

An abstract background featuring a large, vibrant splatter of paint in shades of orange, red, purple, green, and teal. The splatter is concentrated in the upper right and center, with smaller droplets and streaks extending towards the left and bottom. The colors blend and overlap, creating a dynamic and textured effect.

IDFR 2017

prospectus

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

IDFR 2017 Prospectus

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Institute of Diplomacy and Foreign Relations



Institute of Diplomacy and Foreign Relations

Established in 1991, the Institute of Diplomacy and Foreign Relations, or IDFR in short, has been the training arm of the Ministry of Foreign Affairs, Malaysia since 2004. Centrally located in Kuala Lumpur, the Institute trains Malaysian diplomats in the areas of diplomacy, international relations, soft skills and foreign languages. It also trains diplomats and other officials from recipient countries under the Malaysian Technical Cooperation Programme as well as the ASEAN Secretariat in areas including diplomatic training, strategic analysis and crisis management.

Since 1999, IDFR has been offering a one-year Master of Social Science in Strategy and Diplomacy, a joint programme with Universiti Kebangsaan Malaysia which commences in September every year. Another one of its flagship programmes is the Diploma in Diplomacy, a six-month intensive course for junior Malaysian diplomats.

To complement classroom learning, discourses comprising lectures, forums, round table discussions and workshops are also organised with collaborators. To date, prominent figures who have addressed audience at IDFR include Kofi Annan, Yasser Arafat, Benazir Bhutto, Nelson Mandela, Sultan Hassanah Bolkiah, Tun Dr. Mahathir Mohamad, Imam Feisal Abdul Rauf, Ban Ki-moon, Gareth Evans, Helen Clark, Tan Sri Rais Yatim, Tunku Zain Al-'Abidin Tuanku Muhriz and His Royal Highness Sultan Dr. Nazrin Muizzuddin Shah ibni Almarhum Sultan Azlan Muhibbuddin Shah, the Sultan of Perak Darul Ridzuan and the Institute's Royal Patron. Among its collaborators are the Association of Former Malaysian Ambassadors, Foreign Policy Study Group, United Nations Association of Malaysia, Global Movement of Moderates Foundation, Perdana Global Peace Foundation, Mercy Malaysia, International Movement for a Just World and the foreign missions in Kuala Lumpur.

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.

IDFR is made up of four learning centres:

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

The Institute's facilities include:

- * Training and meeting rooms
- * A library complete with self-access learning resources
- * A language and a computer lab
- * A 250-seat auditorium
- * 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





2017 Programmes



2017 Programmes

Centre for Political Studies and Economic Diplomacy

Course	Dates
Malaysian Technical Cooperation Programme (MTCP): Diplomatic Training Course for International Participants 2017	April 2017
Malaysian Technical Cooperation Programme (MTCP): Strategic Analysis for International Participants 2017	August 2017
Workshop on Economic Diplomacy	January-November 2017
Discourse*	Dates
Economic Diplomacy Series	January-November 2017
ASEAN Ambassador Lecture Series	January-November 2017
Ambassador Lecture Series	January-November 2017
IDFR Lecture Series	January-November 2017

* By invitation only

Centre for Leadership, Negotiation and Public Diplomacy

Course	Dates
Public Diplomacy and Media Skills Workshop	21-23 February 2017
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	6-15 March 2017
Series 2: Grade 38 and below	17-21 July 2017
Series 3: Grade 41 and above	11-20 September 2017
Series 4: Grade 38 and below	13-17 November 2017

Course	Dates
Leadership Course for Mid-Level Diplomats and Attachés	4-6 April 2017
Malaysian Technical Cooperation Programme (MTCP): Public Diplomacy for International Participants	3-12 May 2017
International Negotiation Workshop	10-12 October 2017

