

IDFR 2012 TRAINING PROGRAMMES



Institute of Diplomacy and Foreign Relations (IDFR)
Ministry of Foreign Affairs, Malaysia

IDFR 2012

TRAINING PROGRAMMES

IDFR 2012 Training Programmes

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INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR)



Institute of Diplomacy and Foreign Relations (IDFR)

The Institute of Diplomacy and Foreign Relations, also known as IDFR, was established on 1 July 1991 under the Prime Minister's Department following a Cabinet decision on 6 March 1991. On 12 August that same year, IDFR was officially launched by the then Prime Minister, Tun Dr. Mahathir Mohamad. On 27 March 2004, IDFR officially became part of the Ministry of Foreign Affairs, Malaysia. Its campus on Jalan Wisma Putra, Kuala Lumpur, which used to house the Ministry of Foreign Affairs, Malaysia before its move to Putrajaya in 2001, was officially launched by the former Prime Minister, Tun Abdullah Ahmad Badawi on 8 January 2009.

As the Ministry's training arm, IDFR offers various training programmes for the Ministry's officers and officers from other ministries and government agencies. IDFR also conducts pre-posting orientation courses for spouses of Heads of Missions and other officers who will be sent for posting, to prepare them for their new role abroad.

On 4 January 2010, the Diplomatic Training Course for PTD Officers (DTC), one of the core programmes at IDFR, was upgraded to diploma level, where the participants were awarded with a Diploma in Diplomacy (DiD). This is the first in-house diploma course conducted by IDFR. The six-month course trains Malaysian junior diplomats in the field of diplomacy and foreign relations. IDFR has successfully conducted two series of DiD in 2010 and 2011, and the next one is planned for April 2012. The Diploma programme also includes a module on International Relations, which sees the participation of junior diplomats from several foreign missions in Kuala Lumpur. This module has proven beneficial for the Malaysians and international junior diplomats as it gave them the opportunity to exchange ideas and experience.

IDFR also offers a Master of Social Science in Strategy and Diplomacy programme, which has been jointly conducted with National University of Malaysia since the year 1999. This master's programme prepares and equips students from diverse academic backgrounds with the ability to explore the nexus between strategy and diplomacy within the context of the changing global environment. Besides Malaysians, participants have included those from Australia, Bosnia and Herzegovina, Canada, China, Fiji, Indonesia, Oman and the United States.

In September 2011, Mandarin was offered as part of IDFR's language training, to complement the other language courses already on offer, namely English, Arabic, French and Spanish. Organised with the assistance of the Kong Zi Institute for the Teaching of Chinese Language, University of Malaya, the Mandarin course drew overwhelming response. To date, more than 100 participants are enrolled in the course. Requests from foreign missions in Kuala Lumpur saw IDFR once again offering a Conversational Malay course for their diplomats, to introduce them to some basic words and phrases in Malay, which can assist them in assimilating into life in Malaysia.

IDFR training programmes are also offered to participants from developing countries under the Malaysian Technical Cooperation Programme (MTCP), as well as from ASEAN, Colombo Plan member countries and Commonwealth countries.

IDFR has established linkages and collaborations with various diplomatic academies and training institutes worldwide, including the Diplomatic Academy of the Russian Federation and the Diplomatic Academy of Ukraine, and most recently with the United Nations Institute for Training and Research (UNITAR), with whom IDFR plans to offer joint certification for the Multilateral Diplomacy module for the DiD programme. Locally, IDFR is also in collaboration with the Academy of Sciences, Malaysia (ASM), the Institute of ASEAN Studies and Global Affairs (INSPAG), the Institute of Advanced Islamic Studies (IAIS) as well as the foreign missions in Kuala Lumpur, among others, for the organising of public lectures, forums and roundtable discussions on various regional and international issues. IDFR's course participants have numerous opportunities to participate in these events, which have included prominent guest speakers such as Kofi Annan, Haris Silajdzic, Lee Hsien Loong, Nelson Mandela, Reverend Jesse Louis Jackson Sr., Royal Professor Ungku Abdul Aziz, Tun Musa Hitam and Tun Abdullah Ahmad Badawi.

IDFR also has the support of a panel of Distinguished Fellows, who contribute ideas to and provide support for the growth of IDFR. The Fellows are made up of experienced practitioners and outstanding academicians as well as experts in the field of diplomacy and international relations.

IDFR is truly honoured when in August 2011, His Royal Highness Raja Dr. Nazrin Shah Ibni Sultan Azlan Muhibbuddin Shah who is the Crown Prince of Perak

and an accomplished scholar, gave his royal consent to become IDFR's Royal Patron. IDFR is humbled and looks forward to His Royal Highness' patronage and guidance in paving the way for the institute to become world renowned as an esteemed institution specialising in the areas of diplomacy and international relations.

Vision

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

Mission

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

Programmes

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

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

Facilities in IDFR

Among the facilities available at IDFR are:

- * Training and conference rooms and a fully-equipped language lab
- * A fully-equipped library, complete with self-access learning resources
- * An auditorium which can accommodate up to 250 people
- * A multipurpose hall that can accommodate up to 500 people
- * 51 international standard hostel rooms, inclusive of ten suites
- * Gymnasium, swimming pool, tennis and squash courts for recreational activities
- * Wireless coverage at the meeting rooms, auditorium and also cafeteria

The background is a vibrant purple with a complex, abstract design. It features numerous sharp, angular lines and rays that radiate from the center, creating a sense of depth and movement. The colors range from deep magenta to lighter, almost white highlights where the rays converge.

IDFR 2012 TRAINING PROGRAMMES AT A GLANCE

Diplomatic Training for International Participants

COURSE	DATES	APPLICATION DEADLINE
Diplomatic Training Course for International Participants 1/2012	12–30 March 2012	14 February 2012
Crisis Management for International Participants	4–22 June 2012	27 April 2012
Commonwealth Regional Programme in Diplomatic Training	3–14 September 2012	3 August 2012
Strategic Analysis for International Participants	3–21 September 2012	31 July 2012
Diplomatic Training Course for International Participants 2/2012	1–19 October 2012	31 August 2012
Forum for ASEAN Young Diplomats on International Affairs 2012	19–30 November 2012	28 October 2012
Training Programme for Locally Recruited Staff (LRS)	19 November–7 December 2012	10 October 2012

Diplomatic Training for Malaysian Participants

COURSE	DATES	APPLICATION DEADLINE
Orientation Course for Spouses of Malaysian Diplomats	16–20 January 2012	2 January 2012
Orientation Course for Heads of Mission and their Spouses 1/2012	13–17 February 2012	7 February 2012
Pre-Posting Orientation Course for Officers and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 1/2012	13–24 February 2012	30 January 2012
Workshop on Public Diplomacy and Media Skills 1/2012	20–23 February 2012	7 February 2012
High Level Workshop on International Negotiations for Senior Officers	3–5 April 2012	21 March 2012
Diploma in Diplomacy (DiD)	9 April–10 September 2012	1 March 2012
Orientation Course for Personal Assistants and Secretaries	16–27 April 2012	1 April 2012
Pre-Posting Orientation Course for Officers and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 2/2012	7–18 May 2012	23 April 2012

COURSE	DATES	APPLICATION DEADLINE
Workshop on Introduction to Public International Law	21-24 May 2012	6 April 2012
Mid Career Course for Diplomats	11-22 June 2012	1 June 2012
Orientation Course for Heads of Mission and their Spouses 2/2012	25-29 June 2012	20 June 2012
Pre-Posting Orientation Course for Officers and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 3/2012	2-13 July 2012	18 June 2012
Orientation Course for Heads of Mission and their Spouses 3/2012	8-12 October 2012	3 October 2012
Pre-Posting Orientation Course for Officers and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 4/2012	29 October-9 November 2012	15 October 2012
Workshop on Public Diplomacy and Media Skills 2/2012	26-29 November 2012	13 November 2012

English Language

COURSE	DATES	APPLICATION DEADLINE
Say it Right 1/2012	21-23 February 2012	13 January 2012
Effective Presentation Skills 1/2012	27-30 March 2012	24 February 2012
English for Diplomatic Purposes (Diploma in Diplomacy)	9 April-10 September 2012	-
Effective Writing Skills 1/2012	23-26 April 2012	23 March 2012
Effective Presentation Skills 2/2012	11-14 September 2012	17 August 2012
Building Blocks of Good English	15-19 October 2012	14 September 2012
Effective Writing Skills 2/2012	5-8 November 2012	5 October 2012

