

# IDFR PROSPECTUS 2023





## **IDFR 2023 Prospectus**

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

Ministry of Foreign Affairs, Malaysia

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# Institute of Diplomacy and Foreign Relations

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# Institute of Diplomacy and Foreign Relations

The Institute of Diplomacy and Foreign Relations, or IDFR, is the training arm of the Ministry of Foreign Affairs Malaysia. From its beginnings as a mere training module for Malaysia's diplomats, the Institute was inaugurated in July 1991 as a fully-fledged training establishment with a mixed cadre of trainers, administrators, and headed by a senior diplomat.

IDFR also offers courses for officers and staff from other ministries and government agencies at all levels to equip them with relevant skills, tools and know-how to effectively represent Malaysia in the international arena. Additionally, IDFR is tasked to train officials from foreign countries for diplomatic and diplomacy-related courses under the auspices of the Malaysian Technical Cooperation Programme (MTCP) and regional cooperation programmes.

## **Some of the IDFR's flagship programmes include among others:**

- a) The Diploma in Diplomacy, a four-month intensive course for junior Malaysian diplomats in preparation for their first posting to Malaysian Missions overseas. The course modules include bilateral and multilateral aspects of international relations, ASEAN, protocol, negotiations, public diplomacy, foreign languages, and administration and finance;
- b) Diplomatic training courses are offered to international participants under the ambit of the Malaysian Technical Cooperation Programme (MTCP) in areas of diplomatic training, strategic analysis and crisis management;
- c) SPKM: Pre-Posting Orientation Course for Home-Based Staff and Spouses for officers about to serve abroad from agencies other than the Ministry of Foreign Affairs.



From time to time, IDFR course participants, students and trainees have numerous opportunities to participate in seminars, workshops and round-table discussions as well as to benefit from keynote addresses and lectures by distinguished visiting scholars and international leaders. Eminent leaders who have delivered keynote addresses include UN Secretaries General, Kofi Annan and Ban Ki-moon, Haris Siladzjic (Bosnia), Lee Hsien Loong (Singapore), Sultan Hassanal Bolkiah (Brunei Darussalam), Helen Clark (UNDP Chief Administrator), Benazir Bhutto (Pakistan), Yassir Arafat (Palestine), and Nelson Mandela (South Africa).

The Institute optimises all available mechanisms namely online, physical and hybrid mode to organise courses, lectures and meetings, to ensure programmes run smoothly and punctually.

As one of the agencies under the Ministry of Foreign Affairs Malaysia, IDFR's strategic direction is crafted to best complement the Ministry's objectives. IDFR will continue to deliver quality training programmes and produce par-excellence diplomats who will advance Malaysia's interests at home and abroad. IDFR will also provide professional support to the Ministry through its active involvement in cultivating the acquisition of knowledge.









1



# Generic Skills

# Masterclass: Delivering Your Speech

New Course

Throughout the year, by special appointment only.

## Overview:

Even the best of us falter when it comes to public speaking. Here, at IDFR, we are trained and willing to be your very own 'sounding board!' Come to us before your public international engagement so that together we can tweak that 'good' speaker in you into an 'excellent' speaker.

This course is only available by special appointment and on a one-to-one basis. Confidentiality is assured, so no matter who you are - politician, businessman, decision-maker - let our trainers help you practice for that very important delivery.

## How to apply:

By private email to Ms. Sithira Devi Govindan, [sithira@idfr.gov.my](mailto:sithira@idfr.gov.my).

The applicant must already be in possession of his speech/keynote address.



# Negotiation Course for Junior Level Officers

21-23 February 2023

## Overview

Negotiations have become the bread and butter of any officer's life. Knowing how to negotiate, when to play your hand, and what to concede is the cornerstone of any successful negotiation. Do you know when you should 'go big or go home', or when it behooves you to 'play it safe'?

This course will provide the groundwork for junior officers as they enter the fray of the wheeling-and-dealing world. Through lectures and simulations, participants will be put on the path towards being a capable negotiator.

Let us support your career enhancement by helping you acquire the needed skills and strategies for a win-win agreement. Through different exposures and simulations of the negotiating process, you will be guided and trained to be a wise negotiator.

Sign up for our negotiation course and get ready to be the heavy hitter of the deal.

## Course content

Be prepared to experience a variety of simulation exercises while learning the tricks and tips in managing your mindset and emotions in negotiation. Throughout the three-day course, participants will uncover the principles and elements involved in the negotiation process.