Centre for Languages and Cultural Diplomacy

Course	Dates
English Language	
Say it Right: A Course on Pronunciation	14-16 February 2017
Malaysian Technical Cooperation Programme (MTCP): English Language for Diplomacy 2017	5-20 April 2017
Presentation Skills at the Workplace	10-13 July 2017
Building Blocks of Good English	9-13 October 2017
Written Correspondence in Style	6-9 November 2017
Foreign Languages	
Arabic French Mandarin Spanish	To be advertised on IDFR's website
Malay Language	
Fundamental Conversational Malay	9 January-28 March 2017
Fundamental Writing in Malay Language	13 April-10 July 2017
Intermediate to Advanced Malay Language	7 August -6 November 2017

Cultural Diplomacy	
Workshop on Intercultural Communication and Diplomacy	25-27 July 2017
Malaysian Technical Cooperation Programme (MTCP): Cultural Diplomacy for International Participants 2017	8-23 August 2017
Discourse*	Dates
Cultural Diplomacy Lecture Series	7 March 2017 29 November 2017
Forum on Arts and Culture	20 September 2017

* By invitation only

Centre for Competency Enhancement

Course	Dates
Master of Social Science in Strategy and Diplomacy	1 September 2017-30 August 2018



**Centre for
Political Studies
and Economic
Diplomacy**



Centre for Political Studies and Economic Diplomacy

The Centre for Political Studies and Economic Diplomacy focuses on diplomacy and international relations, bilateral and multilateral political, economic and trade relations as well as security issues. The Centre aims to promote and accomplish high standards of professionalism in blended learning, training, research and publication as well as consultancy services in the Institute's quest to become a premier think tank in diplomacy and international relations.

Throughout the year, the Centre organises courses on relevant, current and varied subjects related to political studies and economic diplomacy. Quality, topical and practitioner-oriented learning programmes are also offered by the Centre through courses under the Malaysian Technical Cooperation Programme (MTCP). The Centre welcomes the opportunity to collaborate with other Ministries and government agencies, foreign governments, international and regional organisations as well as local and foreign think tanks and universities to generate, share and disseminate practical knowledge in political studies and economic diplomacy. The Centre also organises intellectual discourses on topical issues related to political studies, economic diplomacy and international relations through its various lecture series. Participation in all discourses is by invitation only.

To be included in our mailing list, kindly contact our officers from the Centre.





Malaysian Technical Cooperation Programme (MTCP): Diplomatic Training Course for International Participants 2017

April 2017

Overview

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

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

Course Content

- * Practices in Diplomacy
- * Multilateral Diplomacy
- * Cultural Diplomacy
- * Language and Diplomacy
- * Economic Diplomacy
- * Public Diplomacy
- * Cross-Cultural Communication
- * International Negotiations
- * Future Studies/Scenario Planning
- * Media Relations and Skills
- * Issues on Counter Terrorism
- * Regional Security Issues and Challenges
- * Country Paper Presentation

Who Should Attend

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

- * Nominated by their respective Ministries of Foreign Affairs
- * Below 35 years old
- * 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 at <http://cas.idfr.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

Application Deadline

February 2017

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Malaysian Technical Cooperation Programme (MTCP): Strategic Analysis for International Participants 2017

August 2017

Overview

Uncertainties abound in the global political and economic scenarios. Examples are wars in the Middle East, the Iran nuclear deal, the continued dangerous situation in the Korean Peninsula and the depressed world economic situation. Responding to the changing political, security and strategic global environment, this course sets to enhance participants' knowledge on strategic thinking and security analysis. A blended learning approach is applied through interactive classroom lectures, discussions, simulation exercises, visits and briefings.

Course Content

- * Introduction to Strategic Analysis
- * Balancing, Bandwagoning and Hedging
- * Discourse of Strategy
- * Traditional Security/Non-Traditional Security
- * Strategic Media Communication
- * International Negotiations: Analytical Tools and Technique
- * Strategic Planning and Future Studies
- * Intelligence and National Security
- * Strategic Issues and Challenges on Human Rights
- * Strategic Solution to Environmental Crisis
- * Country Paper Presentation

Who Should Attend

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

- * Nominated by their respective Ministries of Foreign Affairs
- * Below 35 years old

- * Three 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 at **<http://cas.idfr.gov.my>**. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

Application Deadline

June 2017

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Workshop on Economic Diplomacy

January-November 2017

Overview

In many developing countries, economic diplomacy has become a critical challenge with lack of trained officials becoming a major impediment for countries' effective participation in trade and investment programmes. Hence, there is a need to develop the capacity of officials with respect to the commercial and economic diplomacy.