Arabic Language

COURSE	DATES	APPLICATION DEADLINE
Arabic Level II	9 January–13 June 2012	9 December 2011
Arabic Level X	10 January–4 December 2012	10 December 2011
Arabic Level VII	12 January–15 June 2012	12 December 2011
Arabic for Diplomatic Purposes (Diploma in Diplomacy)	9 April–10 September 2012	-
Arabic Level III	25 June–5 December 2012	25 May 2012
Arabic Level VIII	26 June–7 December 2012	26 May 2012

French Language

COURSE	DATES	APPLICATION DEADLINE
French Level II	5 January–12 June 2012	5 December 2011
French for Diplomatic Purposes (Diploma in Diplomacy)	9 April–10 September 2012	-
French Level V	1 October 2012–27 March 2013	1 September 2012
French Level III	2 October 2012–28 March 2013	2 September 2012
French Level I	5 October 2012–29 September 2013	5 September 2012

Spanish Language

COURSE	DATES	APPLICATION DEADLINE
Spanish Level V	9 January–17 December 2012	9 December 2011
Spanish Level I	11 January–16 May 2012	12 December 2011
Spanish for Diplomatic Purposes (Diploma in Diplomacy)	9 April–10 September 2012	-
Spanish Level III	15 May–13 December 2012	15 April 2012
Spanish Level II	23 May–14 December 2012	23 April 2012

Master's Programme

COURSE	DATES	APPLICATION DEADLINE
Master of Social Science in Strategy and Diplomacy	September 2012–October 2013	15 May 2012

Regional Studies

COURSE	DATES	APPLICATION DEADLINE
Workshop on Regional and Security Studies (European Union)	April 2012	Two weeks before the commencement of the workshop
Workshop on Regional and Security Studies (China)	July 2012	Two weeks before the commencement of the workshop
Workshop on Regional and Security Studies (Central Asia/East Asia)	October 2012	Two weeks before the commencement of the workshop

Events

COURSE	DATES	APPLICATION DEADLINE
Seminars/Roundtable Discussions/Public Lectures	To be announced	Five working days before the event



DIPLOMATIC TRAINING FOR INTERNATIONAL PARTICIPANTS

Course Code	ID 130/1 (MTCP Participants)
Course Name	Diplomatic Training Course for International Participants 1/2012
Date	12–30 March 2012
Course Code	ID 130/2 (MTCP Participants)
Course Name	Diplomatic Training Course for International Participants 2/2012
Date	1–19 October 2012

Rationale

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

Objectives

- * To enhance knowledge and diplomatic skills in the conduct of diplomatic and foreign relations
- * To enhance operational skills in the performance of duties as diplomatic officers
- * To provide ideas, concepts and hands-on experience in the conduct of negotiations and cross-cultural communication
- * To provide exposure to Malaysia's experience in managing its foreign policy and international relations
- * To enable networking with members of Malaysia's public sector and among participants for forging mutually beneficial relationships

Course Methodology

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

Course Content

- * Group Dynamics
- * Cross-Cultural Communication
- * Diplomatic Skills
- * Public Diplomacy
- * Overview of Malaysian Foreign Policy
- * Multilateral and Regional Organisations
- * International Security Issues
- * International Negotiations
- * International Economic and Trade Issues
- * Human Rights
- * Presentation Skills
- * Language and Diplomacy
- * Literary Appreciation
- * Study Visits

Duration

Three weeks

Prerequisites/Eligibility

Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in international affairs/relations or international trade

- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Standard application forms are obtainable from the Official Representative (Embassy/High Commission) of the Government of Malaysia in the applicant's country or one that is nearest to it. Application forms can also be downloaded from IDFR's website at **www.idfr.gov.my**

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before being submitted directly to IDFR.

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Diplomatic Training Course for International Participants 1/2012**, the deadline is **14 February 2012**.

For **Diplomatic Training Course for International Participants 2/2012**, the deadline is **31 August 2012**.

Course Coordinators

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff
 Senior Deputy Director of Training Division
 E-mail: ridzuan@idfr.gov.my
 Tel : +603-2149 1011
 Fax : +603-2145 7015

Mr. Mohd. Sabri Zakaria
 Assistant Director of Training Division
 E-mail: sabri@idfr.gov.my
 Tel : +603-2149 1016
 Fax : +603-2145 7015

Course Code
Course Name
Date

SS 120 (MTCP Participants)
Crisis Management for International Participants
4-22 June 2012

Rationale

Crisis management is an integral part of international relations. It is a process involving individuals and states that have to address and deal with major unpredictable events ranging from armed conflict to natural disasters. It focuses on the techniques and skills required to assess and manage a crisis situation as well as prevent the reoccurrence of similar crisis in the future. This course would enhance the knowledge and skills of participants to identify, resolve and prevent crisis, especially in international relations through alternative mechanisms.

Objectives

- * To enhance knowledge and understanding on the theoretical and practical aspects of international crisis and crisis management
- * To increase knowledge and skills in the various approaches and techniques of crisis management
- * To provide a forum for the exchange of ideas and experiences in crisis management

Course Methodology

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

Course Content

- * Group Dynamics
- * Theory and Concept of Crisis Management

- * Crisis Forecasting
- * Energy Crisis
- * International Terrorism
- * Strategic Thinking in Crisis Situations
- * Role of the United Nations in Crisis Management
- * Managing the AIDS Crisis
- * Managing Refugees in Crisis
- * Negotiation in a Crisis Situation
- * Media Response in Crisis Management
- * Emerging Global Environmental Crisis
- * Management of Natural Disaster
- * International Humanitarian Assistance
- * Transboundary Crimes
- * Food and Commodity Crisis
- * Managing Change after Crisis
- * Economic and Global Crisis
- * Leadership during Crisis
- * Study Visits

Duration

Three weeks

Prerequisites/Eligibility

Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in international affairs/relations, international trade and economics, or security and defence management
- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Standard application forms are obtainable from the Official Representative (Embassy/High Commission) of the Government of Malaysia in the applicant's country or one that is nearest to it. Application forms can also be downloaded from IDFR's website at **www.idfr.gov.my**

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before being submitted directly to IDFR.

Application Deadline

All application forms should reach IDFR **by 27 April 2012.**

Course Coordinators

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff
Senior Deputy Director of Training Division
E-mail: ridzuan@idfr.gov.my
Tel : +603-2149 1011
Fax : +603-2145 7015

Mr. Mohd. Sabri Zakaria
Assistant Director of Training Division
E-mail: sabri@idfr.gov.my
Tel : +603-2149 1016
Fax : +603-2145 7015

Course Code	EP 170 (International Participants)
Course Name	Commonwealth Regional Programme in Diplomatic Training
Date	3-14 September 2012

Rationale

Diplomats require a multitude of skills to be able to play an effective role in the contemporary global environment characterised by globalisation, rapid development of information and communication technology, and an ever changing geo-political landscape. Enhancing knowledge and skills in diplomacy and international relations is critical for today's diplomats to be able to effectively defend and promote their country's interests in the international arena. This course, which will be attended by mid career diplomats from the Commonwealth countries, aims to enhance the participants' professional knowledge and diplomatic skills so that they can perform effectively and with confidence.

Objectives

- * To expose participants to contemporary developments in diplomacy and international relations
- * To update participants' knowledge of current global and regional issues
- * To enhance participants' professional knowledge and diplomatic skills for the effective discharge of their responsibilities
- * To provide a forum for the exchange of ideas and experiences and networking among the Commonwealth participants

Course Methodology

Learning will be through lectures, group discussions, simulations exercises and study visits. The course will be fully conducted in English.