## Who Should Attend

Junior officers of grades 41 to 44 from any ministry/government agency/department as early exposure to the negotiating representations.

## 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 at <http://cas.idfr.gov.my>.

## Application Deadline

15 February 2023

## Contact Person

Name : Ms. Norlela Samad  
Designation : Principal Assistant Director  
Email : [norlela@idfr.gov.my](mailto:norlela@idfr.gov.my)  
Tel : +603 2149 1031

Name : Mr. Ahmad Muziru Idham Adnan  
Designation : Assistant Director  
Email : [muziru@idfr.gov.my](mailto:muziru@idfr.gov.my)  
Tel : +603 2149 1000



# Course on Intercultural Awareness and Cultural Diplomacy

7-8 May 2023

## Overview

Would you like to explore how to effectively interact, work and develop meaningful relationships with professionals across different cultures and social groups?

Have you ever been in a situation where what you understand as 'normal' is actually taboo in another country?

Come on a journey of cultural sensitivity with us and understand how communication is not always a universal thing.

Interactive lectures, activities, role plays and simulation sessions in this course are designed to provide a good grounding in managing intercultural differences and overcoming challenges.

## Course content

The significance of cultural diplomacy and its impact on interaction will be shared during this two-day in-depth course. Learn to communicate more effectively with a heightened sensitivity of cultural norms and faux pas.

## Who Should Attend

Officers dealing with the international public.

## How to Apply

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

## Application Deadline

7 March 2023

## Contact Person

Name : Mr. Haris Syarwani Razali  
Designation : Principal Assistant Director  
Email : [haris@idfr.gov.my](mailto:haris@idfr.gov.my)  
Tel : +603 2149 1000





# Leadership Course for Junior Level Officers

9-11 May 2023

## Overview

Do you want to unleash your full potential as a leader? If your answer is a resounding 'yes', sign up immediately for our leadership course.

Through this course, we will train you to be a leader who can respond to challenges strategically and effectively. We will also provide you with the essential tools in managing your surroundings and the people in it.

Brace yourself for the numerous insights on leadership skills that you will be exposed to, during this three-day course.

## Course content

By joining this course, you will gain knowledge on building self-reliance and self-resilience as a leader. In fact, we will introduce you to ways of resolving conflict and preparations in order to be a visionary leader of the team.

## Who Should Attend

Junior officers of grades 41 to 44 from any ministry/government agency/department as early exposure to the leadership role.

## 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 at <http://cas.idfr.gov.my>.

## Application Deadline

3 May 2023

## Contact Person

Name : Ms. Norlela Samad  
Designation : Principal Assistant Director  
Email : [norlela@idfr.gov.my](mailto:norlela@idfr.gov.my)  
Tel : +603 2149 1031

Name : Mr. Ahmad Muziru Idham Adnan  
Designation : Assistant Director  
Email : [muziru@idfr.gov.my](mailto:muziru@idfr.gov.my)  
Tel : +603 2149 1000



# Public Diplomacy Workshop for Junior Level Officers

23-25 May 2023

## Overview

Technology has not only made life easier and increased our interconnectedness with one another, it has also pushed diplomacy from the backrooms of closed-door and clandestine meetings to the forefront of the very public social media trend.

How has the government's outreach programmes and public diplomacy engagements changed in this fast-paced and globalised world? How can civil servants compete with the barrage of misinformation and disinformation that is unleashed by unscrupulous cyber-troopers and media trolls?

Find out more about public diplomacy in this modern world through this three-day workshop, guided by expert trainers. You will also be exposed to how the media platform may be fully utilised and leveraged for work purposes.

## Course content

- Role of the Media, Then and Now
- Handling Difficult Questions
- Handling the Media

## Who Should Attend

Junior level officers of grades 41 to 44 from any ministry/government agency/department 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 at <http://cas.idfr.gov.my>.

## Application Deadline

12 May 2023

## Contact Person

Name : Ms. Farah Dhiba Ahmed@Salleh  
Designation : Senior Principal Assistant Director  
Email : farahdhiba.ahmed@idfr.gov.my  
Tel : +603 2149 1000

Name : Mr. Amirul Khairi Mustafa Bakri  
Designation : Assistant Director  
Email : amirul@idfr.gov.my  
Tel : +603 2149 1050



# Presentation Skills at the Workplace

20-22 June 2023

## Overview

Getting the audience to focus on you during a presentation is really challenging. Your voice, expression and body language play an important role in mesmerising and captivating the audience.