This three-day workshop is designed to strengthen the professionals on economic diplomacy by imparting skills to government officials. The workshop is also intended to upscale skills of diplomats from the ministry of trade and those who are engaged in international trade and investment agreements. Blended learning approach is applied through interactive classroom lectures, simulation exercises and group discussions. Committed and engaged participants will be able to gain knowledge and skills to promote trade and investment opportunities in Malaysia; learn how to become an interface between Malaysian firms interested in joint ventures and potential foreign joint-venture partners; identify potential foreign direct investors; and effectively take part in international trade negotiations.

Course Content

- * International Diplomatic Environment
- * Approaches to Negotiations
- * Trade Promotion Activities: A Field Perspective
- * Trade Policy Challenges and Issues in Southeast Asia
- * Evolution of Trade Policies in Southeast Asia in the Context of Various Bilateral and Multilateral Trade Negotiations and Agreements
- * Overview of Current Trade Policies and Linkages to National Development Policies
- * Holistic Approach to Trade Policy Making and Trade-Related Negotiations
- * Simulation Exercise on Bilateral Trade Negotiations

Who Should Attend

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>

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Economic Diplomacy Series

January-November 2017

Overview

A collaboration between IDFR, World Trade Institute, University of Bern, Switzerland and Universiti Kebangsaan Malaysia, this series provide discourse on economic, trade, investments issues and developments related to economic diplomacy. Previous titles under the series include *ASEAN 2025: Forging Ahead Together and Trans-Pacific Partnership Agreement (TPPA)*.

Notable and distinguished speakers under this series include Professor Dato' Dr. Noor Azlan Ghazali, Vice Chancellor, Universiti Kebangsaan Malaysia; Dato' Steven CM Wong, Deputy Chief Executive, Institute of Strategic and International Studies Malaysia; Dato' Muhamad Noor Yacob, Director of Asia Pacific Centre for Economic Diplomacy; Professor Dr. Rashila Ramli, Director and Principal Fellow of IKMAS, Universiti Kebangsaan Malaysia; Associate Professor Dr. Bhanupong Nidhiprabha, Thammasat University, Thailand; Associate Professor Dr. Toh Mun Heng, NUS Business School, Singapore; Mr Michael Teoh, Founding Director and Lead Trainer of Thriving Talents Sdn Bhd; Datuk J. Jayasiri, Deputy Secretary General (Strategy and Monitoring), Ministry of International Trade and Industry of Malaysia; Dr. Zulkipli Omar, Senior Research Fellow, Malaysian Institute of Economic Research; and H.E. Carlos Isauro Felix Corona, Ambassador of Mexico to Malaysia.

Planned topics for 2017 include *Trans Pacific Partnership Agreement (TPPA) – What Next?* and *ASEAN Economic Community (AEC) – The Growth and Progress of AEC*.

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ASEAN Ambassador Lecture Series

January-November 2017

Overview

This lecture series focuses on issues and developments in ASEAN and bilateral issues among ASEAN Member States, as well as underlines current and ongoing efforts for regional connectivity between AMS and other countries. Previous titles under the series include *Vietnam's Economic Security* by H.E. Pham Cao Phong of Vietnam. Participation in this event is by invitation only.

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Ambassador Lecture Series

January-November 2017

Overview

This lecture series involves foreign ambassadors serving in Malaysia. It focuses on events, developments or topical issues that are taking place in the serving ambassadors' countries which could have an indirect or direct impact not only to the country but also to the region as well as globally. Participation in this event is by invitation only.

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IDFR Lecture Series

January-November 2017

Overview

This lecture series provides a platform for eminent persons, royalties, distinguished people, government officers, business people, diplomats and personalities including academicians, scholars and policy makers to share their views on topical, current and relevant issues happening around the world. The lecture series provides an opportunity for the distinguished speakers to share their opinions and views and this could benefit the participants in their respective areas of work. These events which are organised by IDFR on its own or in collaboration with other institutions will certainly enlighten the audience by keeping them abreast with the latest issues.