Course Content

- * Contemporary International Issues
 - * The Impact of Globalisation on Developing Countries
 - * World Trade Negotiations
 - * The Global Energy and Food Crisis
 - * Human Rights in Diplomacy
 - * International Terrorism – Malaysia’s Experience
 - * Role of Non-State Actors in Diplomacy
- * International and Regional Organisations
 - * Regionalism – ASEAN and SAARC
 - * Regional Security – The ASEAN Regional Forum
 - * The Commonwealth – Prospects and Challenges
 - * Multilateralism
- * Professional and Diplomatic Skills
 - * Crisis Management
 - * Effective Cross-Cultural Communication
 - * International Negotiation
 - * Knowledge Management
 - * Leadership and Organisational Management
 - * Media Skills
 - * Public Diplomacy

Duration

Two weeks

How to Apply

All applications must be made through the Commonwealth Secretariat’s Governance and Institutional Development Division (GIDD) Points of Contact in the applicant’s country and must be completed on the GID/1 nomination form available from the Points of Contact and sent to:

Mr. M. Jasimuddin

Adviser (Asia)

Governance and Institutional Development Division (GIDD)

Commonwealth Secretariat

Marlborough, Pall Mall
London SW1Y5HX
United Kingdom
E-mail: M.Jasimuddin@commonwealth.int
Tel : +44 (0) 20 7747 6343
Fax : +44 (0) 20 7004 3613 (Direct)
+44 (0) 20 7747 6335/6515 (General)

A copy of the nomination form should be sent to:
Director General
Institute of Diplomacy and Foreign Relations (IDFR)
Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia
(Attention: Ms. Romaiza Ab Rahman)

Application Deadline

All applications/nominations through the respective Points of Contact (POC) should reach the Commonwealth Secretariat and IDFR latest **by 3 August 2012**. Acceptance of applications/nominations will be decided upon by the Governance and Institutional Development Division (GIDD). All enquiries pertaining to the Programme may be directed to the Course Coordinator at the Institute of Diplomacy and Foreign Relations, Malaysia.

Course Coordinator

Ms. Romaiza Ab Rahman
Deputy Director of Training Division
E-mail: romaiza@idfr.gov.my
Tel : +603-2149 1014
Fax : +603-2145 7015

Course Code	SS 140 (MTCP Participants)
Course Name	Strategic Analysis for International Participants
Date	3-21 September 2012

Rationale

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

Objectives

- * To enhance knowledge on strategic thinking and security analysis
- * To upgrade understanding and the ability to apply strategic thinking and security analysis
- * To develop scenarios for the purpose of strategic thinking and management
- * To provide a forum for the exchange of views and ideas

Course Methodology

An integrated teaching and learning methodology will be adopted. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings and other extra-curricular

activities. A balanced approach to effective training and learning will be applied. This course will be fully conducted in English.

Course Content

- * Group Dynamics
- * Strategic Thinking and Planning
- * Country Risk Analysis
- * Counter-Terrorism
- * Asia Pacific Strategic and Security Issues
- * Traditional Security
- * Non-Traditional Security
- * Balancing, Band Wagoning and Buck Passing
- * Strategic Positioning for Effective Media Relations
- * Discourse on Strategy
- * Managing Strategic Changes through Effective Leadership
- * Use of Force
- * New World Order
- * Study Visits

Duration

Three weeks

Prerequisites/Eligibility

Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in international affairs/relations, international trade and economics, or security and defence management
- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Standard application forms are obtainable from the Official Representative (Embassy/High Commission) of the Government of Malaysia in the applicant's country or one that is nearest to it. Application forms can also be downloaded from IDFR's website at **www.idfr.gov.my**

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before being submitted directly to IDFR.

Application Deadline

All application forms should reach IDFR **by 31 July 2012**.

Course Coordinator

Mr. Haris Syarwani Razali
Assistant Director of Training Division
E-mail: haris@idfr.gov.my
Tel : +603-2149 1152
Fax : +603-2145 7015

Course Code	ID 150 (ASEAN Countries)
Course Name	Forum for ASEAN Young Diplomats on International Affairs 2012
Date	19-30 November 2012

Rationale

This course is tailored to meet the diplomatic training needs of young ASEAN diplomats. It aims to enhance the participants' professional skills and knowledge in diplomacy and international relations as well as encourage networking among the diplomats of the ASEAN member countries.

Objectives

- * To provide exposure to current developments in diplomacy and international relations
- * To enhance operational skills and expertise in the performance of duties as diplomatic officers
- * To encourage better understanding, networking and cohesion among young ASEAN diplomats for a healthy cross-flow of ideas and contacts for future cooperation
- * To promote an increased ASEAN identity among the participants that will contribute towards ASEAN community building, in line with the ASEAN Charter

Course Methodology

Discussions, lectures, simulation exercises, study visits and project paper presentations form an integral part of the course. The training approach will encompass both theoretical and practical aspects to give participants a whole new learning experience. The course will be fully conducted in English.

Course Content

- * Team Building
- * Effective Cross-Cultural Communication
- * Diplomatic Skills
- * Contemporary International Affairs and Security Issues
- * International Economic and Trade Issues
- * Regional Cooperation and Development
- * The ASEAN Charter
- * Multilateral Diplomacy
- * Crisis Management
- * Negotiation Skills
- * Public Diplomacy
- * Public Speaking and Presentation Skills
- * Speech Writing
- * Personal Grooming and Etiquette
- * Study Visits

Duration

Two weeks

Prerequisites/Eligibility

The course, which would be funded by the Government of the Republic of Korea through the ASEAN Secretariat in Jakarta, is open to young ASEAN diplomats.

Participants of this course should have the following prerequisites:

- * Nominated by their Government
- * Basic university degree
- * Below 35 years of age
- * Three years or more of working experience in their respective Foreign Service
- * Proficiency in the English language is mandatory
- * Medically fit to attend the course
- * Ability to work independently and in groups

How to Apply

Letters inviting two nominations from each ASEAN member country will be sent by IDFR to all ASEAN Embassies/High Commissions at least two months before the commencement of the course. All applications must be in the standard application form obtainable from IDFR's website at **www.idfr.gov.my**

Each applicant is to ensure that his/her contact telephone number(s), fax number(s) and e-mail address are clearly stated in the form to facilitate the selection process. All applications must be endorsed by the applicant's Ministry of Foreign Affairs before being submitted directly to IDFR.

Application Deadline

All application forms should reach IDFR **by 28 October 2012.**

Course Coordinators

Major (Rtd.) Mohd. Ridzuan Mohd. Shariff
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Course Code	SS 145
Course Name	Training Programme for Locally Recruited Staff (LRS)
Date	19 November-7 December 2012

Rationale

This course is specifically designed for the Locally Recruited Staff (LRS) who have served the Malaysian Government at Malaysian Missions abroad for more than 15 years. The main target of this course is to provide training and awareness to their roles and duties at the Malaysian Missions abroad and to give hands-on experience concerning the functions and activities of the Ministry of Foreign Affairs, Malaysia. In addition, the course is also aimed at providing the LRS with exposure to the socio-cultural aspects of Malaysia in the effort to bridge the gap in creating harmony and cooperation amongst the LRS and the Ministry's personnel.

Objectives

- * To increase awareness as well as to broaden general knowledge about the Ministry of Foreign Affairs, Malaysia
- * To enhance participants' knowledge towards understanding an array of Malaysian cultural and social perspectives
- * To integrate the development of life-long friendships and appreciation towards the Government and the Malaysian people
- * To boost participants' self-development and awareness leading to enhanced self-confidence and self-esteem
- * To strengthen participants' sense of belonging to the Ministry of Foreign Affairs, Malaysia and loyalty towards serving the Government of Malaysia

Course Methodology

The course will focus on imparting knowledge, skills and experiences to those who have served at the Malaysian Missions. Learning will be through classroom lectures, group and panel discussions, and study visits.

Course Content

- * Group Dynamics
- * Work Ethics
- * Malaysian Foreign Policy
- * Vienna Convention on Diplomatic Relations 1961
- * Malaysia Concept
- * Managing Visits of VVIPs at Malaysian Missions Abroad
- * Administrative and Security Aspects at Mission
- * Immigration, Trade, Tourism and Consular Work at Mission
- * Cross-Cultural Communication
- * English for Diplomacy
- * Verbal and Written Communications
- * The Art of Conversation
- * Personal Grooming and Social Etiquette
- * Malaysian Traditional Dance and Cultural Appreciation

Duration

Three weeks

Prerequisites/Eligibility

This course is offered to officers nominated by the Ministry of Foreign Affairs only.