Let us help you master the much-needed presentation skills on your path towards becoming a prolific presenter.

## Course content

The four-day programme will focus on enhancing your soft skills related to verbal and non-verbal communication strategies. As you go through the activities in this course, you will be more eloquent and confident when delivering a presentation.

## Who Should Attend

This course is offered to all officers from 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

5 June 2023

## Contact Person

Name : Ms. Afida Ibrahim  
Designation : Principal Assistant Director  
Email : [afida@idfr.gov.my](mailto:afida@idfr.gov.my)  
Tel : +603 2149 1036



# Media Skills Workshop for Mid-Level Officers

4-6 July 2023

## Overview

Not everyone has the capability to organise and execute a successful media engagement, yet officers are increasingly being tasked with handling the media on a periodic basis. It used to be the case that media engagements were only held whenever there is a crisis or disaster. However, today's communication age and the thirst for ever-constant information makes it imperative that all officers are equipped with the necessary media skills.

This media skills workshop is essential for any officer seeking to increase their competency in media handling. Mastery of media skills will facilitate engagement with the public so as to influence public opinion and promote national interest through the many media platforms.

## Course content

This workshop will give you an opportunity to experience media handling across different simulations and practices. Our trainers will also guide you on how to construct an effective press release that answers to the media and public needs.

## Who Should Attend

Mid-level officers of grades 48 to 52 from any ministry/government agency/department whose nature of work involves corporate and media communication 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 at <http://cas.idfr.gov.my>.

## Application Deadline

23 June 2023

## Contact Person

Name : Ms. Farah Dhiba Ahmed@Salleh  
Designation : Senior Principal Assistant Director  
Email : farahdhiba.ahmed@idfr.gov.my  
Tel : +603 2149 1000

Name : Mr. Amirul Khairi Mustafa Bakri  
Designation : Assistant Director  
Email : amirul@idfr.gov.my  
Tel : +603 2149 1050



# Negotiation Course for Mid-Level Officers

5-7 September 2023

## Overview

Build upon what you already know of negotiations through this second-level course. Negotiators are often called upon to know when to quit, and when to plough on. Understand timing, emotions, and strategies in negotiations and consider achieving a win-win situation during this course designed for mid-level officers.

Simulations, classroom lectures and activities will all complement your journey towards being a world-class negotiator.

## Course content

'Intermediate-level' negotiation course packed with 'real-life' examples, lessons learnt, and negotiation tactics. Participants should be prepared to negotiate their way out of tricky situations and problematic conundrums.

## Who Should Attend

Mid-level officers of grades 48 to 52 from any ministry/government agency/department 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 at <http://cas.idfr.gov.my>.

## Application Deadline

30 August 2023

## Contact Person

Name : Ms. Norlela Samad  
Designation : Principal Assistant Director  
Email : [norlela@idfr.gov.my](mailto:norlela@idfr.gov.my)  
Tel : +603 2149 1031

Name : Mr. Ahmad Muziru Idham Adnan  
Designation : Assistant Director  
Email : [muziru@idfr.gov.my](mailto:muziru@idfr.gov.my)  
Tel : +603 2149 1000





# Leadership Course for Mid-Level Officers

19-21 September 2023

## Overview

As you move up the career ladder, there will be a need for a remodel of your leadership skills to fulfil the demands and responsibilities as a leader. Being able to understand and communicate on the same level with your colleagues and team members are only some of the qualities that a great leader should have.

This course is specially tailored for mid-level officers who are set on building their core competencies in this area. Through interactive lecture sessions, role-play exercises and group discussions, your foundation in the leadership sphere will be strengthened and refined.

## Course content

This leadership course will focus on the mastering of emotional intelligence and recognising the obstacles that hinder the progress of work functions or initiatives. Theories and mechanics that are related to the improvement of relationships and leadership will be further discussed during the course.

## Who Should Attend

Mid-level officers of grades 48 to 52 from any ministry/government agency/department 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 at <http://cas.idfr.gov.my>.

## Application Deadline

13 September 2023

## Contact Person

Name : Ms. Norlela Samad  
Designation : Principal Assistant Director  
Email : [norlela@idfr.gov.my](mailto:norlela@idfr.gov.my)  
Tel : +603 2149 1031

Name : Mr. Ahmad Muziru Idham Adnan  
Designation : Assistant Director  
Email : [muziru@idfr.gov.my](mailto:muziru@idfr.gov.my)  
Tel : +603 2149 1000



# Critical Thinking and Creative Thought Course for Mid-Level Officers

28 & 29 September 2023

## Overview

Have you ever wondered how analysts can see so many aspects to a single subject matter and then decipher it layer by layer? Are you becoming increasingly confused with the 'nuanced' aspect of your policy-making process, and the unseen implications of a particular course of action?