Among the notable and distinguished speakers who have participated under this series include His Royal Highness Sultan Nazrin Muizzuddin Shah, the Sultan of Perak; His Excellency Ban Ki-Moon, the United Nations Secretary General; Imam Feisal Abdul Rauf, Founder and Chairman of the Cordoba Initiative; and Professor Dr. Vivian Forbes, Distinguished Research Fellow and Guest Professor with China Institute for Boundaries and Ocean Studies. Participation in this event is by invitation only.

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

Centre for Leadership, Negotiation and Public Diplomacy

Given the dynamic global developments and challenges, the role of Malaysian diplomats are becoming more complex and challenging. New sets of repertoire in leadership, negotiation and public diplomacy are increasingly essential to better equip the diplomats in defending and promoting our national interests. Furthermore, the rapid development in ICT and advancement in social media have greatly influenced the trends in foreign affairs and modern-day diplomacy. State and non-state actors are increasingly relying on social media to influence support in promoting their agenda. Today, an in-depth understanding of public diplomacy and knowledge of media skills are also a must in defending Malaysia's interest effectively.

Realising this, the Centre for Leadership, Negotiation and Public Diplomacy aims to provide innovative training modules and set of skills in the areas of leadership, negotiation and public diplomacy for Malaysian civil servants, especially for Malaysian diplomats and attachés.

For 2017, the Centre will organise courses, seminars and workshops on varied subjects related to leadership, negotiation and public diplomacy. High quality training methodology and learning modules will be emphasized to ensure the desired improvement in the participants' skills and knowledge.

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





Public Diplomacy and Media Skills Workshop

21-23 February 2017

Overview

The globalization 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.

Course Content

- * An Overview of 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
- * Handling Difficult Questions from the Media
- * Television and Radio Interview and Mock Press Conference

Who Should Attend

Mid-career and senior officials of ministries/government agencies whose nature of work involves media and public diplomacy

How to Apply

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

Application Deadline

9 February 2017

Contact Person

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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

6-15 March 2017

Series 2: Grade 38 and below

17-21 July 2017

Series 3: Grade 41 and above

11-20 September 2017

Series 4: Grade 38 and below

13-17 November 2017

Course Overview

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

Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

Series 1: Grade 41 and above

27 February 2017

Series 2: Grade 38 and below

10 July 2017

Series 3: Grade 41 and above

4 September 2017

Series 4: Grade 38 and below

6 November 2017

Contact Person

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Leadership Course for Mid-Level Diplomats and Attachés

4-6 April 2017

Overview

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

Course Content

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

Who Should Attend

Mid-career officials at ministries/government agencies with 7 to 15 years' experience in a leadership role and whose nature of work involves international relations.

How to Apply

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

Application Deadline

30 March 2017

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Malaysian Technical Cooperation Programme (MTCP): Public Diplomacy for International Participants

3-12 May 2017

Overview

Public Diplomacy is seen as one of the most crucial tools in the practice of diplomacy today. A public diplomacy that is proactive, timely, well-coordinated, accurate, innovative, factual and informative is essential in advancing Malaysia's foreign policy. In order to ensure comprehensive coverage when disseminating information, the Ministry of Foreign Affairs, Malaysia implements a multi-pronged approach that takes into consideration the target audience as well as the medium in which the message would be most widely and readily received. This course provides an understanding of the history and dynamics of Malaysian Public Diplomacy as well as knowledge of strategies and techniques for advocating policy and influencing opinion and behaviour of international audiences in a Web 2.0 age. Participants will also be exposed to a range of practices incorporated in past and present public diplomacy skills by working groups on hands-on-projects as well as embarking on field trips.

Course Content

- * Theory and Concept of Public Diplomacy
- * Media Relations and Skills
- * Handling Difficult Questions from the Media
- * Cross-Cultural Communications
- * International Relations

Who Should Attend

This programme is designed for junior and mid-career diplomats and government officers who have working experience in Public Diplomacy (engaged in international publicity and public relations).

