

IDFR | 2011

**TRAINING
PROGRAMMES**

IDFR 2011 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. It was officially launched that same year on 12 August by the then Prime Minister, Tun Dr. Mahathir Mohamad. On 27 March 2004, IDFR officially became part of the Ministry of Foreign Affairs, Malaysia. The new IDFR Campus on Jalan Wisma Putra, Kuala Lumpur 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 and language courses for Wisma Putra's officers and officers from other ministries and agencies. IDFR also conducts courses for mid career and senior diplomats including Ambassadors and their spouses.

On 4 January 2010, for the first time in the history of IDFR, the Diplomatic Training Course for PTD Officers (DTC) was upgraded to a diploma level, where the first batch of participants was 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 training courses 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.

The IDFR's Master of Social Science in Strategy and Diplomacy programme is jointly conducted with Universiti Kebangsaan Malaysia (UKM). 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.

IDFR course participants and trainees have numerous opportunities to participate in workshops, seminars, roundtable discussions and public lectures held in IDFR and other venues. Among the prominent guest speakers at IDFR have included Kofi Annan, Haris Silajdzic, Lee Hsein Loong, Nelson Mandela, Reverend Jesse Louis Jackson, Sr. and Tun Musa Hitam.

Vision

- To be the regional focal point and centre of excellence for training and research in diplomacy and international studies

Mission

- To develop a corps of diplomatic officers who will be able to assertively promote and defend the country's national interests in keeping with the ever increasing pace and breadth of modern day diplomacy resulting from global changes
- To equip officers with in-depth knowledge, professional skills and the right attitude required in the conduct of foreign relations
- To prepare diplomats and officers from other agencies and ministries (including spouses) for the realities of working abroad by conducting customised courses

Programmes

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

- Diplomatic Training
- Master's Programme
- Regional Studies
- Language Training

Facilities in IDFR

Among the facilities available at IDFR are:

- 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
- 60 international standard hostel rooms, inclusive of ten suites
- Training and conference rooms and a fully-equipped language lab
- Wireless coverage at the meeting rooms, auditorium and also cafeteria
- Gymnasium, swimming pool, tennis and squash courts for recreational activities



**IDFR 2011
Training Programmes
at a Glance**

DIPLOMATIC TRAINING FOR INTERNATIONAL PARTICIPANTS

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Diplomatic Training Course for International Participants 1/2011 (MTCP)	14 March 2011	1 April 2011	14 February 2011
Crisis Management for International Participants (MTCP)	30 May 2011	10 June 2011	30 April 2011
Strategic Analysis for International Participants (MTCP)	11 July 2011	27 July 2011	13 June 2011
Diplomatic Training Course for International Participants 2/2011 (MTCP)	3 October 2011	21 October 2011	1 September 2011
Forum for ASEAN Young Diplomats on International Affairs 2011	28 November 2011	9 December 2011	28 October 2011

DIPLOMATIC TRAINING FOR MALAYSIAN PARTICIPANTS

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Orientation Course for Spouses of Heads of Mission	3 January 2011	7 January 2011	15 December 2010
SPKM: Pre-Posting Orientation Course for Officers and Spouses 1/2011	17 January 2011	28 January 2011	3 January 2011
Workshop on Public Diplomacy and Media Skills 1/2011	21 February 2011	24 February 2011	7 February 2011
High Level Workshop on International Negotiations for Senior Officers	28 March 2011	31 March 2011	14 March 2011
SPKM: Pre-Posting Orientation Course for Officers and Spouses 2/2011	4 April 2011	15 April 2011	15 March 2011
Workshop on Introduction to Public International Law	23 May 2011	26 May 2011	7 April 2011

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Mid Career Course for Diplomats	13 June 2011	24 June 2011	1 June 2011
Diploma in Diplomacy (DiD)	July 2011	January 2012	1 May 2011
Pre-Posting Orientation Course for Executive Officers	18 July 2011	22 July 2011	4 July 2011
SPKM: Pre-Posting Orientation Course for Officers and Spouses 3/2011	18 July 2011	29 July 2011	1 July 2011
SPKM: Pre-Posting Orientation Course for Officers and Spouses 4/2011	26 September 2011	7 October 2011	15 September 2011
Orientation Course for Heads of Mission and their Spouses	26 September 2011	30 September 2011	15 September 2011
Workshop on Public Diplomacy and Media Skills 2/2011	21 November 2011	24 November 2011	7 November 2011