If so, come join our trainers as we look at how we can become better critical thinkers across multiple disciplines and question why things don't always seem to be what they are. The specialised 'tool-box' we unpack will help you analyse better, discover faster, and think objectively, to help you make holistic policy decisions.

The second day of the course will focus on promoting your creativity in expressing ideas and thoughts. 'Thinking outside the box' will no longer be a mystery but a way of life. Sign up today and get ready to become the game changer of any discussion.

## Course content

- Critical Thinking
- Creative Thought
- Team Activities
- Individual Exercises

## Who Should Attend

Open to mid-level government officers (Grade 48 or 52) nominated by their respective ministries.

## How to Apply

Via nomination by respective ministries through email.

## Application Deadline

15 September 2023

## Contact Person

Name : Ms. Nurul Adni Zainul Ariff  
Designation : Senior Principal Assistant Director  
Email : adni@idfr.gov.my  
Tel : +603 2149 1113





# WE ARE HERE FOR YOU

IDFR offers a number of specialised programmes and courses, at the diplomatic level, on a consultancy basis. These include (but are not limited to):

- Grooming and etiquette
- Personal presence
- Cultural awareness
- Fine dining
- Analytical thought
- Tailor-made English language classes

For further details, please contact **[cas.msd@idfr.gov.my](mailto:cas.msd@idfr.gov.my)**







# 2



## Language

# Say It Right: A Course on Pronunciation

7-9 February 2023

## Overview

Is it /lai'eiz/ (lai-ayz) or /li'eiz/ (lee-ayz), or are you confused when to use 'corroborate' and when to use 'collaborate'? If you are only semi-sure, then this is the course for you.

Spend two whole days with expert trainers to focus on **you** – bringing your communication and presentation to a whole different level.

Come prepared to buckle down and participate actively in the sessions that are specially designed around making you sound good and come across as infinitely impressive.

## Course content

Learn how to differentiate the stress, beat and tune of English vocabularies with us, as to ensure your fluency in using the language. Moreover, we will ensure that you will be able to pronounce awkward words correctly with confidence and naturally.

## Who Should Attend

This course is offered to all officer-level officials from both the public and private sector 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

23 January 2023

## Contact Person

Name : Ms. Afida Ibrahim  
Designation : Principal Assistant Director  
Email : [afida@idfr.gov.my](mailto:afida@idfr.gov.my)  
Tel : +603 2149 1036



# PWP: Professional Writing Programme

Back by popular demand

7-9 March 2023

## Overview

Writing has always been a nightmare for those who feel awkward to communicate through the written word. Are you fretting over the clarity of the message or the tone of your writing?

Address your concerns by joining us on a two-day journey of tackling the issues that hinder your writing performance at the workplace. Through the step-by-step guidance from our trainers, you will be able to unlock your writing potential and upgrade your writing skills.

## Course content

Knowledge that you will gain from this course include selecting a suitable writing style according to the purpose of your writing and organising the main ideas of the content in a correct sequence. Our trainers will also share the techniques of developing accuracy in grammatical structures, word choices and punctuations.

## Who Should Attend

This course is offered to all junior and mid-level officers from 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

22 March 2023

## Contact Person

Name : Ms. Haliyath Zahiyah Kamal Mustaffa  
Designation : Assistant Director  
Email : [zahiyah@idfr.gov.my](mailto:zahiyah@idfr.gov.my)  
Tel : +603 2149 1116



# SPEED: Secretaries and Personal Assistants Essential English Development Workshop

9-11 May 2023

## Overview

Are you afraid of committing mistakes when making a phone call or writing messages to other officers or organisations?

Put a full stop to your fear and anxiety as you join our SPEED workshop.

Throughout the three-day course with us, we will be focusing on you - specifically to improve your English proficiency in core job areas as secretaries and personal assistants.

## Course content

At the end of the workshop, you will be equipped with knowledge on expository writing and able to develop good reading comprehension. Receiving visitors, socialising and telephoning in the English language would no longer be a hindrance to your work.