- * Nominated by the respective Ministries of Foreign Affairs
- * Below 35 years old
- * Two or more years' working experience in international affairs/relations
- * Proficient in the English language

- * Have a basic university degree
- * 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 at **<http://cas.idfr.gov.my>**. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

Application Deadline

2 April 2017

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International Negotiation Workshop

10-12 October 2017

Overview

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

Content

- * How Negotiations Work
- * Dealing with Complexities
- * Conflict Handling Mode
- * Coming to Consensus
- * Simulations Exercises
- * Debriefing Simulations
- * Multilateral Negotiation

Who Should Attend

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

How to Apply

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

Application Deadline

5 October 2017

Contact Person

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**Centre for
Languages and
Cultural Diplomacy**

Centre for Languages and Cultural Diplomacy

The Centre for Languages and Cultural Diplomacy was established as part of the Institute's integral plan in its transformation exercise. The focus of the Centre is two-fold, as reflected in its name, Language and Cultural Diplomacy.

The Centre continues to offer language courses, which focus on English Language for Diplomacy and Foreign Languages, namely, Arabic, Spanish, Mandarin, and French. Additionally, Conversational Malay Language is offered once a year mainly to the international diplomats based in Kuala Lumpur. The element of culture is embedded in all the languages taught, to expose the participants to the various aspects, influence, and connection of culture in language learning.

Cultural Diplomacy, an area which is newly introduced by IDFR as one of its subject-matter focus, is the Centre's novel addition. Features and facets of cultural diplomacy are brought together through lecture series, and round table and panel discussions. Learning programmes on multiculturalism are conducted involving local and international participants. The depth of the subject matter is further strengthened by research projects. Through these efforts, IDFR aspires to contribute substantively to the area of cultural diplomacy in deliberating, exposing, and exploring the intertwining elements in culture and diplomacy. As the Centre takes the earlier strides in uncovering the profundity subject matter, more focus is given to cultural diplomacy within ASEAN, and how it fits into the overall depiction of modern diplomacy.

The Centre's establishment is rooted in its primary objective: assisting, preparing and supporting our participants to succeed in the global community.





English Language

Say it Right: A Course on Pronunciation

14-16 February 2017

Overview

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

Successful speaking is more than just knowing how to pronounce the words correctly; it involves enunciation and elocution too. Thus, correct pronunciation, use of stress in words, sentences and intonation will be the main thrust of this course.

Polishing the way you speak can help in countless ways, not least of all, by developing your confidence and fluency, and generally making you sound intelligent and refined. An interactive methodology with a variety of awareness-raising activities; practical sessions and simulations will be adopted.

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

13 January 2017

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Malaysian Technical Cooperation Programme (MTCP): English Language for Diplomacy 2017

5-20 April 2017

Overview

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

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

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

Content

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

Who Should Attend

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

- * Nominated by their Government
- * Have a basic university degree
- * Below 35 years old
- * Three years or more of working experience
- * Proficient in the English language at the intermediate level
- * Medically fit
- * Ability 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 at <http://cas.idfr.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

Application Deadline

24 February 2017

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Presentation Skills at the Workplace

10-13 July 2017

Overview

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 audience in various contexts.

As English is a global language of business, politics, international relations, culture and entertainment, this four-day programme will develop your linguistic skills to help you overcome your fear and be better prepared to make oral presentations. You will enhance valuable 'soft skills' focusing on verbal and non-verbal strategies to present your opinion, make 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.

