



# IDFR 2024

**PROSPECTUS**

# IDFR 2024

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The background features a series of overlapping geometric shapes. A large dark blue shape, resembling a stylized arrow pointing right, is the central element. To its right, a red shape points downwards. Below the blue shape, there is an orange shape. In the bottom right corner, a red triangle points upwards. A white parallelogram is also visible, partially overlapping the blue and orange shapes.

## **IDFR 2024 Prospectus**

Published by:

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

Ministry of Foreign Affairs, Malaysia

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# Contents

## A. Generic Skills

1. Negotiation Course for Junior Level Officers	8
2. Leadership Course for Junior Level Officers	9
3. Course on Intercultural Awareness and Cultural Diplomacy	10
4. Public Diplomacy Workshop for Junior Level Officers	11
5. Presentation Skills at the Workplace	12
6. Media Skills Workshop for Mid-Level Officers	13
7. Negotiation Course for Mid-Level Officers	14
8. Leadership Course for Mid-Level Officers	15

## B. Language

1. Say It Right: A Course on Pronunciation	18
2. Secretaries and Personal Assistants Essential English Development Workshop (SPEED)	19
3. PWP: Professional Writing Programme	20
4. Speech Writing Workshop	21
5. German Language Basic Communication Course	22
6. Arabic Language Basic Communication Course	23
7. French Language Basic Communication Course	24
8. Mandarin Language Level 1	25
9. German Language Level 2	26
10. Arabic Language Level 2	27
11. French Language Level 2	28

## C. Diplomacy Knowledge Enhancement

1. Economic Diplomacy Course	32
2. Strategic and Security Analysis Course	33

## D. Malaysian Technical Cooperation Programme

1. Diplomatic Training Course for International Participants	36
2. Economic Diplomacy Course for International Participants	38
3. Cultural Diplomacy for International Participants	39

## E. Core Diplomatic Training

1. An Induction for Foreign Diplomats in Malaysia - Malaysia's Culture and Identity (MCI)	42
2. Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negeri</i> (SPKM)	43

## F. Diplomacy Lecture Series

1. Cultural Diplomacy Lecture Series 1/2024 and 2/2024	48
2. IDFR Distinguished Lecture Series	49



# **Institute of Diplomacy and Foreign Relations**

# Institute of Diplomacy and Foreign Relations

The Institute of Diplomacy and Foreign Relations, or IDFR, functions as the training arm of the Ministry of Foreign Affairs Malaysia. IDFR was formally established in July 1991, originating from a basic training module for Malaysia's diplomats to a comprehensive training establishment with a mixed cadre of trainers, administrators, and led by a senior diplomat.

IDFR also extends courses to officers and staff from other ministries and government agencies. Our core objective is to provide the participants with pertinent proficiency, resources and skills to competently portray Malaysia on the global platform. Furthermore, IDFR holds the responsibility to train foreign officials in matters related to diplomatic skills, practices and international relations.