MASTER'S PROGRAMME

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Master of Social Science in Strategy and Diplomacy	July 2011	August 2012	1 March 2011

REGIONAL STUDIES

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Workshop on Regional Studies (India)	April 2011	-	Two weeks before the commencement of the workshop
Workshop on Regional Studies (China)	June 2011	-	Two weeks before the commencement of the workshop
Workshop on Regional Studies (European Union)	September 2011	-	Two weeks before the commencement of the workshop
Workshop on Regional Studies (North America)	November 2011	-	Two weeks before the commencement of the workshop

ENGLISH LANGUAGE

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Say It Right: A Course in Pronunciation 1/2011	22 February 2011	24 February 2011	31 January 2011
Building Blocks of Good English 1/2011	21 March 2011	25 March 2011	28 February 2011
Effective Speaking Skills 1/2011	16 May 2011	19 May 2011	25 April 2011
Effective Writing Skills 1/2011	13 June 2011	17 June 2011	20 May 2011
English for Diplomatic Purposes (Diploma in Diplomacy)	July 2011	January 2012	-
Say It Right: A Course in Pronunciation 2/2011	26 July 2011	28 July 2011	30 June 2011
Effective Speaking Skills 2/2011	26 September 2011	29 September 2011	5 September 2011
Effective Writing Skills 2/2011	17 October 2011	21 October 2011	16 September 2011
Building Blocks of Good English 2/2011	21 November 2011	25 November 2011	31 October 2011

ARABIC LANGUAGE

Part Time Evening Courses

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Arabic Level V	17 January 2011	15 June 2011	16 December 2010
Arabic Level IX	18 January 2011	13 December 2011	20 December 2010
Arabic Level VI	20 January 2011	15 December 2011	17 December 2010
Arabic Level XII	21 January 2011	16 December 2011	21 December 2010
Arabic Level I	27 June 2011	21 December 2011	27 May 2011

Full Time Course

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Intensive Arabic Language Course (Diploma in Diplomacy)	July 2011	January 2012	-

FRENCH LANGUAGE

Part Time Evening Courses

COURSE	STARTING	ENDING	APPLICATION DEADLINE
French Level I	25 April 2011	21 November 2011	25 March 2011
French Level IV	26 April 2011	22 November 2011	26 March 2011
French Level VII	29 April 2011	30 May 2011	29 March 2011

Full Time Course

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Intensive French Language Course (Diploma in Diplomacy)	July 2011	January 2012	-

SPANISH LANGUAGE

Part Time Evening Courses

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Spanish Level I	25 April 2011	24 October 2011	22 April 2011
Spanish Level II 1/2011	26 April 2011	25 October 2011	25 April 2011
Spanish Level II 2/2011	7 November 2011	2 May 2012	4 November 2011
Spanish Level III	8 November 2011	3 May 2012	7 November 2011

Full Time Course

COURSE	STARTING	ENDING	APPLICATION DEADLINE
Intensive Spanish Language Course (Diploma in Diplomacy)	July 2011	January 2012	-

Diplomatic Training for International Participants



Course Code	ID 130/1 (MTCP Participants)
Course Name	Diplomatic Training Course for International Participants 1/2011
Date	14 March-1 April 2010
Course Code	ID 130/2 (MTCP Participants)
Course Name	Diplomatic Training Course for International Participants 2/2011
Date	3-21 October 2011

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 conducted in English and is fully residential.

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 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 candidate'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 email 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 on or before the stipulated deadline.

For **Diplomatic Training Course for International Participants 1/2011**, the deadline is **14 February 2011**.

For **Diplomatic Training Course for International Participants 2/2011**, the deadline is **1 September 2011**.