## Who Should Attend

Office Secretaries / Personal Assistants (Grade 19-32 - Level A2-B1)

## How to Apply

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

## Application Deadline

31 March 2023

## Contact Person

Name : Ms. Sithira Devi Govindan  
Designation : Principal Assistant Director  
Email : [sithira@idfr.gov.my](mailto:sithira@idfr.gov.my)  
Tel : +603 2149 1037



# MC-D: Mastering Communication with Diplomacy

15-17 August 2023

## Overview

An excellent officer knows how to use his voice, expression and body language to communicate his message effectively and convincingly. An excellent diplomat knows how to manipulate the verbal and non-verbal platform in pursuit of his country's aims.

Get ready to spend three whole days with us as our trainers navigate you through specific linguistic and non-linguistic considerations in communication, to make you an effective communicator.

## Course content

In this course, we would focus on the aspect of diplomatic language which includes power phrases, impactful non-verbal language and diplomatic tone in communication.

## Who Should Attend

Junior and mid-level officers (Grade 41-44)

## How to Apply

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

## Application Deadline

7 July 2023

## Contact Person

Name : Ms. Sithira Devi Govindan  
Designation : Principal Assistant Director  
Email : [sithira@idfr.gov.my](mailto:sithira@idfr.gov.my)  
Tel : +603 2149 1037



# German Language Level 1

23 May-8 August 2023

## Overview

People say that the German language is complicated. We can safely say that any language can be difficult if you do not have the right trainers.

Here, at IDFR, our German language instructor has made it easy for many of our students to pick up the German language. You can be one of the students who can speak German in no time. Join us now.

## Course content

By signing up for the class, the trainer will guide you to build your own foundation in learning the German language; starting from learning the vocabularies, pronunciation and grammar rules. You will also obtain the opportunity to master basic conversation and greeting phrases throughout the course.

## Who Should Attend

This course is offered to all officer-level officials from both the public and private sector 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

24 April 2023

## Contact Person

Name : Mr. Muslim Hanafi Mohd Jalis  
Designation : Assistant Director  
Email : muslim@idfr.gov.my  
Tel : +603 2149 1104 / +6017 388 6676



# Arabic Language Level 1

23May-8August 2023

## Overview

They say that you live a new life for every new language you speak. So, if you know only one language, you live only once.

Whether this is the time or not, there is no excuse to learning a new language. Why not make it Arabic, and come and learn with us. Our Arabic teacher has mastered the best way to learn not only the Arabic language but also the cultural aspects of the language.

## Course content

Through your days in this course, you will be introduced to basic conversation, phrases for greeting and speech expressions that are necessary for a good foundation in the Arabic language.

## Who Should Attend

This course is offered to all officer-level officials from both the public and private sector 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

24 April 2023

## Contact Person

Name : Dr Raihan Dato' Dr Marzuki  
Designation : Principal Assistant Director  
Email : [raihanmarzuki@idfr.gov.my](mailto:raihanmarzuki@idfr.gov.my)  
Tel : +603 2149 1149



# French Language Level 1

23 May-8 August 2023

## Overview

Come and learn French and be one of the millions of francophones around the world. We offer fun and interactive lessons for beginners who would like to learn a new foreign language. Start today to improve your skills!

## Course content

This course is designed to teach you the basics of French vocabulary, pronunciation, phrases, and grammar. You will be able to learn some basic conversations and you will no longer be lost if you are travelling in France.

## Who Should Attend

This course is offered to all officer-level officials from both the public and private sector 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

24 April 2023

## Contact Person

Name : Ms. Nur Adiba Shuaib  
Designation : Assistant Director  
Email : [adiba@idfr.gov.my](mailto:adiba@idfr.gov.my)  
Tel : +603 2149 1015











# 3 Diplomacy Knowledge Enhancement

# EU-IDFR Diplomacy Course

14-16 June 2023

## Overview

What is your take on EU-ASEAN cooperation? If you want to find out more about it, do join our EU-IDFR Diplomacy course right away.

This course is specifically designed for you to fully understand the role of the EU-ASEAN partnership in motivating a nation towards progressive development.

Register with us and prepare to take your understanding of EU-ASEAN relations to a higher level.