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

Content

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

Who Should Attend

This course is offered to officers Grade 41 and above 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

31 May 2017

Contact Person

Ms. Wan Faizah Wan Yusoff
Principal Assistant Director
Email: wanfaizah@idfr.gov.my
Tel: +603-2149 1032
Fax: +603-2144 8704

Building Blocks of Good English

9-13 October 2017

Overview

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

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

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

Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

29 August 2017

Contact Person

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

Written Correspondence in Style

6-9 November 2017

Overview

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

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

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

Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

2 October 2017

Contact Person

Ms. Wan Faizah Wan Yusoff
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Email: wanfaizah@idfr.gov.my
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Foreign Languages

Foreign Language Courses (Arabic, French, Mandarin, Spanish)

Dates to be advertised on IDFR's website

Overview

The foreign language courses offered by the Centre are some of the official languages at the United Nations. The Arabic, French, Mandarin, and Spanish Language classes are offered throughout the year at IDFR. The main objective of the courses is to introduce the languages, not only to officers from the Ministry of Foreign Affairs Malaysia, but also to officers from other ministries, government agencies and departments.

The fundamental level offers the foundation of the languages which introduce the basic language competencies, namely, writing, speaking, listening and reading skills. The syllabus covers the foundational elements of the languages' structure, grammar and conventions. In addition, contextual daily expressions are exposed to the participants to help them practise the language/s learnt. The intermediate level covers higher and more complicated aspects of the languages. This progresses naturally to the more advanced level/s.

Aspects of culture relevant to the languages taught are embedded in their teaching and learning. This enhances understanding on how elements of language and culture are interweaving in the acquisition of the language learnt.

The Fundamental levels usually start between February to August. Intermediate to advanced levels usually commence between June to November. Each level is usually three months, and classes are conducted on weekdays from 5pm to 7pm.

Course Content

- * Writing, Speaking, Reading and Listening Skills
- * Conversational and Contextual Language Expressions
- * Vocabulary, Syntax, Structure and Conventions
- * Language and Culture

Who Should Attend

Malaysian government officers at all grades.

How to Apply

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

Application Deadline

Interested individuals can register their interest to join the courses at the beginning of the year. Specific dates for the courses and deadlines will be advertised on IDFR's website a month before the commencement of the classes.

Contact Persons

Arabic

Ms. Raihan Dato' Dr. Marzuki
Senior Assistant Director
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Tel: +603-2149 1149
Fax: +603-2144 8704

Spanish

Mr. Agustin Gutierrez C. Abdullah
Spanish Language Instructor
Email: agustin@idfr.gov.my
Tel: +603-2149 1037
Fax: +603-2144 8704

French

Mr. Ahmad Khidir Lemn
Course Secretary
Email: khidir@idfr.gov.my
Tel: +603-2149 1039
Fax: +603-2144 8704

Mandarin

Mr. Haslil Hadi Amir Hassan
Course Secretary
Email: haslil@idfr.gov.my
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Fax: +603-2144 8704

Malay Language

Fundamental Conversational Malay

9 January-28 March 2017

Overview

This course is a basic introduction to the Malay language for foreigners who are working in Malaysia. Classes focus on basic Malay language vocabulary, contextual spoken language, and composing simple sentences, expressions, and responses. The participants are also exposed to common errors in using the language.

Course Content

- * Greetings
- * Nouns: Places, Food, People, Professions, Country, Time, Day, Month, Signages, Hobbies and Interests
- * Pronouns: References
- * Adjectives: Numbers, Colours, Possession
- * Adverbs: Amplifier
- * Paragraph Writing
- * Language Functions: Congratulate, Criticise, Give Opinions and Feedback, Ask and Respond to Questions
- * Politeness in Malay Language

Who Should Attend

Members of the diplomatic corps who are residing in Kuala Lumpur, with zero to very minimal exposure to the Malay Language

How to Apply

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

Application Deadline

2 January 2017

Contact Person

Mr. Ahmad Kamal Ariffin
Senior Assistant Director
Email: ahmadkamal@idfr.gov.my
Tel: +603-2149 1036
Fax: +603-2144 8704

Fundamental Writing in Malay Language

13 April-10 July 2017

Overview

This course covers areas related to written correspondence in the Malay language. The focus will be on both formal and informal writing, for instance, writing official letters, memos and emails. Elements of politeness in using the language is also exposed to the course participants. Additionally, the classes also touch on common errors, grammar, and sentence structure of the language.