Course Coordinator

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Course Code	SS 120 (MTCP Participants)
Course Name	Crisis Management for International Participants
Date	30 May-10 June 2011

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 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 crises 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 conducted in English and is fully residential.

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 candidate'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 email 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 **on or before 30 April 2011.**

Course Coordinator

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Course Code	SS 140 (MTCP Participants)
Course Name	Strategic Analysis for International Participants
Date	11-27 July 2011

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 conducted in English and is fully residential.

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 candidate'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 email 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 **on or before 13 June 2011.**

Course Coordinator

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Course Code	ID 150 (ASEAN Countries)
Course Name	Forum for ASEAN Young Diplomats on International Affairs 2011
Date	28 November-9 December 2011

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 conducted in English and is fully residential.

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 email 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 **on or before 28 October 2011.**

Course Coordinator

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Diplomatic Training for Malaysian Participants



Course Code	MD 160 (Malaysian Participants)
Course Name	Orientation Course for Spouses of Heads of Mission
Date	3-7 January 2011

Rationale

In order to prepare and equip spouses of Ambassadors and Heads of Mission for their roles at Mission, IDFR has designed a five-day course to cater for that purpose, incorporating various aspects of professional, cultural, social and interpersonal skills.

Objectives

- To enhance spouses' knowledge and skills on their role and responsibilities at Mission
- To upgrade and strengthen professional knowledge and diplomatic skills related to their role specifically as spouses and generally as Malaysia's representatives abroad

Course Methodology

The course focuses on imparting the knowledge, skills and experiences of those who have served as Malaysia's Ambassadors and their spouses to the course participants so that they can play their role at Mission with greater ease and confidence. Training would be through classroom lectures, briefings, panel discussions, group discussions and study visits.

Course Content

- The Role and Responsibilities of Spouses
- English Language Pronunciation and Presentation Skills
- Overview of Malaysia's Foreign Policy
- Palace and Royal Protocol
- PERWAKILAN
- Public Diplomacy
- Diplomatic Skills
- Culture and Tradition

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 **on or before 15 December 2011.**

Course Coordinators

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Course Code	MD 140/1 (Malaysian Participants)
Course Name	SPKM: Pre-Posting Orientation Course for Officers and Spouses 1/2011
Date	17-28 January 2011
Course Code	MD 140/2 (Malaysian Participants)
Course Name	SPKM: Pre-Posting Orientation Course for Officers and Spouses 2/2011
Date	4-15 April 2011
Course Code	MD 140/3 (Malaysian Participants)
Course Name	SPKM: Pre-Posting Orientation Course for Officers and Spouses 3/2011
Date	18-29 July 2011
Course Code	MD 140/4 (Malaysian Participants)
Course Name	SPKM: Pre-Posting Orientation Course for Officers and Spouses 4/2011
Date	26 September-7 October 2011

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 interested 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 on or before the stipulated deadline.

For **SPKM: Pre-Posting Orientation Course for Officers and Spouses 1/2011**, the deadline is **3 January 2011**.

For **SPKM: Pre-Posting Orientation Course for Officers and Spouses 2/2011**, the deadline is **15 March 2011**.

For **SPKM: Pre-Posting Orientation Course for Officers and Spouses 3/2011**, the deadline is **1 July 2011**.

For **SPKM: Pre-Posting Orientation Course for Officers and Spouses 4/2011**, the deadline is **15 September 2011**.

Course Coordinators

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Course Code	EP 160/1 (Malaysian Participants)
Course Name	Workshop on Public Diplomacy and Media Skills 1/2011
Date	21-24 February 2011

Course Code	EP 160/2 (Malaysian Participants)
Course Name	Workshop on Public Diplomacy and Media Skills 2/2011
Date	21-24 November 2011

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 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/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 on or before the stipulated deadline.

For **Workshop on Public Diplomacy and Media Skills 1/2011**, the deadline is **7 February 2011**.

For **Workshop on Public Diplomacy and Media Skills 2/2011**, the deadline is **7 November 2011**.