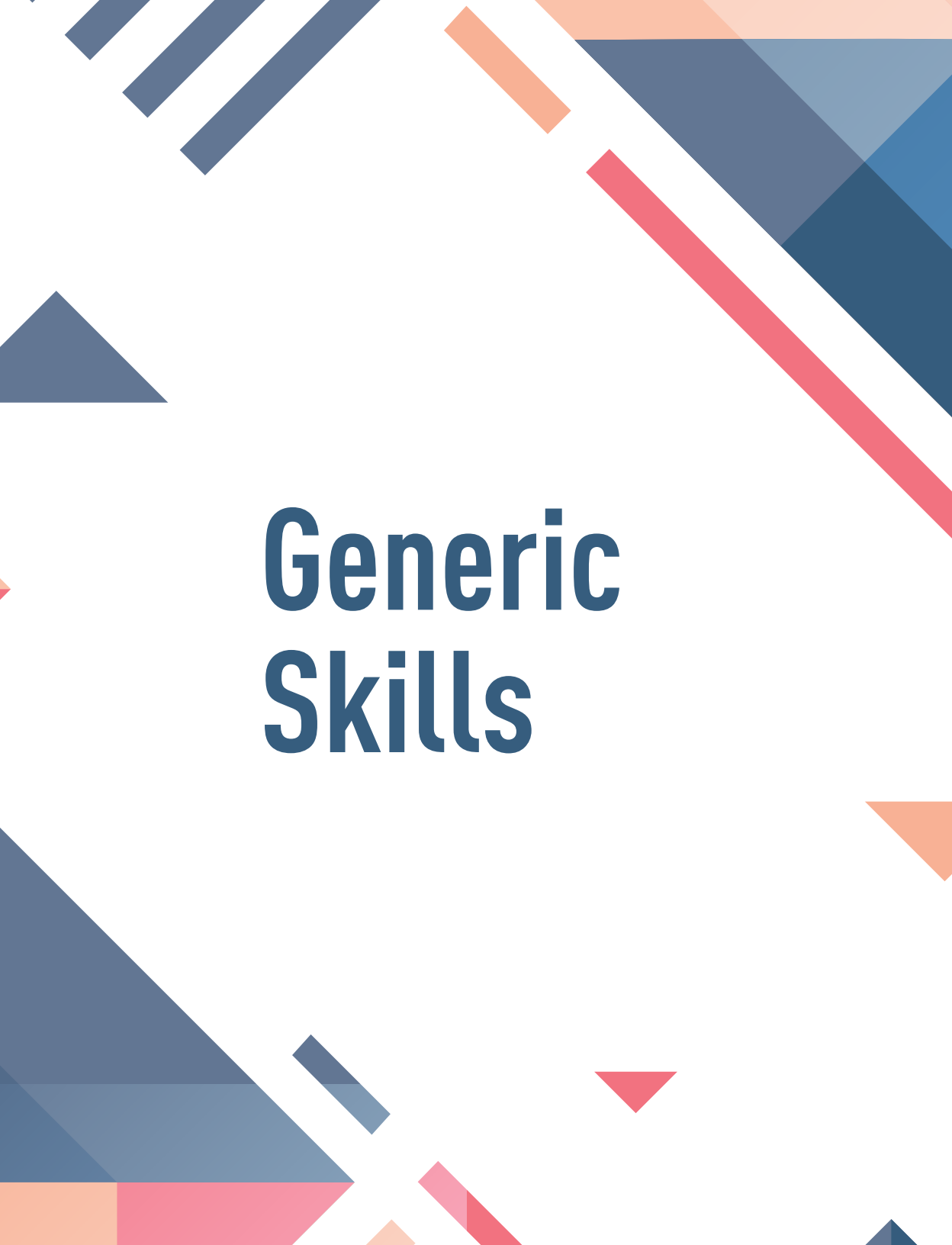
## **IDFR's flagship programmes include the following:**

- a) The Diploma in Diplomacy, an intensive four-month course designated for junior Malaysian diplomats, preparing them for their first assignment to Malaysian Missions overseas. The course modules cover bilateral and multilateral facets of international relations, ASEAN, protocol, negotiations, public diplomacy, foreign languages, and administration and finance;
- b) Diplomatic training courses are provided to international participants through the scope of the Malaysian Technical Cooperation Programme (MTCP). These courses include areas of diplomatic training, strategic analysis and crisis management;
- c) SPKM: Pre-Posting Orientation Course for Home-Based Staff and Spouses catered for officers from other ministries who are about to be posted abroad.

On occasion, IDFR course participants, students and trainees have distinct opportunities to attend seminars, workshops and roundtable discussions. They also get the chance to gain insights from notable scholars and global leaders through keynote addresses and lectures. Notable personalities like 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) have delivered distinguished lectures at IDFR.

As one of the agencies under the Ministry of Foreign Affairs Malaysia, IDFR's strategic direction is designed to align with the Ministry's objectives. IDFR is committed to deliver top-notch training programmes and produce pre-eminent diplomats who will promote Malaysia's interests at the local and international level.





# Generic Skills



# 1 Negotiation Course for Junior Level Officers

5 - 7 March 2024

## Course Overview

Negotiation has become the staple of any officer's job in navigating conflicts, reaching agreements, and building relationships. Understanding how to bargain, when to play your hand, and what to concede are all critical components of any successful negotiation. This course is designed to equip participants with the knowledge and techniques to 'go big or go home' and when to 'play it safe' in various scenarios.

Through lectures, exposure, and simulations of the negotiating process, you will be moulded to be a heavy hitter of the deal.



## Course Content

Be prepared to experience a variety of simulation exercises while learning the tips and tricks for managing your mindset and emotions in negotiation. Throughout this course, participants will uncover the principles and elements of 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 applicants 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

1 March 2024

## Contact Person

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Tel : +603 2149 1050

## 2 Leadership Course for Junior Level Officers

14 - 16 May 2024

### Course Overview

Do you want to reach your full leadership potential? If your answer is a resounding 'yes,' join us for our leadership course right away.

We will train you to be a leader who can respond to challenges strategically and effectively with this course. We will also provide you with the tools you need to manage your environment and the people in it.

Prepare yourself for the countless insights on leadership abilities that you will be exposed to over the course of three days.