Course Content

- * Common Errors in the Use of the Malay Language
- * Politeness and Courtesy in Writing in the Malay Language
- * Writing Official Letters, Memos, Emails, Minutes of Meeting, Proposals and Reports
- * Culture and Tradition

Who Should Attend

Malaysian government officers who would like to polish their writing skills, and members of the diplomatic corps who are residing in Kuala Lumpur with adequate exposure to the Malay language.

How to Apply

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

Application Deadline

6 April 2017

Contact Person

Mr. Ahmad Kamal Ariffin
Senior Assistant Director
Email: ahmadkamal@idfr.gov.my
Tel: +603-2149 1036
Fax: +603-2144 8704

Intermediate to Advanced Malay Language

7 August-6 November 2017

Overview

The Malay language has been used since the time of the Malacca Sultanate. At that time, the language was the lingua franca and widely used in trade and daily life. The earlier part of this course explores the history of the language and how it has evolved through time. This course focuses on the main four skills in language learning, namely, reading, writing, listening and speaking. Additionally, more complicated aspects of style, structure and conventions of the language are taught to the course participants.

Course Content

- * History and Development of the Malay Language
- * Aspects and Functions
- * Grammar, Structure and Conventions of the Malay Language
- * Contextual Writing and Speaking Skills
- * Variations in the Malay Language

Who Should Attend

Malaysian government officers who would like to enhance their written and spoken skills in the Malay language, and members of the diplomatic corps who are residing in Kuala Lumpur with intermediate to advanced exposure to the Malay language.

How to Apply

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

Application Deadline

31 July 2017

Contact Person

Mr. Ahmad Kamal Ariffin
Senior Assistant Director
Email: ahmadkamal@idfr.gov.my
Tel: +603-2149 1036
Fax: +603-2144 8704

Cultural Diplomacy

Workshop on Intercultural Communication and Diplomacy

25-27 July 2017

Overview

The rapid growth of globalisation and the tremendous practice of social media have connected people from various cultural surroundings and backgrounds, to network and communicate with one another professionally and socially. Understanding and appreciating intercultural diversity have positive implications to individuals as they ease communication, build confidence and trust, and break down barriers. This workshop is suited for those who are going to live or work in a new country. It focuses on a practical approach to communication from an intercultural perspective and enhances participants' intercultural awareness and skills. This would enable them to assimilate better to their new environment and surrounding. Issues, challenges and ways in managing cross-cultural differences are presented through interactive lectures, role plays and simulation exercises.

Course Content

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

Who Should Attend

Malaysian government officers at grade 41 and above

How to Apply

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

Application Deadline

18 July 2017

Contact Person

Mr. Afdal Izal Md. Hashim
Senior Principal Assistant Director
Email: afdalizal@idfr.gov.my
Tel: +603-2149 1150
Fax: +603-2144 8704

Malaysian Technical Cooperation Programme (MTCP): Cultural Diplomacy for International Participants 2017

8-23 August 2017

Overview

Undoubtedly, culture plays a crucial role in building strong connections between individuals, with language as the medium of communication. Culture here refers to a shared attribute of attitudes, values, goals and practices within societies, organisations and institutions. It can be defined as a powerful tool to link an individual with one community through sharing one or more conceptual thought applicable in every aspects of life: family, education, within the corporate world and in the diplomatic context. Culture in the diplomatic context could be a tool to share and exchange ideas and values between countries through global intercultural dialogues; towards promoting global peace and stability. A country with a robust diplomatic construction is a nation that appreciates the role of culture in moulding it as a whole entity.

The objectives of the course are to raise participants' awareness about diversity, both multi-racial and multi-ethnic, and becoming aware of one's cultural values, beliefs and perceptions, and the processes of communication across cultures and between different cultural groups. The focus of the course is to instil awareness on the importance of language, culture and international relations, with emphasis on culture in the diplomatic contexts. An integrated teaching and learning methodology will be adopted. Participants will learn through lectures, discussions, practical exercises and group activities.