## Course content

- The EU and ASEAN
- Maritime Security
- Shared Commonalities

## 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

15 May 2023

## Contact Person

Name : Mr. Harvinder Singh Ramday  
Designation : Principal Assistant Director  
Email : harvinder@idfr.gov.my / psedidfr@idfr.gov.my / mtcp@idfr.gov.my  
Tel : +603 2149 1150



# Economic Diplomacy Course

26-28 July 2023

## Overview

Economic diplomacy has a role in motivating Malaysia's economic growth, governance and social development. This course will highlight the importance of enhancing your knowledge on economic planning and policies which also include negotiations, investment and trade, in preparation to achieve a dynamic economy.

Expand your view on Economic Diplomacy for Malaysia by spending a week with us through a number of lectures, discussions and analyses - led by experienced trainers.

## Course content

The course covers an overview of Malaysia's effort in transforming and improving the nation towards a continuous economic growth and expansion. Participants will also be exposed to the changing geo-political, economic and strategic global environment through intense debates and frame discourses.

## Who Should Attend

The course is offered to all officials grade 41 to 48 from any ministry, government agency or state agency.

## 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

26 June 2023

## Contact Person

Name : Mr. Harvinder Singh Ramday  
Designation : Principal Assistant Director  
Email : harvinder@idfr.gov.my / psedidfr@idfr.gov.my / mtcp@idfr.gov.my  
Tel : +603 2149 1150



# Strategic and Security Analysis Course

20-22 September 2023

## Overview

Strategic thinking and analysis are important in formulating strategies that are robust, coherent and tangible. However, it will be a challenge if you are unable to assess the main points of the issues.

Do you know how to construct and implement a strategic plan?

Tone down your worries as we will help you to improve your critical thinking and decision-making skills through this strategic and security analysis course. By joining the course, you will be more efficient in identifying the emerging issues, providing critical analyses and swiftly deciding on appropriate countermeasures.

## Course content

Knowledge on Malaysia's National Defence Policy and Strategy will be shared and discussed among the participants and trainers. Participants will be introduced as well to a fundamental strategic overview on crisis management and learn the effective approaches in preventing and countering violent extremism.

## Who Should Attend

The course is offered to all officials grade 41 to 48 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

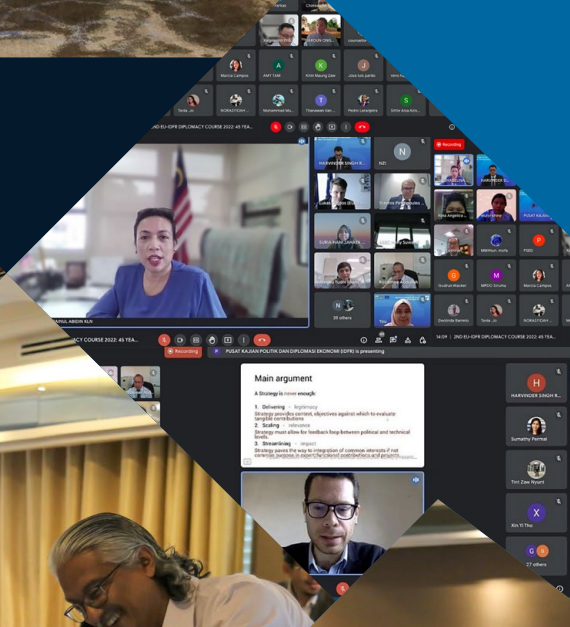
21 August 2023

## Contact Person

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# 4

## Malaysian Technical Cooperation Programme

# MTCP: Diplomatic Training Course for International Participants

14-21 May 2023

## Overview

"Diplomats are not born, they are trained" With this in mind, IDFR seeks to provide that extra polish towards producing the diplomats of tomorrow that any country would be proud of. This specially designed course for participants from developing countries will provide the opportunity for all aspiring diplomat-leader. Spend a week with us and you will be able to adopt better understanding on multiple aspects including practices in diplomacy, crisis management, international negotiations and many more.

Be prepared, as this module was designed to challenge you to view the various perspectives on the matter of diplomacy and foreign relations.

## Course content

Through this course, your knowledge on Foreign Policy and diplomatic approaches will be greatly enhanced. The module also includes discussions on contemporary issues, diplomatic faux pas, and the sharing of experience of seasoned diplomats.

## Who Should Attend

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

## 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

14 April 2023

## Contact Person

Name : Mr. Harvinder Singh Ramday  
Designation : Principal Assistant Director  
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# MTCP: Cultural Diplomacy for International Participants

17-26 July 2023

## Overview

Effective communication may happen when you are aware of the differences on how people perceive the world.

As someone who works with different people from a variety of backgrounds and cultures, you will have to fully understand the relationship between cultural awareness and interactions.