### Course Content

By joining this course, you will learn to build self-reliance and self-resilience as a leader. In fact, we will introduce you to ways of resolving conflict and preparations to be a visionary leader of the team.



### Who Should Attend

Junior 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

10 May 2024

### Contact Person

Name : Ms. Norlela Samad  
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Email : [norlela@idfr.gov.my](mailto:norlela@idfr.gov.my)  
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Tel : +603 2149 1050

# 3

## Course on Intercultural Awareness and Cultural Diplomacy

28 - 30 May 2024

### Course Overview

Communication is the bedrock of human social interaction. Making a *faux-pas* in communication may often land you in hot water, or in the international relations world – cause a rift in diplomatic relations.

Learn how to recognise cultural pitfalls and societal no-nos with this introductory course, brought to you by experienced trainers and cross-cultural experts.

The course will utilise lectures, activities, role plays and simulations to maximise your knowledge and further expand your horizons.



### Course Content

- Promoting Cultural Diplomacy
- Nation Branding and Cultural Diplomacy
- The Effects of Culture on Bilateral and Multilateral Relations
- The Significance and Impact of Cultural Diplomacy on Public Sector Interactions
- Culture Awareness – Understanding Three Cultural Interfaces
- Making Sense of Cross-cultural Encounters: Delights, Puzzles and Irritations
- Cross Culture Shock and Coping with Cultural Sensitivities



### Who Should Attend

Officers of 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

7 March 2024

### Contact Person

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# 4 Public Diplomacy Workshop for Junior Level Officers

4 - 6 June 2024

## Course Overview

Technology has not only made communication easier and enhanced our interconnectedness, but it has also pushed diplomacy out of secret talks behind closed doors and into the open social media trend.

In this quick-paced, globally connected world, how have the government's outreach initiatives and public diplomacy activities changed? How can government employees combat the onslaught of false information and propaganda spread by dishonest media trolls and cyber troopers?

Learn more about public diplomacy in the contemporary world by attending this three-day session led by knowledgeable instructors. Additionally, you will learn how to make the most of and harness the media platform for your organisation's needs.



## Course Content

The focus of this workshop is on the functions of contemporary and traditional media. Additionally, you will receive training on how to respond to challenging inquiries from the media as well as how to address these questions.



## Who Should Attend

Junior level officers of grades 41 to 44 from any ministries/government agency/departments whose nature of work involves corporate communication and public diplomacy.



## How to Apply

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

## Application Deadline

20 May 2024

## Contact Person

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# 5

## Presentation Skills at the Workplace

11 - 13 June 2024

### Course Overview

Presenting ideas efficiently is very important in a competitive workplace environment, such as during a presentation, a meeting as well as in a discussion session.

It is crucial to develop good presentation skills in the workplace. Excellent presentation skills will build morale, improve the display of knowledge and experience, reduce miscommunication, and ensure effective time management.

The three-day programme will focus on enhancing valuable soft skills related to verbal and non-verbal strategies, planning the presentation, overcoming fear of presenting along with developing participants' linguistic skills. The participants will be tasked with speaking exercises where their peers and facilitators will provide feedback on their presentations.



### Course Content

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



### Who Should Attend

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

27 May 2024

### Contact Person

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# 6 Media Skills Workshop for Mid-Level Officers

25 - 27 June 2024

## Course Overview

The Media Skills Workshop for Mid-Level Officers is a targeted training programme designed to equip participants with essential communication competencies in today's media-driven environment. Tailored for mid-level professionals across various sectors, this workshop offers hands-on experience and practical insights to effectively navigate media interactions.

By fostering media literacy and strategic communication skills, this programme equips mid-level officers with the tools necessary to enhance their organisation's reputation and engage confidently with diverse audiences in an evolving media landscape.



## Course Content

This workshop will allow you to experience media handling across different simulations and practices. Participants will be guided in constructing an effective press release that answers the media and public needs and enhances their abilities in crafting impactful messages, handling interviews, and leveraging various media platforms. Through interactive sessions and real-world simulations, this workshop empowers attendees to build a strong media presence, convey messages with clarity, and manage public communication challenges adeptly.



## 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

10 June 2024

## Contact Person

Name	: Ms. Farah Dhiba Ahmed @ Salleh	Name	: Ms. Manishahz a/p Sangkar
Designation	: Senior Principal Assistant Director	Designation	: Assistant Director
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Tel	: +603 2149 1000	Tel	: +603 2149 1050

# 7 Negotiation Course for Mid-Level Officers

6 - 8 August 2024

## Course Overview

Your negotiation skills will be expanded through this second-level course. Negotiators are frequently called upon to know when they ought to quit and when to keep going. In this course designed for mid-level officers, you will be equipped with skills in preparing, implementing, and concluding negotiations successfully whether at the local or international level to achieve a win-win situation.