Content

- * Introduction to Culture and Diplomacy
- * Understanding Aspects of Culture and Intercultural Competence
- * The Intercultural Dimensions
- * The Diplomatic Dimensions
- * Elements of Communication
- * Culture and Media
- * Negotiating Across Cultures
- * Country Paper Presentation

Who Should Attend

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

- * Nominated by their Government
- * Have a basic university degree
- * Below 35 years old
- * Three years or more of working experience
- * Proficient in the English language at the intermediate level
- * Medically fit
- * Ability 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 at <http://cas.idfr.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

Application Deadline

7 July 2017

Contact Person

Mr. Afdal Izal Md. Hashim
Senior Principal Assistant Director
Email: afdalizal@idfr.gov.my
Tel: +603-2149 1150
Fax: +603-2144 8704

Cultural Diplomacy Lecture Series

7 March and 29 November 2017

Overview

The modern 21st century has become more interrelated, where most countries recognise the significance of soft power and the importance of cultural diplomacy. Cultural diplomacy as a tool could be an option to deal with the complexity of international relations by engaging culture as the basis of soft power. This lecture series focuses on instilling awareness and boosting understanding on how cultural diplomacy can promote peace, stability and prosperity regionally and globally. It also aims to develop the practices offered by cultural diplomacy internationally, in order to alleviate the increasing global disputes. This lecture series brings together Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, non-governmental organisations, private sectors and other interest groups to a session of exchanging ideas with guest speakers who are experts in cultural diplomacy. Participation is by invitation only.

Contact Person

Mr. Afdal Izal Md. Hashim
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Fax: +603-2144 8704

Forum on Arts and Culture

20 September 2017

Overview

Arts can play an instrumental role in shaping the tone and nature of intercultural relations. It can act as a medium through which cultural heritage and identity can be experienced and interpreted. It creates a unique space for artists, audience and stakeholders in cultural diplomacy to come together on a neutral platform. Arts can be the universal language in the search for common grounds, and as an expression of shared community. Arts, heritage and tradition can raise awareness of different cultures, promote cohesion, and strengthen intercultural relations. This forum seeks to bridge the gap in the significant roles of arts and culture, and provide a platform for interdisciplinary discussion on these issues by stakeholders from the artistic field, civil society, politics, diplomacy and academia. It aims to promote mutual intercultural relations at all levels. This forum can be a platform which explores the transformative roles arts and culture can play in finding unity in diversity. Participation is by invitation only.

Contact Person

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Fax: +603-2144 8704



Centre for Competency Enhancement



Centre for Competency Enhancement

The Centre for Competency Enhancement was established by virtue of the Institute's Transformation Plan to organise flagship courses by IDFR. Courses under the purview of this Centre include the Master of Social Science in Strategy and Diplomacy, a collaboration with Universiti Kebangsaan Malaysia; the Diploma in Diplomacy, an in-house training course for junior Ministry of Foreign Affairs' officers; and other short-term courses organised from time to time. To enhance in-house talent, the Centre is also responsible for planning and executing a special programme known as *Program Pemerkasaan Kompetensi dan Pembangunan Bakat Kakitangan IDFR*. This programme is initiated based on the current training needs analysis for IDFR's officers.





Master of Social Science in Strategy and Diplomacy

1 September 2017- 30 August 2018

Overview

This programme aims to provide a comprehensive understanding of the core issues related to the theory and practice of strategy and diplomacy. It 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. 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
- * Asia-Pacific Strategic and Security Issues

Elective Subjects

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

Thesis

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

Prerequisite/Eligibility

Interested candidates must fulfil the following criteria:

For All Applicants (Local and International students)

- * Completed Bachelor's Degree
- * Proficiency in the English language

For Malaysian Civil Servants

- * They must submit their applications through their respective departments and they should have approval for study leave or a Government scholarship

How to Apply

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

Who Should Attend

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; and any person who has interest in strategy, diplomacy and international relations.

Application Deadline

31 May 2017

Contact Persons

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Principal Assistant Director
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Associate Professor Dr. Kuik Cheng Chwee
Programme Coordinator, School of History, Politics and Strategy
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Enquiries

All enquiries should be directed to:

Director General

Institute of Diplomacy and Foreign Relations (IDFR)

Ministry of Foreign Affairs, Malaysia

Jalan Wisma Putra

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