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## Overview

The globalisation of international relations and the rapid development of information and communication technology have greatly influenced trends of interactions in modern-day diplomacy. Given the new technology of today and the end of scripted diplomacy of yesteryear, the role of diplomats has become more significantly global and far reaching with the dawn of the internet and social media. It is crucial to grasp these new methods in public diplomacy to further one's national interest effectively. While diplomacy in the past focused mainly on interstate interactions at the bilateral and multilateral levels, diplomacy today increasingly involves engagement with the media, the public, the civil society, and non-governmental organisations at large, in addition to the application of social and electronic media platforms.

The course aims to enhance the participants' knowledge on the new applications and practices of media and public diplomacy for practising diplomats. In addition, the course will focus on improving the participants' professionalism and effectiveness in their performance of duties as diplomatic officers at home and abroad.

## Course Content

- \* An Overview of Malaysia's Foreign Policy
- \* The Role of Media in Public Diplomacy and Foreign Relations
- \* International Media Relations and Coverage for Public Diplomacy
- \* Nation Branding
- \* Facing the Media, Press Conference, and Mock Media Interviews for Diplomats
- \* Diplomatic Press Release
- \* Malaysia's Cultural Visit

## Who Should Attend

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

- \* Nominated by their respective Ministry of Foreign Affairs
- \* Below the age of 45
- \* Two or more years of working experience in international affairs/relations or international trade

- \* Have a basic university degree
- \* Proficient in the English language
- \* Medically fit
- \* Able to work independently and in groups

### How to Apply

A standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. The application form and guidelines for application can also be viewed and downloaded from <https://mtcpcoms.kln.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

### Application Deadline

24 June 2022

### Contact Person

Mr. Urwah Saari

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Ms. Norlela Samad

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**Centre for Languages and  
Cultural Diplomacy**

## Centre for Languages and Cultural Diplomacy

The focus of the centre is on Languages and Cultural Diplomacy. The centre focuses on fostering good communication skills and an understanding of cross-cultural elements, geared towards moderation and tolerance.

The centre offers language courses aimed at enhancing language competencies and skills in English language and two foreign languages: Arabic and German.

As for Cultural Diplomacy, the features and facets of cultural diplomacy are depicted through lecture series and workshops. The depth and knowledge into the subject are further strengthened by research projects, and through these efforts the centre aspires to contribute significantly to the intertwining area of culture and diplomacy.







# Say It Right: A Course on Pronunciation

## 8-10 February 2022

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### Overview

The aim of this course is to develop the participants' communicative competence in the English language, stressing on the importance of correct pronunciation. In order to be successful speakers of the language, it is not just about knowing how to pronounce the words correctly but it involves enunciation and modulation too. Thus, correct pronunciation and enunciation, use of stress in words, sentences and intonation will be the main thrust of this course.

An interactive methodology with a variety of awareness-raising activities, practical sessions, and simulations will be adopted in conducting the course.

### Course Content

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

### Who Should Attend

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

### How to Apply

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

### Application Deadline

21 January 2022

### Contact Person

Ms. Afida Ibrahim

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Tel: +603 2149 1036



# Workshop on Intercultural Awareness and Cultural Diplomacy

## 29-30 March 2022

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### Overview

This workshop is beneficial for officers serving the public sector as the course provides exposure on intercultural and cross-cultural communication in a variety of environment. It focuses on the practical approach to communication and enables the participants to assimilate and to comprehend the underlying assumptions affecting communication and behaviour. Issues, challenges, and ways in managing intercultural differences are presented through interactive lectures, activities, role plays, and simulation exercises.

### Course Content

- \* Cultural Diplomacy as a Means of Soft Power
- \* The Effects of Culture on Bilateral and Multilateral Relations
- \* Conceptual Framework on Culture and Diversity
- \* Hofstede's Dimensions of Culture and Comparative Analysis of Malaysia and other Selected Countries
- \* Culture and Communication: Verbal and Non-Verbal, High and Low Culture Contexts
- \* Cross Cultural Delights, Imitations and Puzzles
- \* Culture Shock and Coping with Cultural Sensitivities
- \* The Significance and Impact of Cultural Diplomacy for Public Sector Interactions

### Who Should Attend

This course is offered to all officers of the Ministry of Foreign Affairs and other ministries/ government agencies in Malaysia.

### How to Apply

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

### Application Deadline

28 February 2022

### Contact Person

Major (Rtd) Hadzrie Abdul Khan  
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## **Malaysia's Culture and Identity: A Course for Foreign Diplomatic Officers in Kuala Lumpur, Series 1/2022**

20-22 May 2022

## **Malaysia's Culture and Identity: A Course for Foreign Diplomatic Officers in Kuala Lumpur, Series 2/2022**

9-11 Sept 2022

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### **Overview**

This course is beneficial for diplomatic officers serving in foreign missions in Malaysia as the course provides exposure to the participants on the fundamental aspects of Malaysia's diverse culture. It focuses on the practical approach to understanding how cultural aspects influence Malaysians' way of life. This enables the participants to comprehend the underlying assumptions affecting communication and behaviour. Issues, challenges, and ways in managing intercultural differences are presented through interactive lectures, activities, and visits.