How to Apply

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

Nomination forms from the Ministry of Foreign Affairs should reach IDFR **by 10 October 2012.**

Course Coordinators

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DIPLOMATIC TRAINING FOR MALAYSIAN PARTICIPANTS

Course Code	MD 160 (Malaysian Participants)
Course Name	Orientation Course for Spouses of Malaysian Diplomats
Date	16-20 January 2012

Rationale

The spouses of Malaysian Diplomats not only play a crucial role in supporting the diplomats, but also help to create a conducive/suitable environment for the family and among staff at the Mission.

The course is designed to equip the spouses with the necessary communication, interpersonal and social diplomatic skills prior to being posted abroad. It is also designed to help them cope with the demands of the various roles that they are expected to fulfill at post.

Objectives

- * To prepare for the varied functions and duties at Mission
- * To improve communication skills
- * To expose to good organisation skills
- * To inculcate the importance of developing a good personal image
- * To improve interpersonal skills and leadership qualities
- * To instil the importance of being well-informed and up-to-date on issues affecting the nation

Course Methodology

The course focuses on imparting knowledge, skills and experiences to the spouses of Malaysian Diplomats so that they can play their roles with greater confidence. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, and simulation exercises.

Course Content

- * Group Dynamics
- * Overview of Malaysian Foreign Policy
- * Vienna Convention on Diplomatic Relations 1961
- * 1Malaysia Concept
- * Cross-Cultural Communication
- * English for Diplomacy
- * Verbal Communications
- * The Art of Conversation
- * Malaysian Traditional Dance
- * Reception and Official Entertaining
- * PERWAKILAN
- * Grooming for Success
- * Women's Health

Duration

Five days

Prerequisites/Eligibility

This course is offered to spouses of officers nominated by the Ministry of Foreign Affairs only.

How to Apply

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

Nomination forms from the Ministry of Foreign Affairs should reach IDFR **by 2 January 2012.**

Course Coordinators

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Course Code	MD 120/1 (Malaysian Participants)
Course Name	Orientation Course for Heads of Mission and their Spouses 1/2012
Date	13-17 February 2012
Course Code	MD 120/2 (Malaysian Participants)
Course Name	Orientation Course for Heads of Mission and their Spouses 2/2012
Date	25-29 June 2012
Course Code	MD 120/3 (Malaysian Participants)
Course Name	Orientation Course for Heads of Mission and their Spouses 3/2012
Date	8-12 October 2012

Rationale

In order to prepare and equip future Ambassadors and Heads of Mission and their spouses for the challenging tasks ahead, a comprehensive and carefully designed course is offered by the Institute, incorporating various aspects of professional and interpersonal skills and requirements of being Heads of Mission and their spouses. The course focuses on the role and responsibilities of an Ambassador/Head of Mission and addresses diverse aspects of bilateral and multilateral diplomacy on political, economic and trade issues, current topics of national and international interest, security awareness, financial management and administration of mission, cultural and public diplomacy, media skills and leadership.

Objectives

- * To enhance knowledge and skills on the role and responsibilities as well as the nature of work of a Head of Mission
- * To upgrade and strengthen professional knowledge and diplomatic skills related to their work as Malaysia's representatives abroad
- * To enhance knowledge on current economic and trade issues facing the country as well as other topics of current interest such as globalisation,

international terrorism, human rights, environmental protection and current developments in information technology (IT) to be better equipped to promote and defend Malaysia's interests abroad

Course Methodology

The course focuses on imparting the knowledge, skills and experiences of those who have served as Malaysia's Ambassadors in the past to the course participants so that they could take up their ambassadorial appointment with greater ease and confidence. Training will be through classroom lectures, briefings, panel discussions, group discussions and study visits.

Course Content

- * Contemporary Issues: Globalisation
- * Crisis Management
- * Diplomatic Skills
- * English Language Pronunciation and Presentation Skills
- * Financial Management System of Mission
- * Leadership and Effective Organisational Management
- * Malaysian Capital Market
- * Malaysian Economy, Tourism and Trade
- * Negotiation Skills
- * Overview of Malaysia's Foreign Policy
- * Palace and Royal Protocol
- * PERWAKILAN
- * Private Sector Relations
- * Public Diplomacy and Handling Mass Media
- * Regionalism: The ASEAN Charter
- * Security Awareness

Duration

Five days

Prerequisites/Eligibility

This course is offered to officers nominated by the Ministry of Foreign Affairs only.

How to Apply

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

For **Orientation Course for Heads of Mission and their Spouses 1/2012**, nomination forms from the Ministry of Foreign Affairs should reach IDFR **by 7 February 2012**.

For **Orientation Course for Heads of Mission and their Spouses 2/2012**, nomination forms from the Ministry of Foreign Affairs should reach IDFR **by 20 June 2012**.

For **Orientation Course for Heads of Mission and their Spouses 3/2012**, nomination forms from the Ministry of Foreign Affairs should reach IDFR **by 3 October 2012**.

Course Coordinators

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Course Code	MD 140/1 (Ministries/Government Agencies under SPKM)
Course Name	Pre-Posting Orientation Course for Officers and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 1/2012
Date	13–24 February 2012
Course Code	MD 140/2 (Ministries/Government Agencies under SPKM)
Course Name	Pre-Posting Orientation Course for Officers and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 2/2012
Date	7–18 May 2012
Course Code	MD 140/3 (Ministries/Government Agencies under SPKM)
Course Name	Pre-Posting Orientation Course for Officers and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 3/2012
Date	2–13 July 2012
Course Code	MD 140/4 (Ministries/Government Agencies under SPKM)
Course Name	Pre-Posting Orientation Course for Officers and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM) 4/2012
Date	29 October–9 November 2012

Rationale

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

Objectives

- * To increase knowledge on diplomacy and international relations
- * To enhance professional as well as interpersonal skills and leadership qualities
- * To develop security consciousness among the officers
- * To prepare spouses for varied functions and duties abroad
- * To instil *esprit de corps* to ensure smooth and effective performance and teamwork at Mission

Course Methodology

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

Course Content

- * Administrative and Service Matters at Missions
- * Consular Work at Missions
- * Cross-Cultural Communication
- * Crisis Management at Missions
- * Current Trends and Issues on Globalisation
- * Diplomatic Skills
- * Managing Visits of VVIPs at Malaysian Missions Abroad
- * Preparation before Departure
- * Public Diplomacy
- * PERWAKILAN
- * Skills in Diplomatic Writing
- * The Do's and Don'ts of Financial Management at Missions
- * The Security Aspects of Working and Living Abroad
- * Vienna Convention on Diplomatic Relations 1961
- * Verbal Communication Skills
- * Working and Living Abroad
- * Work Ethics

Duration

Ten days

Prerequisites/Eligibility

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

How to Apply

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

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

For **Pre-Posting Orientation Course for Officers and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 1/2012***, the deadline is **30 January 2012**.

For **Pre-Posting Orientation Course for Officers and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 2/2012***, the deadline is **23 April 2012**.

For **Pre-Posting Orientation Course for Officers and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 3/2012***, the deadline is **18 June 2012**.

For **Pre-Posting Orientation Course for Officers and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara (SPKM) 4/2012***, the deadline is **15 October 2012**.

Course Coordinators

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Course Code	EP 160/1 (Malaysian Participants)
Course Name	Workshop on Public Diplomacy and Media Skills 1/2012
Date	20-23 February 2012

Course Code	EP 160/2 (Malaysian Participants)
Course Name	Workshop on Public Diplomacy and Media Skills 2/2012
Date	26-29 November 2012

Rationale

The globalisation of international relations and rapid development of information and communication technology have greatly influenced trends in modern day diplomacy. While diplomacy in the past focused mainly on interaction between states at the bilateral and multilateral levels, diplomacy today increasingly involves interaction with the media, non-governmental organisations and the public at large. The objective of such interaction is to influence thinking at the international level that will promote one's own national interests. Therefore, effective public diplomacy activities and media skills will help promote and contribute towards a better understanding of Malaysia's foreign, trade and economic policies, regionally and internationally.