Walk away with a toolkit of proven negotiation strategies, techniques, and practical skills to maximise your negotiation abilities, empowering you to approach any negotiation with confidence.



## 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

2 August 2024

## Contact Person

Name : Ms. Norlela Samad  
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Tel : +603 2149 1031

Name : Ms. Manishahz a/p Sangkar  
Designation : Assistant Director  
Email : [manishahz@idfr.gov.my](mailto:manishahz@idfr.gov.my)  
Tel : +603 2149 1050

# 8

## Leadership Course for Mid-Level Officers

15 - 17 October 2024

### Course Overview

As you advance in your profession, you will need to redesign your leadership abilities to meet the expectations and duties of a leader. Understanding and communicating on the same level as your colleagues and team members are just a few skills a successful leader should have.

This course is designed specifically for mid-level officers who want to improve their fundamental abilities in this area. Your leadership foundation will be developed and improved via interactive lecture sessions, role-play exercises, and group discussions.



### 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 improvements 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

11 October 2024

### Contact Person

Name : Ms. Norlela Samad  
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# Language

13 - 15 February 2024

## Course Overview

Pronunciation is essential for oral communication, which in turn, spurs meaningful discourse. This course will focus on developing spoken English that is easy to understand for listeners, developing spoken language that meets communicative needs, enhancing a positive self-image, and engaging speech-monitoring abilities and speech modification strategies, that will allow participants to develop intelligibility, expressiveness, and confidence during verbal interactions.

An interactive methodology with a variety of awareness-raising activities, practical sessions, and simulations will be adopted to improve participants' linguistic skills. The course is task-based, which means it will promote active participation and frequent interaction between participants, in addition to constructive feedback from facilitators.



## Course Content

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



## Who Should Attend

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

30 January 2024

## Contact Person

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

## 2 Secretaries and Personal Assistants Essential English Development Workshop (SPEED)

5 - 6 March 2024

### Course Overview

Secretaries and personal assistants are the first contact new partners encounter and thus are an important factor in developing good work relations. Strong communication skills are vital for secretarial professionals, including good grammar, punctuation, vocabulary, and spelling. This course includes the development of reading comprehension skills and expository writing ability. It also focuses on the core job areas of personal assistants and secretaries, including receiving visitors, socialising, telephoning, and e-mail correspondence. In addition to covering important vocabulary, specific phrases, and proper grammar usage, there is also a strong emphasis on enhancing socializing skills.



### Course Content

- Small Talk
- Taking and Giving Messages
- Effective Correspondence via Letters and Emails
- Effective Communication via Telephone
- Website Postings
- Mastering a Ceremony



### 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

18 Feb 2024

### Contact Person

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Email : [sithira@idfr.gov.my](mailto:sithira@idfr.gov.my)  
Tel : +603 2149 1013

# 3 PWP: Professional Writing Programme

7 - 8 May 2024

## Course Overview

Everyone is now a writer. In this digital age, communication via written form is essential, particularly in the workplace. This programme is designed to build participants' writing skills in communicating information and ideas in a more time-saving and effective way in the target language, English.

During the programme, writing techniques, tips and practices will be imparted via interactive tutorials, discussions, and practices. The main aim is to enhance participants' writing ability through various professional discourses in a work-related context. The course is designed to boost participants' confidence in crafting written content for diverse audiences, using suitable language forms and writing styles to meet readers' informational needs and expectations.



## Course Content

- Organising Ideas and Selecting a Suitable Writing Style
- Applying Correct Techniques for Headings, Paragraphing and Endings
- Developing Accuracy in Grammatical Structures, Word Choices and Punctuation
- Structuring Effective Work-related Prose



## Who Should Attend

Junior to mid-level officers from the Ministry of Foreign Affairs or 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 April 2024

## Contact Person

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Designation : Assistant Director  
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Tel : +603 2149 1116

# 4 Speech Writing Workshop

7 - 8 August 2024

## Course Overview

This workshop is ideal for staff in local government, or large corporations, who are occasionally asked to write speeches for their executive officers, elected Members, or senior colleagues. Hence, this workshop will look at – Writing, Organisation, Research, Delivery, and Storytelling (WORDS).

Whether delivered online, or in public, speeches have the power to transform how others behave. Speech remains one of the most powerful forms of communication. However, professional full-time speechwriters are a rare commodity in most organisations. So, when a speechwriting task is delegated, and the time to plan and draft the text is limited by the many other jobs on the writer's desk, the resulting speech might be adequate, but an opportunity for impact may be lost.