Join us in exploring the interconnection between cultures, communication and diplomacy in this course. Lectures and interactive activities make up the bulk of this MTCP course with cultural diplomacy awareness as the cornerstone for the programme.

## Course content

This course is designed to help participants in coping with cross culture shock situations and readiness in facing cultural sensitivities. There will also be analyses and case studies to be discussed among the participants for a better understanding on the influence of culture towards diplomacy, bilateral and multilateral relations.

## Who Should Attend

The course is offered to foreign diplomatic officers and practitioners whose nature of work is related to 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 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

17 May 2023

## Contact Person

Name : Mr. Haris Syarwani Razali  
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Tel : +603 2149 1000



# MTCP: Economic Diplomacy Course for International Participants

13-20 August 2023

## Overview

Economy has a great influence on the stability of a nation; a stable economy begets prosperity and economic gains for all. How do you contribute to your country by applying economic diplomacy to your country's development? If economic matters is the heart of a nation, then economic diplomacy is the core tool of a country's representative.

Join us in this one-week, all inclusive course where you will debate and gain input on policies and planning, strategic global environment, investment and trade as well as the influence of geopolitics in the economy sector.

## Course content

- Malaysia's Foreign Policy
- International Trade
- Islamic Finance
- Trade Policies
- Negotiation

## Who Should Attend

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

## 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

14 July 2023

## Contact Person

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Wambui Kigathi

Begono Ovestediv

Caroline Luker

Alvaro Guzman

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Philips Sagin

Umarah Shariff

Charles kariuki

Nasimiyu Wokosa

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# 5



## Core Diplomatic Training



# An Induction for Foreign Diplomats in Malaysia - Malaysia's Culture and Identity (MCI)

Back by popular demand

Series 1: 28-29 February 2023

Series 2: 17-18 October 2023

## Overview

Would you like to know more about the ins and outs of Malaysia's culture, its people and interactions? If you are still unsure on how to blend with the working surroundings and life in Malaysia, then this course is for you.

This course is designed to assist you in understanding Malaysian government machinery, lifestyles and peculiarities of the people. Besides, we will ensure opportunities for you to network with others so that you will have a good grounding during your duty in Malaysia.

## Course content

As this course is meant for newly-arrived diplomats to Malaysia, we will focus on exposing you to Wisma Putra and Malaysia's Diplomacy as to ease your adapting process in our country. Other than that, there will be sharings on Malaysia's culture and the standard practices in protocol that Malaysians have always referred to.

## Who Should Attend

Political and diplomatic officers of Embassies, High Commissions and other diplomatic Missions in Malaysia.

## How to Apply

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

## Application Deadline

Series 1: 15 January 2023

Series 2: 15 September 2023

## Contact Person

Name : Mr. Haris Syarwani Razali  
Designation : Principal Assistant Director  
Email : [haris@idfr.gov.my](mailto:haris@idfr.gov.my)  
Tel : +603 2149 1000





# Crisis Management and Preparedness Course

New Course

March 2023 and November 2023

## Overview

Crisis management is more than the brainstorming process of potential solutions to a particular situation. While knowledge and awareness go hand-in-hand together as the foundation of resolving crises, communication and plans of action are equal partners in ensuring that crisis is managed and every eventuality predicted.

This course is tailor-made to ensure that the “headless chicken” syndrome becomes a thing of the past, and that cool heads prevail when the going gets tough. A must for all serving officers and personnel.

## Course content

- Role of Diplomats When Serving Abroad
- Tipping Points to a Crisis
- Role of various agencies during Crisis
- Managing Misinformation and Disinformation

## Who Should Attend

This course is offered to diplomats and government officials, particularly those about to serve in the Malaysian missions abroad.

## How to Apply

Application through Heads of the respective Human Resources Division.

## Contact Person

Name : Ms. Jasmine Jawhar  
Designation : Principal Assistant Director  
Email : [jasmine@idfr.gov.my](mailto:jasmine@idfr.gov.my) / [psedidfr@idfr.gov.my](mailto:psedidfr@idfr.gov.my)  
Tel : +603 2149 1147



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

14-21 May 2023

**Series 1:** Grade 41 and Above  
30 January – 9 February 2023

**Series 4:** Grade 38 and Below  
25 July – 3 August 2023

**Series 2:** Grade 38 and Below  
13-17 March 2023

**Series 5:** Grade 41 and Above  
3-12 October 2023

**Series 3:** Grade 41 and Above  
13-22 June 2023

## Overview

A mandatory course for officers and staff of the various ministries who will be on assignment abroad. You will be exposed to skills needed to assist you in your diplomatic assignment.