Objectives

- * To provide an overview of the objectives and scope of public diplomacy
- * To enhance awareness of the importance of public diplomacy in promoting Malaysia's national interests in the international arena
- * To enhance knowledge and skills in handling the media in the context of public diplomacy and advocacy

Course Methodology

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

Course Content

- * An Overview of Public Diplomacy
- * The Role of Missions in Public Diplomacy
- * The Role of NGOs in Public Diplomacy
- * Cross-Cultural Understanding and its Implications on Public Diplomacy
- * The Role of Media in Public Diplomacy
- * Public Diplomacy: Promoting Malaysia through Culture
- * Effective Media Relations
- * Handling Crisis Situations and Difficult Questions from the Media
- * TV and Radio Interview and Press Conference
- * Role Playing – Mock Press Conference

Duration

Four days

Prerequisites/Eligibility

This course is offered to all Malaysian civil service officers.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR before the stipulated deadline.

For **Workshop on Public Diplomacy and Media Skills 1/2012**, the deadline is **7 February 2012**.

For **Workshop on Public Diplomacy and Media Skills 2/2012**, the deadline is **13 November 2012**.

Course Coordinators

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Course Code	SS 110 (Malaysian Participants)
Course Name	High Level Workshop on International Negotiations for Senior Officers
Date	3-5 April 2012

Rationale

Within the context of the current changing world order and challenges and impact of globalisation, the task of public sector officials, especially diplomats and other key players in international negotiations is becoming more complex and challenging. The ability to negotiate well is also becoming more important with the greater role played by civil society in all spheres of life. Thus, senior officials need to acquire a repertoire of negotiation skills for the versatility and dexterity needed to defend and promote national interests at various bilateral and multilateral fora as well as to be able to negotiate effectively with the multitude of players.

Objectives

- * To enhance knowledge on the various theories, modus operandi and techniques of negotiations
- * To upgrade knowledge on practical negotiation skills, tactics and strategies
- * To become alert to the pitfalls, assumptions and mistakes common in most negotiations
- * To provide opportunities to examine one's own strengths and weaknesses as negotiators
- * To provide opportunities for the exchange of ideas and experiences as well as networking

Course Methodology

Participants learn through classroom lectures, discussions, simulation and practical exercises in groups and individually. This workshop will be fully conducted in English.

Course Content

- * An Overview of Negotiations
- * Mediation and Arbitration
- * Bilateral and Multilateral Negotiations
- * Economic and Trade Negotiations
- * Profile of a Negotiator
- * Simulation Exercises

Duration

Three days

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 21 March 2012**.

Course Coordinators

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Course Code	MD 110 (Malaysian Participants)
Course Name	Diploma in Diplomacy (DiD)
Date	9 April-10 September 2012

Rationale

The diploma programme is an in-house training prerequisite for newly appointed and junior Foreign Service officers of the Ministry of Foreign Affairs, Malaysia. The programme provides diplomatic training skills and upgrading of participants' knowledge on diplomacy and international relations. It is designed to prepare and equip participants with multi-disciplinary skills including linguistic and management skills and acquire the right attitude to perform and excel in their professional duties as diplomats, both at home and abroad.

Objectives

- * To provide basic professional skills required as Malaysian Diplomatic Officers
- * To upgrade knowledge on diplomacy and international relations
- * To develop linguistic skills particularly in English and to acquire a working knowledge of one additional foreign language

Programme Methodology

The programme comprises lectures, briefings, panel discussions, simulation exercises, presentations and study visits. In addition, the participants would undergo an Attachment Programme at a Malaysian Mission abroad where they would be exposed to the workings of a Malaysian diplomat at mission. The evaluation on the performance of participants are divided into two categories of Professional and Academic Modules and Non-Academic Modules, based on written assignments, presentations, participation in classroom discussions/ simulation exercises, attendance and leadership skills. Participants will sit for a test at the end of each semester and an examination at the end of the programme.

Programme Content

- * Introduction to DiD and Work Ethics
- * The Works of a Foreign Service Officer
- * Administrative and Service Matters
- * English and other Foreign Languages
- * English for Diplomatic Purposes
- * Diplomacy and Malaysia's National Interests
- * Diplomatic Attributes and Skills
- * Contemporary Issues in the Context of Globalisation
- * Strategic Thinking
- * Crisis Management
- * Public International Law
- * International Security Issues
- * International Economics and Trade
- * Multilateralism
- * ASEAN and Regionalism
- * Public Diplomacy and Media Relations
- * Negotiation Skills
- * Cross-Cultural Awareness and Communication
- * Malaysia's Culture and Heritage
- * Leadership
- * World Religions and Philosophies
- * Pre-Posting Preparations
- * Attachment at a Mission
- * Study Visits

Duration

25 weeks (two semesters)

Prerequisites/Eligibility

This course is offered to officers nominated by the Ministry of Foreign Affairs only.

How to Apply

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

Nomination forms from the Ministry of Foreign Affairs should reach IDFR **by 1 March 2012.**

Course Coordinators

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Course Code
Course Name
Date

MD 131 (Malaysian Participants)
Orientation Course for Personal Assistants and Secretaries
16-27 April 2012

Rationale

The Orientation Course for Personal Assistants and Secretaries focuses on developing communication skills; office organisation skills; personal image; and interpersonal skills, including areas which require them to communicate and interact with the public. It also touches on the role of the Personal Assistants in creating team spirit, firstly with the manager and secondly, as a link between the manager and the larger team.

It is also designed to train them to keep abreast with a clearer perspective on the required conduct, skills and duties when performing their tasks.

Objectives

- * To improve communication skills, i.e. verbal, non-verbal and written
- * To expose to the different aspects of good office organisation
- * To inculcate the importance of presenting a good image
- * To improve their interpersonal skills
- * To instil the importance of being well-informed, internet savvy and keeping up-to-date with the latest practises

Course Methodology

The course will focus on imparting the knowledge, skills and experiences of those who have served in Missions abroad to the participants. Learning will be through classroom lectures, and group and panel discussions.

Course Content

- * Group Dynamics
- * Work Ethics
- * Working and Living Abroad
- * Vienna Convention on Diplomatic Relations 1961
- * 1Malaysia Concept
- * Managing Visits of VVIPs at Malaysian Missions Abroad
- * Security Awareness at Post
- * Cross-Cultural Communication
- * English for Diplomacy
- * Verbal Communications
- * The Art of Conversation
- * Malaysian Traditional Dance and Cultural Appreciation
- * PERWAKILAN
- * Personal Grooming and Social Etiquette

Duration

Ten days

Prerequisites/Eligibility

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

How to Apply

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

Nomination forms from the Ministry of Foreign Affairs and other ministries/government agencies should reach IDFR **by 1 April 2012**.

Course Coordinators

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Course Code	EP 180 (Malaysian Participants)
Course Name	Workshop on Introduction to Public International Law
Date	21-24 May 2012

Rationale

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

Objectives

- * To provide an overview and understanding of the theory and practice of public international law
- * To enhance awareness of the importance of public international law in conducting diplomacy and international relations
- * To enhance understanding of the major segments of public international law which are relevant to diplomatic practice, international relations, and international trade and investment

Course Methodology

Participants will learn through classroom lectures, simulation exercises and group discussions. The course will be fully conducted in English.

Course Content

- * An Introduction to the Nature and Scope of Public International Law
- * The Sources of International Law
- * The Law of Treaties and The Law of State Responsibility

- * The Application and Limitations of Public International Law
- * Vienna Convention on Consular Relations 1963
- * Vienna Convention on Diplomatic Relations 1961
- * International Organisations
- * International Maritime Law: Law of the Sea
- * International Settlement of Disputes: International Courts and Tribunals
- * International Economic Law: WTO, UN Commission on International Trade Law
- * International Humanitarian Law
- * International Human Rights Law
- * International Environmental Law

Duration

Four days

Prerequisites/Eligibility

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

How to Apply

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms accompanied by a cover note from the respective ministry/government agency should reach IDFR **by 6 April 2012**.

Course Coordinators

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Course Code	MD 150 (Malaysian Participants)
Course Name	Mid Career Course for Diplomats
Date	11-22 June 2012

Rationale

As mid level officers aspire and advance in their career development to assume more senior positions and meet the challenges of increased responsibilities, they need to refresh and improve their professional skills and upgrade their knowledge. Leadership and effective team work and performance must be further emphasised. The improved awareness by the participants of their mid level role and responsibilities at the Ministry of Foreign Affairs and at post will contribute to the overall goal of the Ministry to have officers who are able to effectively represent the country and successfully promote and defend Malaysia's interests in the contemporary globalised world.