Drawing on centuries-old speaking techniques of orators from Aristotle to Shakespeare, Churchill to Obama, this WORDS workshop transforms the way speeches are planned, pruned, and polished.

Whether you relish the opportunity, or reluctantly pick up the brief, this workshop will transform your approach to speechwriting.



## Course Content

- Writing
- Research
- Storytelling
- Organisation
- Delivery



## Who Should Attend

All 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

20 July 2024

## Contact Person

Name : Ms. Sithira Devi Govindan  
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Tel : +603 2149 1013

# 5

## German Language Basic Communication Course

20 February - 7 March 2024

### Course Overview

German Basic Communication course is designed to help participants acquire basic proficiency in communication within culturally significant contexts. An integrated approach to teaching language skills with emphasis on vocabulary acquisition, pronunciation, and basic grammatical structures during everyday common situations. The main objective of this course is to enhance the ability to impart information, engage and persuade during everyday conversation. This course offers practical, effective tools to enable clear and effective basic communication including face-to-face interaction in a public area or phone call conversation.



### Course Content

- Master the basic of German language communication skills
- Become competent in basic conversation
- Be able to make an important appointment
- Effective method of asking and answering questions
- Asking and giving personal information
- Interactive topic and general information during small talk
- Fixing/accepting/declining/postponing appointments



### Who Should Attend

- Officers from the Ministry of Foreign Affairs
- Officers from other ministries and government agencies
- Officers from private agencies



### How to Apply

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

### Application Deadline

1 February 2024

### Contact Person

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

# 6 Arabic Language Basic Communication Course

20 February - 7 March 2024

## Course Overview

Arabic Language Basic Communication is an online course that exposes participants to vocabulary and grammar, enhancing their ability to engage in conversations in everyday situations. Emphasis is placed on oral communication skills, through role plays, variety of communicative activities, relevant audio-visual materials, group interactions and practical sessions. The course aims to enable students to become more familiar with the vocabulary and be able to communicate more fluently in basic Arabic language with confidence. The objectives of the course are to equip the participants with the ability to differentiate and pronounce Arabic words as well as enhance their listening skills to understand basic sentences uttered for daily needs.



## Course Content

- Proper pronunciation in basic Arabic communication
- Arabic grammar in speech and speaking in public
- Basic conversation using standard Arabic language (fusha)
- Formal and informal conversation in everyday conversation
- Discussion on Arabic culture and customs during small talk.



## Who Should Attend

- Officers from the Ministry of Foreign Affairs
- Officers from other ministries and government agencies
- Officers from private agencies



## How to Apply

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

## Application Deadline

1 February 2024

## Contact Person

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# 7 French Language Basic Communication Course

20 February - 7 March 2024

## Course Overview

The aim of the French Basic Communication online course is to assist participants to improve their communication skills in any formal and informal situations and to respond spontaneously. A comprehensive approach of using interactive tools and materials will facilitate the participants in learning new vocabularies, pronouncing words correctly and strengthening their speaking skills. The participants will be able to improve their capacity to engage, persuade, and share information in everyday conversations with confidence. This course will encourage the participants to make French basic communication as an essential life skill.



## Course Content

- Enhance pronunciation and listening skills
- Respond effectively in different situation using basic sentences
- Share the French knowledge and culture effectively
- Be able to schedule an appointment and how to make a reservation
- Asking and giving personal information



## Who Should Attend

- Officers from the Ministry of Foreign Affairs
- Officers from other ministries and government agencies
- Officers from private agencies



## How to Apply

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

## Application Deadline

1 February 2024

## Contact Person

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Tel : +603 2149 1015

# 8 Mandarin Language Level 1

27 June - 20 September 2024

## Course Overview

The objectives of the Mandarin Language Level 1 course are to equip participants with the basic knowledge of the Mandarin language for daily usage and to encourage the application of the language in a Mandarin-speaking environment. They are expected to be able to communicate in a basic conversation on familiar subjects and for daily needs, in both writing and speaking. In this course, they would also be exposed to some insight into Chinese culture and tradition.