### **How to Apply**

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

### **Application Deadline**

**Series 1:** 15 April 2022

**Series 2:** 5 August 2022

### **Contact Person**

Major (Rtd) Hadzrie Abdul Khan

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# Arabic Language Level 1

## 14 June-30 August 2022

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### Course Overview

This course is a basic introduction to the Arabic language for non-native speakers. The objectives of the course is to equip the participants with the required language skills of listening and speaking and to enable them to communicate in everyday situations. The participants will also be exposed to common errors while using the language. The aspects of the Arab culture are taught covertly through the learning and teaching process, to instill the interest in learning the language.

### Course Content

- \* Pronunciation
- \* Greetings
- \* Speech expressions
- \* Talking about accommodations
- \* Talking about transportations
- \* Introduction to the Arab culture and customs

### Who Should Attend

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

### How to Apply

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

### Application Deadline

31 May 2022

### Contact Person

Dr Raihan Dato' Dr Marzuki

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Tel: +603 2149 1149

# German Language Level 1

14 June-30 August 2022

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## Course Overview

The aims of the German Level 1 course are to equip the participants with the necessary German language skills to enable them to use the language well. They are expected to be able to understand and construct basic sentences for daily needs. They will also be exposed to the cultural aspects in German-speaking countries, for example, habits and customs. The participants will learn through classroom activities using textbooks and audio-visual aids, group interactions, and practice sessions.

## Course Content

- \* Formal and Informal Greetings
- \* Greetings and Goodbyes
- \* Introducing Yourself in German
- \* Welcoming Someone Formally and Informally
- \* Reading and Writing in German
- \* Counting and Pronouncing Numbers in German
- \* Introducing and Describing Someone
- \* Grammar and Vocabulary
- \* Ordering Food
- \* Talking about Family and Friends

## Who Should Attend

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

## How to Apply

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

## Application Deadline

31 May 2022

## Contact Person

Mr. Muslim Hanafi Mohd Jalis

Email: muslim@idfr.gov.my

Tel: +603 2149 1104/+6017 388 6676

# Presentation Skill at the Workplace

20-23 June 2022

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## Overview

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

This four-day programme will develop the participants' linguistic skills to help them overcome their fear of oral presentations. The participants will enhance valuable 'soft skills' focusing on verbal and non-verbal strategies to present their opinion, make recommendation, and develop practical workplace skills in giving presentations. In today's world, understanding these key professional issues and having the language to work with them effectively would be a distinct advantage.

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

## Course Content

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

## Who Should Attend

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

## How to Apply

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

## Application Deadline

3 June 2022

## Contact Person

Ms. Afida Ibrahim

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Tel: +603 2149 1036

# English Writing Workshop

## 19-22 September 2022

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### Overview

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

Throughout the course, the skill for the craft of writing will be imparted via interactive lectures, in-group discussions, and presentations. The aim is to boost the participants' writing skills and develop confidence to write to different audiences, using the appropriate language and style.

### Course Content

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

### Who Should Attend

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

### How to Apply

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

### Application Deadline

2 August 2022



## Contact Person

Ms. Afida Ibrahim

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Tel: +603 2149 1036

## Cultural Diplomacy Lecture Series 1/2022

23 February 2022

## Cultural Diplomacy Lecture Series 2/2022

18 October 2022

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### Overview

This lecture series focuses on instilling awareness and acts as a knowledge-sharing session on how cultural diplomacy is practised and how it can promote peace, stability, and prosperity globally. It also aims to develop the practices offered by cultural diplomacy internationally, to alleviate the increasing global issues.

The lecture gathers Malaysian government officials, foreign missions' representatives, policy makers and analysts, academics, non-governmental organisations, private sectors, as well as other interest groups to a session of ideas and opinion sharing in the presence of guest speakers who are knowledgeable and experienced in the areas of cultural diplomacy and intercultural communication. The first series will focus on *Dasar Kebudayaan Nasional* (National Culture Policy) and the second one will focus on Intercultural Communication.

### How to Apply

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

### Application Deadline

**Series 1:** 23 January 2022

**Series 2:** 5 September 2022

### Contact Person

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**Centre for Competency  
Enhancement**

## Centre for Competency Enhancement

The Centre for Competency Enhancement manages two of IDFR's long-term flagship programmes, namely, the Diploma in Diplomacy (DiD) Programme, the mandatory course for junior officers of the Ministry of Foreign Affairs, Malaysia prior to their first posting abroad, and the IDFR-UKM Master of Social Science in Strategy and Diplomacy. The latter programme, which was introduced in May 1999, is a collaboration between IDFR and Universiti Kebangsaan Malaysia, one of the leading public universities in the country.