Objectives

- * To upgrade the professional knowledge and skills of mid level officers
- * To enhance knowledge on leadership skills and effective management
- * To increase awareness and appreciation of the responsibilities and role of a Deputy Head of Mission, Counsellor or Consul General
- * To enhance diplomatic skills

Course Methodology

The training approach will focus on practical experience-sharing interactive sessions with relevant professionals, representatives from the private sector and retired Malaysian diplomats. Participants will also benefit from classroom lectures and discussions on contemporary international and regional issues and developments by visiting external lecturers and/or IDFR Distinguished Fellows.

Course Content

- * Contemporary International and Regional Issues

- * Crisis Management and Inter Agency Coordination
- * Language Skills
- * Leadership and Organisational Management
- * Productive Relations between the Deputy Head of Mission and the Ambassador
- * Professional and Diplomatic Skills
- * Public Diplomacy

Duration

Ten days

Prerequisites/Eligibility

This course is offered to officers nominated by the Ministry of Foreign Affairs only.

How to Apply

Application forms are obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

Nomination forms from the Ministry of Foreign Affairs should reach IDFR **by 1 June 2012.**

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The background is a vibrant purple with a complex, abstract design. It features numerous sharp, angular lines and rays that radiate from the bottom center, creating a sense of depth and movement. The colors range from deep, dark purples to lighter, almost white highlights where the rays meet. The overall effect is dynamic and futuristic.

ENGLISH LANGUAGE

Course Code	EN 310 (Malaysian Participants)
Course Name	Say it Right 1/2012
Date	21-23 February 2012

Rationale

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

Objectives

- * To raise participants' awareness on the English Sound System
- * To improve their pronunciation and the ability to communicate intelligibly
- * To enable participants to express themselves with greater confidence

Course Methodology

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

Course Content

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

Duration

Three days

Prerequisites/Eligibility

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

How to Apply

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 13 January 2012.**

Maximum Number of Participants

25

Course Coordinators

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Course Code **EN 221/1 (Malaysian Participants)**
Course Name **Effective Presentation Skills 1/2012**
Date **27-30 March 2012**

Course Code **EN 221/2 (Malaysian Participants)**
Course Name **Effective Presentation Skills 2/2012**
Date **11-14 September 2012**

Rationale

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

Objectives

- * To enhance the participants' public speaking skills
- * To raise their awareness on the role of verbal and non-verbal strategies for effective presentation
- * To gain confidence to speak eloquently

Course Methodology

Participants will be guided through the preparation and delivery of the text. Feedback on their presentation will be given by their peers and facilitators.

Course Content

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

Duration

Four days

Prerequisites/Eligibility

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

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Effective Presentation Skills 1/2012**, the deadline is **24 February 2012**.

For **Effective Presentation Skills 2/2012**, the deadline is **17 August 2012**.

Maximum Number of Participants

25

Course Coordinators

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Course Code
Course Name
Date

EN 410
English for Diplomatic Purposes (Diploma in Diplomacy)
9 April-10 September 2012

Rationale

Language is a tool of communication that we use in the social and professional domains. Good communication takes into account the ability to use the language with confidence and flair. Language skills need to be further developed so that the language that is put to use is precise, concise and appropriate and, if used with tact, it will be a key to success in any interaction. In the world of diplomacy, diplomats are to promote and defend our national interests in the international arena and success at times hinges on how effectively language is used.

The module seeks to consolidate participants' command of the English language through the skills of listening, speaking, reading and writing. The enhanced confidence and competence in the use of English will contribute to their development as effective diplomats.

Objectives

- * To provide the participants with opportunities to use the language in a variety of activities and contexts so as to help enhance their confidence and effectiveness in using English as a means of communication
- * To hone their skills in communicating their message and ideas in oral and written communications
- * To consolidate their knowledge on the rules of good usage of English

Course Methodology

This approach is content-based using relevant materials and focusing on specific language skills which will be strengthened through fluency, accuracy

and confidence-building activities. An interactive strategy will be adopted in the lectures, discussions, exercises and group activities which will encourage participants to be involved.

Course Content

- * Effective Writing Skills
- * Effective Speaking Skills
- * Presentation Skills – The Floor Is Yours
- * Literary Appreciation
- * Language and Diplomacy

Duration

Six months

Prerequisites/Eligibility

This module is part of the Diploma in Diplomacy programme and is offered to officers of the Ministry of Foreign Affairs and other ministries/government agencies.

Course Coordinators

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Course Code **EN 220/1 (Malaysian Participants)**
Course Name **Effective Writing Skills 1/2012**
Date **23-26 April 2012**

Course Code **EN 220/2 (Malaysian Participants)**
Course Name **Effective Writing Skills 2/2012**
Date **5-8 November 2012**

Rationale

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

Objectives

- * To develop the participants' competence and skills in writing
- * To enable them to apply the principles of effective writing
- * To enhance their ability to draft, write and edit their own writing and the writing of others

Course Methodology

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

Course Content

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

- * Paragraph Structuring
- * Proofreading, Reviewing and Editing
- * Common Errors

Duration

Four days

Prerequisites/Eligibility

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

How to Apply

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR by the stipulated deadline.

For **Effective Writing Skill 1/2011**, the deadline is **23 March 2012**.

For **Effective Writing Skill 2/2011**, the deadline is **5 October 2012**.

Maximum Number of Participants

25

Course Coordinators

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Course Code	EN 213/1 (Malaysian Participants)
Course Name	Building Blocks of Good English
Date	15-19 October 2012

Rationale

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

Objectives

- * To enable participants to demonstrate the use of the language in a variety of contexts
- * To build their confidence as comfortable users of the language

Course Methodology

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

Course Content

- * Error Analysis
- * Fundamentals of Grammar
- * Language Skills

Duration

Five days

Prerequisites/Eligibility

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

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 14 September 2012**.

Maximum Number of Participants

25

Course Coordinators

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The background is a deep purple with a complex, abstract pattern of overlapping geometric shapes and light rays. The rays emanate from a central point, creating a sense of depth and movement. The overall effect is a futuristic, high-tech aesthetic.

ARABIC LANGUAGE

Course Code **AR 210**
Course Name **Arabic Level II**
Date **9 January–13 June 2012**

Objectives

- * To equip participants with basic knowledge of the language so as to enable them to carry out simple conversations within the scope of a very limited experience
- * To give them an insight into the culture of the Arabic speaking world

Course Methodology

Participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading Simple Texts
- * Informal Correspondence
- * Introduction to Arabic Culture and Customs

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level I (AR 110) or an equivalent level.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 9 December 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	AR 1010
Course Name	Arabic Level X
Date	10 January–4 December 2012

Objectives

- * To equip participants with a working knowledge of the Arabic language so as to enable them to communicate fairly effectively in simple everyday situations
- * To enhance participants' language skills and proficiency

Course Methodology

- * Short Texts for Listening
- * Short Stories
- * Guided Writing
- * Grammar

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level IX (AR 910) or an equivalent level.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 10 December 2011**.

Maximum Number of Participants

20

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Course Code	AR 710
Course Name	Arabic Level VII
Date	12 January-15 June 2012

Objectives

- * To further equip participants with a working knowledge of the Arabic language to enable them to use the language, both orally and in writing, to cope with their daily needs
- * To further develop their ability to comprehend spoken and written Arabic

Course Methodology

Applicants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Basic Conversation
- * Introduction to the use of Clauses
- * Guided Writing
- * Grammar

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level VI (AR 610) or an equivalent level.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 12 December 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code
Course Name
Date

AR 411
Arabic for Diplomatic Purposes (Diploma in Diplomacy)
9 April-10 September 2012

Objectives

- * To equip participants with the skills required to hold a simple conversation on basic topics in Arabic, within the scope of a very limited experience
- * To enable them to cope with the basic language requirements for travelling in Arabic speaking countries
- * To give them an insight into the culture of the Arabic speaking world

Course Methodology

Participants will learn through classroom activities and interaction with the help of audio-visual materials and practice sessions in the language laboratory and participation in the social and cultural activities of the Arabic speaking community in Malaysia.