## Course Content



- Self-introduction, Chinese characters, and pronunciation
- Welcome and greetings
- Getting acquainted
- Identify numbers and counting
- Describing someone and family members
- Talking about hobbies and interests

## Who Should Attend



- Officers from the Ministry of Foreign Affairs
- Officers from other ministries and government agencies
- Officers from private agencies

## How to Apply

All applications must be made through IDFR's Online Course Application System at

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



## Application Deadline

4 June 2024

## Contact Person

Name : Ms. Siti Norliza Juri  
Designation : Course Secretariat  
Email : [norliza@idfr.gov.my](mailto:norliza@idfr.gov.my)  
Tel : +603 2149 1000

27 June - 20 September 2024

## Course Overview

In this course, participants will engage in speaking, listening, reading, and writing exercises tailored for both daily and professional situations. Additionally, they will gain exposure to various cultural aspects, encompassing habits, customs, and rules in German-speaking countries. Across 21 consecutive lessons, carefully selected and relevant topics from the A1 level will serve as examples to guide the content covered in this course. The objective of our German Level 2 learning stage is to develop a foundational proficiency that is crucial for ongoing language acquisition. Achieving this goal necessitates intensive and regular learning. Consequently, the provided learning materials offer insights into the content and training methods essential for this endeavour.



## Course Content

- Master the basics of the German language
- Become fully competent in basic German conversation
- Be able to make an appointment and arrangement
- Asking and answering questions
- Asking and giving personal information
- Talking about professional responsibilities
- Fixing/accepting/declining/postponing appointments
- Talking about city tour and direction giving
- Focusing on effective speaking and writing in German language



## Who Should Attend

- Officers from the Ministry of Foreign Affairs
- Officers from other ministries and government agencies
- Officers from private agencies



## How to Apply

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

## Application Deadline

4 June 2024

## Contact Person

Name : Mr. Muslim Hanafi Mohd Jalis  
Designation : Assistant Director  
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Tel : +603 2149 1104

# 10 Arabic Language Level 2

27 June - 20 September 2024

## Course Overview

This course emphasises more on the aspects of morphology, syntax and translation as compared to Level 1. It involves several aspects of Arabic language skills such as speaking and reading. The objectives of the course are to equip the participants with the ability to differentiate and pronounce Arabic words, and to read and understand basic sentences for daily needs. The participants will be exposed to new words, information and knowledge through the process of reading and text translation. They will be inculcated with the knowledge of the Arabic language syntax to facilitate understanding of the meaning of the text.

An interactive methodology with a variety of classroom activities, audio-visual materials, group interactions and practical sessions will be adopted in conducting the course.



## Course Content

- Pronunciation
- Arabic grammar in speech and reading
- Basic conversation using standard Arabic language (fusha)
- Reading of simple texts
- Translation of simple texts and informal correspondence
- Discussion on Arabic culture and customs.



## Who Should Attend

- Officers from the Ministry of Foreign Affairs
- Officers from other ministries and government agencies
- Officers from private agencies



## How to Apply

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

## Application Deadline

4 June 2024

## 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

# 11 French Language Level 2

27 June - 20 September 2024

## Course Overview

The goal of this course is to provide the participants with a strong foundation in the French language. This course will expose them to some French expressions and simple phrases to write and communicate effectively with others on a beginner's level. They will be able to expand their linguistic and grammatical skills as well.

The participants will be able to justify their choices and preferences with confidence through interactive multimedia exercises, readings, and course materials. They will also learn to understand the meaning of the text with the French language syntax.

By the time this session ends, they will be able understand about French custom and professionals, French hobbies, and more from a cultural perspective.



## Course Content

- Pronunciation and listening skills
- Reading, understanding and translating simple texts.
- Writing simple postcards and messages
- Basic conversation by using standard French language
- Discussion on French culture and customs



## Who Should Attend

- Officers from the Ministry of Foreign Affairs
- Officers from other ministries and government agencies
- Officers from private agencies



## How to Apply

All applications must be made through IDFR's Online Course Application Systemat

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

## Application Deadline

4 June 2024

## Contact Person

Name : Ms. Nur Adiba Shuaib  
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Tel : +603 2149 1015

# LANGUAGE COURSES



## ARABIC

raihanmarzuki@idfr.gov.my



## English

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afida@idfr.gov.my

zahiyah@idfr.gov.my



## German

muslim@idfr.gov.my



## French

adiba@idfr.gov.my



## Mandarin

norliza@idfr.gov.my





# Diplomacy Knowledge Enhancement



# 1 Economic Diplomacy Course

6 - 8 March 2024

## Course Overview

Economic diplomacy, like any other diplomatic tools, plays a significant role in driving Malaysia's national interest and progression especially in the economic sphere. By joining the course, you will be exposed to the principles and tools of economic diplomacy, and its importance in promoting economic integration at the national, regional and international levels. Expand your knowledge on economic planning and policies through this three-day course that features experienced trainers, corporate leaders, and subject matter experts in the industry.