Through such programmes, the centre aims to provide learning opportunities to civil service officers, private sector professionals and fresh graduates from within Malaysia and abroad to build on and further enhance their knowledge, skills, and experience in diplomacy and international relations. Ultimately, the centre envisions developing young talents into highly competent and inquisitive diplomats who are attune to the ever-shifting geopolitical conditions and are able to apply their newly acquired knowledge and skillset to further enhance their diplomatic competencies.





# Introduction to Diplomacy for State Secretary Office

## 13-15 June 2022

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### Overview

In today's world where the essence and practice of diplomacy and foreign relations have evolved and are ever changing, government officials need to equip themselves with the right knowledge and skills to face these new challenges. The institute hopes this course will contribute towards creating well-rounded State Secretary Officers who are professional and highly skilled in diplomacy and international affairs.

The three-day course aims to provide exposure to the roles and functions of the Ministry of Foreign Affairs in managing Malaysia's diplomacy and foreign policy.

### Course Content

The modules include:

#### Day One

- \* Introduction to the Ministry of Foreign Affairs
- \* An Overview of Diplomacy and Malaysia's Foreign Policy
- \* Diplomatic Practices for Outgoing Visits
- \* Dinner Talk – Session with a Malaysian Diplomat

#### Day Two

- \* Vienna Convention on Diplomatic Privileges and Immunities
- \* Consular Issues and Cross Border Consular Cases
- \* Engagement with a Foreign Diplomatic Mission in Kuala Lumpur

#### Day Three

- \* Challenges and Opportunities of Consulate Offices – Sharing of Experience by a Malaysian Diplomat
- \* The Role of State Offices in Dealing with Foreign Diplomatic Offices

### Learning Outcome

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

- \* understand the roles and functions of the Ministry of Foreign Affairs
- \* enhance their awareness on the importance of diplomacy in promoting Malaysia's national interests in the international arena
- \* expand their knowledge and skills in international relations and diplomacy

## Target Group

This course is offered to mid-career government officials (grade 48 and above) nominated by the State Secretary Offices.

## Course Methodology

The course emphasises on the elements and practice of Malaysia's diplomacy and foreign policy. The course is conducted in English and the participants will learn through classroom lectures, discussions, briefings and a study visit.

## Prerequisite/Eligibility

Interested applicants must fulfil the following criteria:

- \* Nominated by the State Secretary Office
- \* Below the age of 45
- \* Able to work independently and in groups
- \* Medically fit
- \* Proficient in the English language

## Contact Person

Mr. Haris Syarwani Razali

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# Master of Social Science in Strategy and Diplomacy 2022/2023

## September 2022-August 2023

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### Overview

This one-year, full-time Master programme equips students from diverse academic and professional backgrounds with the essential yet comprehensive range of theoretical approaches, conceptual tools, and analytical skills to explore the nexus between strategy and diplomacy within the context of the changing regional and global environment. It focusses on cultivating the understanding of strategy and security, diplomacy, foreign policy, international law, international political economy, defence policy as well as regional issues. Apart from that, the programme tackles core themes relating to the theory and practice of strategy and diplomacy. Subsequently, the curriculum will benefit the students' approach to meet the challenges of the day-to-day conduct of professional duties, especially those who are directly involved or aspire to work in the diplomatic, military, or political and economic research fields.

### Programme Content

#### Compulsory Subjects

- \* Research Methodology in Strategy and Diplomacy
- \* Strategy and International Security: Concepts and Theories
- \* Diplomacy: Theory and Practice
- \* International Political Economy

#### Elective Subjects

- \* Comparative Foreign and Defence Policy
- \* Globalisation and Regionalisation
- \* ASEAN and the Asia-Pacific Order
- \* Malaysia and Small-State Strategy
- \* International Law and Organisations
- \* Seminar on Strategy and Diplomacy

#### Thesis

- \* Dissertation Exercise (not more than 30,000 words)

### Prerequisites for All Applicants

All applicants for the programme must meet the following minimum general requirements:



1. Completed a bachelor's degree or its equivalent.
2. Proficient in the English language (please see Language Requirement).

### For Malaysian Government Officials

- \* Serving officers with the Malaysian public sector are required to submit their application to further their studies to their respective ministries/agencies.
- \* They are also obliged to obtain approval for study leave and a government scholarship (where applicable).

### Language Requirement

1. Applicants must demonstrate their capacity to pursue a graduate-level programme in English.
2. Malaysian applicants must possess at least a Band 4 in the Malaysian University English Test (MUET).
3. International applicants must prove their proficiency in English by including either their TOEFL (a minimum of 550) or IELTS (a minimum of 6.0) score upon application.
4. Applicants who earned a bachelor's degree from an English-medium university are exempted from this requirement.

### How to Apply

All applications must be submitted through the online application system at **<http://guest.ukm.my/#prosedur>**.

### Application Deadline

All applications must be submitted through the online application system no later than **30 June 2022**.

### Programme Coordinators

Ms. Nurul Adni Zainul Ariff  
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## Enquiries

All enquiries should be directed to:

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