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading and Writing of Simple Texts
- * Informal Correspondence
- * Basic Diplomatic Terms
- * Introduction to Arabic Culture and Customs

Duration

Minimum 120 hours

Prerequisites/Eligibility

This module is part of the Diploma in Diplomacy programme and is offered to officers of the Ministry of Foreign Affairs and other ministries/government agencies.

Course Coordinators

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Course Code	AR 310
Course Name	Arabic Level III
Date	25 June-5 December 2012

Objectives

- * To equip participants with knowledge of the language to carry out simple conversations
- * To give them an insight into the culture of the Arabic speaking world

Course Methodology

Applicants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading Simple Texts
- * Informal Correspondence
- * Introduction to Arabic Culture and Customs

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level II (AR 210) or an equivalent level.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 25 May 2012**.

Maximum Number of Participants

20

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Course Code	AR 810
Course Name	Arabic Level VIII
Date	26 June–7 December 2012

Objectives

- * To equip participants with a working knowledge of the Arabic language to enable them to use the language to communicate in certain situations
- * To enhance their language skills and proficiency

Course Methodology

- * Short Texts for Listening
- * Short Stories
- * Guided Writing
- * Grammar

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed Arabic Level VII (AR 710) or an equivalent level.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 26 May 2012**.

Maximum Number of Participants

20

Course Coordinators

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FRENCH LANGUAGE

Course Code	FR 210
Course Name	French Level II
Date	5 January–12 June 2012

Objective

- * To equip participants with the basic knowledge required to communicate in simple everyday situations and cope with their daily needs

Course Methodology

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

Course Content

- * Talking about Daily Activities
- * Narrating Past Events
- * Asking and Giving Information
- * Giving Advice
- * Expressing One's Opinion
- * Writing Simple Texts and Messages

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed French Level I (FR 110) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 5 December 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code
Course Name
Date

FR 411
French for Diplomatic Purposes (Diploma in Diplomacy)
9 April-10 September 2012

Objectives

- * To equip the participants with the skills required to hold simple conversations on basic topics in French, within the scope of a very limited experience
- * To enable them to cope with the basic language requirements for travelling in French speaking countries
- * To give them an insight into the culture of the French speaking world

Course Methodology

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

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading and Writing Simple Texts
- * Informal Correspondence
- * Basic Diplomatic Terms
- * Introduction to French Culture and Customs

Duration

Minimum 140 hours

Prerequisites/Eligibility

This module is part of the Diploma in Diplomacy programme and is offered to officers of the Ministry of Foreign Affairs and other ministries/government agencies.

Course Coordinators

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Course Code	FR 510
Course Name	French Level V
Date	1 October 2012-27 March 2013

Objectives

- * To enhance the participants' proficiency and understanding of the French language and help them become independent users of the language
- * To expand their knowledge of the French culture

Course Methodology

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

Course Content

- * Understanding the Media
- * Reporting and Commenting Events
- * Debating on Issue(s)
- * Writing an Articulated Text

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed French Level IV (FR 410) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 1 September 2012**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	FR 310
Course Name	French Level III
Date	2 October 2012–28 March 2013

Objective

- * To assist the participants in acquiring the skills to communicate in a social context, participate in informal conversations and cope with practical situations both orally and in writing

Course Methodology

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

Course Content

- * Talking about Past Events and Situations
- * Making Plans for the Future
- * Comparing and Justifying Choices
- * Making Suggestions
- * Writing Short Texts and Informal Letters

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed French Level II (FR 210) or an equivalent level.

How to Apply

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 2 September 2012**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	FR 110
Course Name	French Level I
Date	5 October 2012–29 September 2013

Objectives

- * To introduce participants to the French language and culture
- * To enable them to hold simple conversations on basic topics within the scope of a very limited language experience

Course Methodology

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

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading and Writing
- * Informal Correspondence

Duration

80 hours

Prerequisites/Eligibility

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

How to Apply

All applications must be made through the participants' ministries/government agencies using the standard application form obtainable from IDFR or downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 5 September 2012**.

Maximum Number of Participants

20

Course Coordinators

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The background is a vibrant purple with a complex, abstract design. It features a series of sharp, angular lines and rays that converge towards the bottom center, creating a sense of depth and movement. The colors range from deep, dark purples to lighter, almost white highlights where the rays meet. The overall effect is dynamic and modern.

SPANISH LANGUAGE

Course Code **SP 510**
Course Name **Spanish Level V**
Date **9 January–17 December 2012**

Objectives

- * To equip participants with the language to carry out certain tasks like making phone calls and using an automated teller machine in Spanish
- * To enable participants to take part in discussions

Course Methodology

Participants will learn through classroom activities, group interaction and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Expressing Opinions, Agreement and Disagreement
- * Apologising and Giving an Excuse
- * Asking/Granting and Denying Permission
- * Inviting, Accepting and Refusing
- * Writing Letters of Appreciation

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level IV (SP 410) or an equivalent level.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 9 December 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	SP 110
Course Name	Spanish Level I
Date	11 January–16 May 2012

Objective

- * To equip participants with the required expressions needed to engage in basic conversations

Course Methodology

Participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Getting to know the Spanish Language Phonics
- * Formal and Informal Greetings
- * Getting to Know People
- * Describing Objects, Clothing and Places
- * Expressing Possessions
- * Writing Basic Communications

Duration

80 hours

Prerequisites/Eligibility

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

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 12 December 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code
Course Name
Date

SP 411
Spanish for Diplomatic Purposes (Diploma in Diplomacy)
9 April-10 September 2012

Objective

- * To equip participants with the required skills to hold simple conversations on basic topics within the scope of a very limited experience
- * To enable them to cope with the basic language requirements for travelling in Spanish speaking countries
- * To give them an insight into the culture of the Spanish speaking world

Course Methodology

Participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used. There will be an opportunity to participate in the social and cultural activities of the Spanish speaking community in Malaysia.

Course Content

- * Pronunciation
- * Basic Conversation
- * Reading Simple Texts
- * Informal Correspondence
- * Introduction to Spanish Culture and Customs

Duration

140 hours

Prerequisites/Eligibility

This module is part of the Diploma in Diplomacy programme and is offered to officers of the Ministry of Foreign Affairs and other ministries/government agencies.

Course Coordinators

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Course Code	SP 310
Course Name	Spanish Level III
Date	15 May–13 December 2012

Objective

- * To equip participants with the knowledge to speak fairly effectively on plans and projects

Course Methodology

Participants will learn through classroom activities, group interactions and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Describing Actions
- * Expressing and Asking for Information
- * Asking for a Product and the Price
- * Making Plans
- * Accepting or Rejecting
- * Expressing Obligation
- * Taking and Writing about Future Plans

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level II (SP 210) or an equivalent level.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 15 April 2012**.

Maximum Number of Participants

20

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Course Code	SP 210
Course Name	Spanish Level II
Date	23 May-14 December 2012

Objective

- * To equip participants with basic knowledge of the Spanish language to talk about daily routines, needs, wishes and preferences

Course Methodology

Participants will learn through classroom activities, group interaction and practice sessions in the language laboratory. Audio-visual materials will be used.

Course Content

- * Asking and Giving Spatial Information
- * Asking and Telling the Time
- * Describing Actions and Daily Activities
- * Expressing Agreement and Disagreement
- * Ordering Food and Drinks
- * Writing on Related Topics

Duration

80 hours

Prerequisites/Eligibility

Applicants should have successfully completed Spanish Level I (SP 110) or an equivalent level.

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

All application forms should reach IDFR **by 23 April 2012**.

Maximum Number of Participants

20

Course Coordinators

Ms. Rozanah Ibrahim
Director of Language Division
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Tel : +603-2149 1005
Fax : +603-2144 8704

Mr. Agustín Gutiérrez C. Abdullah
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The background is a deep blue with a complex, abstract pattern of overlapping geometric shapes and light rays. The rays emanate from a central point near the bottom, creating a sense of depth and movement. The overall effect is futuristic and high-tech.