## Course content

Through interactive lectures, group discussions and simulation exercises, you will be introduced to Malaysia's Foreign Policy and be briefed on consular work at mission. In addition, the course is designed to equip participants with the comprehension of necessary social etiquette and protocols required of a member of the diplomatic corps.

## Who Should Attend

This mandatory course is offered to Malaysian government officials and their spouses who will be on their first assignment abroad. Candidates must be nominated by the relevant ministries/ government agencies/departments under the Government's Guideline on Sistem Pentadbiran Kerajaan Malaysia di Luar Negeri (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 at <http://cas.idfr.gov.my>.

### Application Deadline

Series 1: 20 January 2023

Series 2: 3 March 2023

Series 3: 2 June 2023

Series 4: 14 July 2023

Series 5: 22 September 2023

### Contact Person

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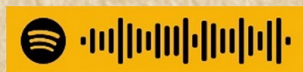
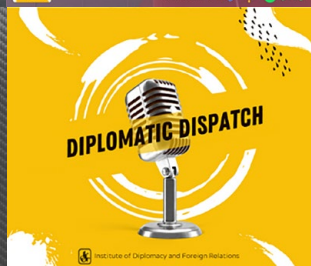
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## CRISIS MANAGEMENT AND CRISIS PREPAREDNESS PROGRAMME

8 NOVEMBER - 10 NOVEMBER 2022

PULLMAN KLCC HOTEL  
KUALA LUMPUR

INSTITUTE  
DIPLOMA  
AND  
RESEARCH







# 6 Diplomacy Lecture Series



# IDFR Lecture Series 1/2023 and 2/2023

23 February 2023, 19 October 2023

## Overview

This lecture series focuses on instilling awareness and acts as a knowledge-sharing session on how Cultural Diplomacy is practised and how it could promote peace, stability, and prosperity globally. It also aims to develop the practices offered by Cultural Diplomacy that could help to address global conflicts.

## How to Apply

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

## Contact Person

Name : Mr. Haris Syarwani Razali  
Designation : Principal Assistant Director  
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Tel : +603 2149 1000

# Cultural Diplomacy Lecture Series 1/2023 and 2/2023

21 March 2023, 22 August 2023

## Overview

This lecture series focuses on instilling awareness and acts as a knowledge-sharing session on how Cultural Diplomacy is practised and how it could promote peace, stability, and prosperity globally. It also aims to develop the practices offered by Cultural Diplomacy that could help to address global conflicts.

## How to Apply

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

## Contact Person

Name : Mr. Haris Syarwani Razali  
Designation : Principal Assistant Director  
Email : [haris@idfr.gov.my](mailto:haris@idfr.gov.my)  
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# Let's Talk Series

March–October 2023

## Overview

IDFR Let's Talk 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 onto the websites and social media platforms of IDFR and Ministry of Foreign Affairs, Malaysia.

## Contact Person

Name : Ms. Jasmine Jawhar  
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Tel : +603 2149 1147

# IDFR Forum

6 September 2023

## 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. The forum brings together practitioners and International Relations analysts to discuss topical issues in global affairs.

## How to Apply

By invitation only.

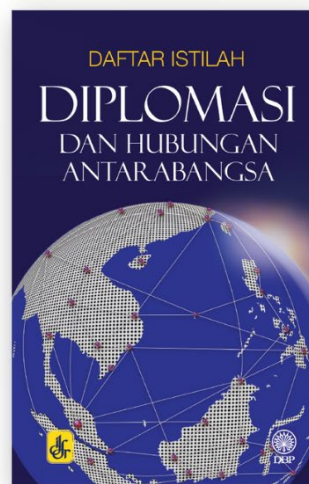
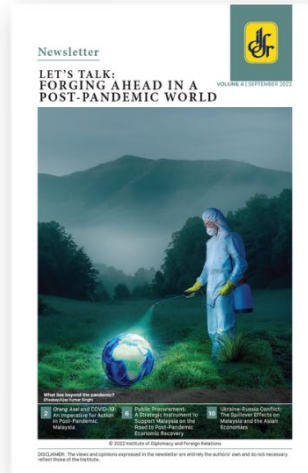
## Contact Person

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# LANGUAGE COURSES







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