## Course Content

Through this course, you will be exposed to Malaysia's transformative efforts towards achieving a dynamic and sustainable economy. The course will also provide avenues for you to discuss and exchange viewpoints via a number of lectures, discussions and analysis on the changing geopolitical, economic and strategic international landscape.



## Who Should Attend

The course is offered to all officials grade 41 to 48 from ministries and government agencies.



## 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

7 February 2024

## Contact Person

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

## 2 Strategic and Security Analysis Course

25 - 27 September 2024

### Course Overview

"If you fail to plan, then you are planning to fail." With this in mind, formulating a robust, coherent, and tangible strategy either in an organisation, or any other fields such as security, diplomacy and economy, requires strategic thinking and analysis that are thought through. While constructing and implementing a strategic plan could be a difficult task, this course will help you to enhance your critical thinking and problem-solving skills in identifying the emerging issues, assessing the options and deciding on the appropriate solutions especially in defending Malaysia's national interest.



### Course Content

By joining this course, you will be introduced to Malaysia's strategic interests and its National Defence Policy and Strategy. The module also includes the exposure on the tools for strategic analysis in decision-making, the fundamental overview in crisis management, and also the strategic 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

28 August 2024

### Contact Person

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





# Malaysian Technical Cooperation Programme

**1**

# MTCP: Diplomatic Training Course for International Participants

6 - 15 May 2024

## Course Overview

Rome was not built in one day, and so is the journey to become an aspiring diplomat-leader. Through this course, IDFR seeks to equip future diplomats with contemporary international exposure essential to a diplomat's repertoire. The course is specifically designed for participants among the MTCP recipient countries in undertaking their duty at home and abroad with agility, adaptivity and proactiveness towards future challenges.

Spend ten days with us in enriching your knowledge and skill sets across multiple areas among others, practices in diplomacy, crisis management, and international negotiations, among others. You will gain knowledge through the experience sharing session with the career diplomats which will enlighten you with various perspectives on matters pertaining to diplomacy and foreign relations.



## Course Content

This course features a mixed-mode learning experience where your understanding of foreign policy and diplomatic conduct will be vastly enriched through lectures, group discussions and out-of-classroom knowledge-sharing sessions. The newly refreshed module also covers deliberation of current issues including the Sustainable Development Goals (SDGs), which are the pivotal agendas for every nation, while emphasising the identity and cultural roots of a nation in its arts and heritage that mould the art of diplomacy. This is the perfect course for you to obtain exposure to diplomacy best practices and wisdom imparted from experienced diplomatic practitioners.



## 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, government 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 the application can also be viewed and downloaded from <https://mtcp.kln.gov.my>. The application must be endorsed by the applicant's Ministry respectively, before submission.

### **Application Deadline**

6 April 2024

### **Contact Person**

Name : Mr. Harvinder Singh Ramday  
Designation : Principal Assistant Director  
Email : [harvinder@idfr.gov.my](mailto:harvinder@idfr.gov.my)  
Tel : +603 2149 1150

# 2 MTCP: Economic Diplomacy Course for International Participants

19 - 28 August 2024

## Course Overview

A nation's stability is heavily influenced by its economy. In the world of ever-changing geopolitical, economic and strategic global environments, economic diplomacy is a critical tool in navigating through the opportunities and challenges in the economic sector. As a country's representative, how do you utilise economic diplomacy to harness your country's economic development?

Join us and find out the answer to this question, where you will deliberate 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

The all-inclusive course will elevate your understanding on economic diplomacy and its practical application through discussions, lectures, imparting of wisdom from the prominent practitioners as well as multiple field visits. Under this course, you will also be exposed to various areas of interest in the field of economic diplomacy, which is pertinent for diplomats of the 21st century. The course will take you through the best practices of Malaysia's economic diplomacy endeavours and it will cover aspects regarding policies, trade facilitations, strategic ROI's, handling international trade bodies, country promotion, palm oil potential and other upcoming economic opportunities.



## 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 the application can also be viewed and downloaded from <https://mtcp.kln.gov.my>. The application must be endorsed by the applicant's Ministry respectively before submission.

## Application Deadline

18 July 2024

## Contact Person

Name : Mr. Harvinder Singh Ramday  
Designation : Principal Assistant Director  
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Tel : +603 2149 1150

# 3 MTCP: Cultural Diplomacy for International Participants

26 August - 5 September 2024

## Course Overview

Effective communication hinges on understanding the diverse ways people perceive the world. In the context of working with individuals from various backgrounds and cultures, it is crucial to grasp the intricate relationship between cultural awareness and interactions.