MASTER'S PROGRAMME

Course Code	SS 130
Course Name	Master of Social Science in Strategy and Diplomacy
Date	September 2012–October 2013

Rationale

This master's programme prepares and equips students from diverse academic backgrounds with the ability to explore the nexus between strategy and diplomacy within the context of the changing global environment. It focuses on the understanding of strategic and security issues, diplomacy, inter-state relations, foreign policy, international political economics, international law, defence policy and regional issues. This programme also aims at providing a broad understanding of the core issues relating to the theory and practice of strategy and diplomacy. It will be conducted jointly with the National University of Malaysia which awards the degree.

Objectives

- * To provide a better understanding of the theories, approaches, practice and processes of international relations, foreign policy, strategy and diplomacy so as to enable students to analyse issues in the current world scenario
- * To provide a better understanding of international political economy, international security and defence issues, as well as international law and international organisations
- * To provide forums for healthy exchanges of ideas and views on contemporary issues in strategy and diplomacy

Programme Methodology

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

Programme Content

Core Subjects

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

Elective Subjects

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

Thesis

- * Master's Thesis

Duration

13 months

Prerequisites

For All Applicants

All applicants for the Master of Social Science in Strategy and Diplomacy must meet the following minimum general requirements:

- A completed bachelor's degree or its equivalent
- Proficiency in the English language (Please see Language Requirements)

For Malaysian Civil Servants

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

Language Requirements

Applicants must demonstrate a capacity to pursue a graduate level programme in English. Malaysian applicants must possess at least a credit pass in English at SPM level. International applicants must prove proficiency in English by submitting TOEFL (minimum 570) or IELTS (minimum 6.0) score. Applicants who pursued their bachelor's degree at an English medium university are exempted from these requirements.

How to Apply

Application forms may be obtained from **www.ukm.my/pps** or **www.idfr.gov.my**
Completed applications must be returned to:

Mr. Vasudiwan Narayanan
Director of Regional and Security Studies Division
Institute of Diplomacy and Foreign Relations (IDFR)
Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia

Application Deadline

All application forms should reach IDFR **by 15 May 2012**.

Programme Coordinators

Mr. Vasudiwan Narayanan
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REGIONAL STUDIES

Course Code	SS 191
Course Name	Workshop on Regional and Security Studies (European Union)
Date	April 2012
Course Code	SS 200
Course Name	Workshop on Regional and Security Studies (China)
Date	July 2012
Course Code	SS 161
Course Name	Workshop on Regional and Security Studies (Central Asia/East Asia)
Date	October 2012

Rationale

A good understanding of the region or country with regards to its political, economic, legal and socio-cultural aspects are extremely important to strategise and enhance one's preparedness for diplomatic postings or in making foreign investments. A lack of understanding in this regard would prevent the officer concerned from performing at his or her best in forging better relations or in the case of investors, making good investments.

These workshops would provide participants with an overview of the political, economic and socio-cultural aspects of the region or country identified so as to enable them to become more successful diplomats or investors in the regions or country mentioned above.

Each of the one-day workshops will cover the political and economy systems of the region or country concerned. The socio-cultural aspects and the do's and don'ts of each region or country would also be highlighted.

The workshops are open to officers from government agencies, government linked companies (GLCs) and the private sector that have dealings with the region or country.

Objectives

- * To provide a better understanding of the politics, economics and legal systems of the region or country
- * To enhance the participants' understanding of the socio-cultural aspects of the region or country
- * To shed light on the potential for trade and investment opportunities as well as the pitfalls involved
- * To provide a forum for the exchange of ideas and views

Course Methodology

Participants will learn through lectures, discussions and interactive sessions. Representatives from the relevant embassies of the regions concerned represented in Kuala Lumpur would be invited to address the workshops. Former Malaysian ambassadors, academicians and corporate figures with experience in the respective regions would also share their experiences. The workshops will be fully conducted in English.

Areas of Focus

- * History and Politics
- * Bilateral Relations
- * Trade and Investment
- * Economic Cooperation
- * Socio-Cultural Aspects
- * Do's and Don'ts of Doing Business
- * Cultural and Political Taboos
- * Economic Opportunities and Pitfalls

Duration

One day

How to Apply

All applications must be made through the applicants' ministries/government agencies using the standard application form obtainable from IDFR or can be downloaded from IDFR's website at **www.idfr.gov.my**

Application Deadline

The application deadline is two weeks before the commencement of the workshop. Please refer to the IDFR website closer to the event to know the actual date of each workshop.

Programme Coordinators

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EVENTS

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Course Code	SS 190 (Malaysian Participants)
Course Name	Seminars/Roundtable Discussions/Public Lectures
Date	To be announced

Rationale

International issues that impinge on Malaysia's national interests and political developments in other parts of the world generally draw much interest among diplomats, academicians, business people and members of non-governmental organisations in the country. The seminars, roundtable discussions and public lectures that will be held at IDFR would fulfil this need and provide them with the opportunity to listen to and interact with local and foreign personalities who have distinguished themselves in diplomacy and international relations. These events also enable participants to share their views with fellow participants of these events.

Objectives

- * To provide participants with the opportunity to listen and interact with diplomats, government officials, academicians and other individuals who have distinguished themselves in the fields of diplomacy and international relations
- * To facilitate the generation of ideas and views on international issues that have a bearing on Malaysia's national interests which could contribute towards the process of policy formulation and decision making in the country
- * To promote a better understanding of Malaysia's foreign policy and its position on various international issues in enhancing Malaysia's relations with other countries

Event Methodology

Participants would benefit in terms of gaining new knowledge and insights by listening to speakers invited to these events. They also get the opportunity to share their views and experiences as well as pose questions to the speakers. All the seminars, roundtables and public lectures will be conducted in English.

Areas of Focus

- * Strategy and Security Issues
- * Bilateral Relations
- * Trade and Investment
- * Economic Cooperation
- * Scientific Diplomacy
- * Global issues such as Climate Change, Environment and International Terrorism

Duration

One to two days

How to Apply

An invitation to participate in these events would be sent to the targeted groups or individuals three to four weeks before the event. Those who have received the invitations could apply using the reply form attached to the invitation or via e-mail or fax by providing their names, designation and contact details.

Application Deadline

The deadline is five working days before each respective event. Information pertaining to the event will also be on the IDFR website prior to the event.

Event Coordinators

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Malaysian Technical Cooperation Programme (MTCP) Recipient Countries

ASEAN

Brunei	Cambodia
Indonesia	Lao PDR
Myanmar	Philippines
Singapore	Thailand
Vietnam	

OTHER SEA AND ASIA

China	D.P.R. Korea
Mongolia	Timor Leste

SAARC COUNTRIES

Afghanistan	Bangladesh
Bhutan	India
Maldives	Nepal
Pakistan	Sri Lanka

NORTH AFRICA AND WEST ASIAN STATES

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

PACIFIC ISLANDS

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

EAST AND CENTRAL EUROPE

Albania
Bosnia and Herzegovina
Croatia
Georgia
Turkey

CIS

Azerbaijan	Kazakhstan
Kyrgyz Republic	Tajikistan
Turkmenistan	Uzbekistan

AFRICA

Angola	Benin	Botswana
Burkina Faso	Cameroon	Central African Republic
Comoros	Congo	Cote D`Ivoire
Djibouti	Equatorial Guinea	Eriteria
Ethiopia	Gabon	Gambia
Ghana	Guinea	Guinea-Bissau
Kenya	Lesotho	Liberia
Madagascar	Malawi	Mali
Mauritania	Mauritius	Mozambique
Namibia	Niger	Nigeria
Rwanda	Senegal	Seychelles
Sierra Leone	Somalia	South Africa
Sudan	Swaziland	Tanzania
Togo	Uganda	Zambia
Zimbabwe		

SOUTH AMERICA

Argentina	Bolivia	Brazil
Chile	Colombia	Ecuador
Mexico	Panama	Paraguay
Peru	Suriname	Uruguay
Venezuela		

THE CARIBBEAN

Antigua Barbuda	Bahamas	Barbados
Belize	British Vir. Islands	Cayman Islands
Cuba	Dominica	Dominican Republic
Grenada	Guyana	Haiti
Jamaica	Montserrat	St. Kitts and Nevis
St. Lucia	St. Vincent Grenadines	Trinidad Tobago
Turks Caicos Islands		

* Source <http://mtcp.kln.gov.my>

Enquiries

All enquiries should be directed to:

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