Join us as we delve into the intricate interplay between cultures, communication, and diplomacy in this course. The program predominantly comprises lectures and interactive activities, with cultural diplomacy awareness serving as its foundational element.



## 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://mtcp.kln.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

## Application Deadline

21 June 2024

## Contact Person

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







# Core Diplomatic Training

**1**

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

Series 1/2024, 10 - 11 January 2024

Series 2/2024, 16 - 17 October 2024

## Course 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.

Designed to provide comprehensive insights, this course aims 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 solid foundation for your duty in Malaysia.



## Course Content

As this course is meant for newly arrived first-time diplomats to Malaysia, we will focus on exposing you to Wisma Putra and Malaysia's Diplomacy to ease your adapting process in our country. Additionally, the course includes insights into 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 1/2024, 22 December 2023

Series 2/2024, 4 September 2024

## Contact Person

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

## 2

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

- Series 1: Grade 41 and Above  
19 - 28 February 2024
- Series 2: Grade 41 and Above  
22 - 26 April 2024
- Series 3: Grade 38 and Below  
23 July - 1 August 2024
- Series 4: Grade 38 and Below  
9 - 13 September 2024
- Series 5: Grade 41 and Above  
1 - 9 October 2024

### Course Overview

A mandatory course for officers and staff of the various ministries as a preparation to be deployed at the Malaysian Missions. 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 the 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 applicants 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: 12 February 2024

Series 2: 15 April 2024

Series 3: 18 June 2024

Series 4: 2 September 2024

Series 5: 24 September 2024

### Contact Person

Name : Ms. Norlela Samad

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Name : Ms. Manishahz a/p Sangkar

Designation : Assistant Director

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

Tel : +603 2149 1050



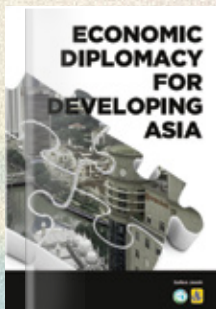
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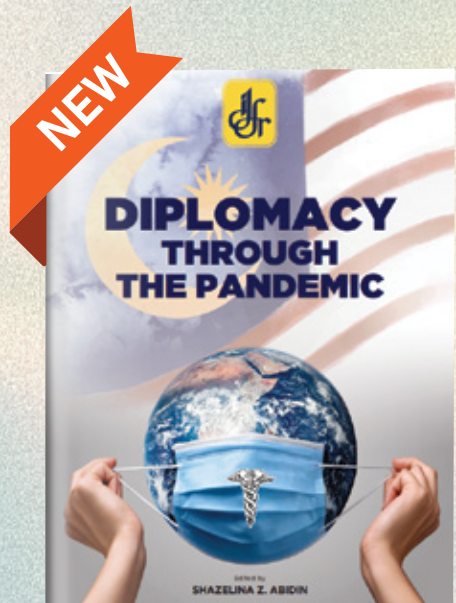
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# Diplomacy Lecture Series



**1**

# Cultural Diplomacy Lecture Series 1/2024 and 2/2024

25 April 2024, 23 July 2024

## Overview

This lecture series focuses on instilling awareness and serves as a knowledge-sharing session on the practical application of Cultural Diplomacy. Delving into how Cultural Diplomacy can contribute to global peace, stability, and prosperity, the sessions aim to enhance participants' understanding of the practices employed in this field. Additionally, the series will explore the role of Cultural Diplomacy in addressing global conflicts, offering insights into effective strategies for conflict resolution.



## How to Apply

Participation in this lecture series is by invitation only.

## Contact Person

Name : Mr. Haris Syarwani Razali  
Designation : Principal Assistant Director  
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## 2

# IDFR Distinguished Lecture Series

18 July 2024

### Overview

Intellectual discourses are close to IDFR's heart in the quest of cultivating knowledge exchange. This lecture series is an exclusive platform where distinguished personalities, diplomats, senior government officials, academicians, policy makers, and other diplomacy practitioners share their knowledge and insights on topical, current, and relevant issues happening around the world. Among the recent distinguished speakers who have taken the IDFR stage were H.E. The Honourable Frances Adamson AC, Governor of South Australia, Professor Kishore Mahbubani, Distinguished Fellow of Asia Research Institute, National University of Singapore, and H.E. The Honourable Nanaia Mahuta, Foreign Minister of New Zealand.



### How to Apply

Participation in this lecture series is by invitation only.

### Contact Person

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

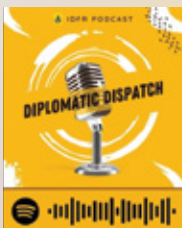
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