Course Coordinators

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Course Code	SS 110 (Malaysian Participants)
Course Name	High Level Workshop on International Negotiations for Senior Officers
Date	28-31 March 2011

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 forums 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 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

Four days

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 14 March 2011.**

Course Coordinators

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Course Code	EP 180 (Malaysian Participants)
Course Name	Workshop on Introduction to Public International Law
Date	23-26 May 2011

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 that 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 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 **on or before 7 April 2011**.

Course Coordinator

Major (Rtd.) Mohd Ridzuan Haji Mohd Shariff
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Course Code	MD 150 (Malaysian Participants)
Course Name	Mid Career Course for Diplomats
Date	13-24 June 2011

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 of Foreign Affairs 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 discussion 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

One week

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 **on or before 1 June 2011.**

Course Coordinators

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Course Code	MD 130 (Malaysian Participants)
Course Name	Pre-Posting Orientation Course for Executive Officers
Date	18-22 July 2011

Rationale

Executive officers at Malaysian Missions abroad play a crucial role in ensuring the Mission's account and overall financial management is in order according to government procedures in close coordination with the Head of Chancery. In view of their important role, it is necessary to upgrade and enhance their skills in various areas of their responsibilities prior to their posting abroad. This is to ensure that executive officers of the Foreign Ministry are well acquainted with their role and responsibilities at post. Apart from that, they would also be taught various aspects of management, protocol and consular matters, social etiquette, diplomatic privileges and immunities, security issues of working and living abroad, family life at Missions, as well as ethics in the civil service.

Objectives

- To enhance knowledge and skills in accounting, finance and administrative matters at Missions
- To broaden knowledge and expertise on consular and protocol duties
- To instil esprit de corps among participants which is essential for effective performance and teamwork at Missions
- To develop security consciousness among members of the diplomatic service

Course Methodology

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

Course Content

- Administrative and Service Matters at Mission: Home Based Staff (HBS) and Locally Recruited Staff (LRS)
- Consular Work at Mission including Funeral Rites
- Crisis Management at Mission
- Cross-Cultural Communication
- Managing Visits of VVIPs at Malaysian Missions Abroad
- National Registration and Immigration Act
- Personal Grooming and Social Etiquette
- Preparation before Departure
- Productive Relations between the Executive Officer and the Head of Chancery
- Security Awareness at Post
- Vienna Convention on Diplomatic Relations 1961
- Working and Living Abroad
- Work Ethics

Duration

Five days

Prerequisites/Eligibility

This course is offered to officers nominated by the Ministry of Foreign Affairs and other interested 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 **on or before 4 July 2011**.

Course Coordinators

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Course Code	MD 110 (Malaysian Participants)
Course Name	Diploma in Diplomacy (DiD)
Date	July 2011-January 2012

Rationale

This diploma programme is an in-house training prerequisite for newly appointed and junior Foreign Service officers, mainly from the Ministry of Foreign Affairs Malaysia and other Ministries/government agencies. 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 overseas where they would be exposed to the workings of a Malaysian diplomat. 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 mainly from the Ministry of Foreign Affairs and other Ministries/government agencies whose job description relates to diplomacy and foreign/international relations.

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 respective Ministries/agencies should reach IDFR **on or before 1 May 2011**.

Programme Coordinators

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Course Code	MD 120 (Malaysian Participants)
Course Name	Orientation Course for Heads of Mission and their Spouses
Date	26-30 September 2011

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 the 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 would 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

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 **on or before 15 September 2011.**

Course Coordinators

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Master's Programme



Course Code	SS 130
Course Name	Master of Social Science in Strategy and Diplomacy
Date	July 2011-August 2012

Rationale

This master's programme prepares and equips the students from diverse academic backgrounds with the ability to explore the nexus between strategy and diplomacy within the context of the changing global environment. The programme focuses on the understanding of strategic and security issues, diplomacy, inter-state relations, foreign policy, global peace and war, international political economics, international law, defence policy and regional studies.

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 (UKM) which awards the degree.

Objectives

- To provide 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 have a better understanding of international law and international organisations
- To provide a forum for a healthy exchange 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

- Research Methodology for Strategy and Diplomacy
- Contemporary Strategy
- Diplomatic Theory and Practice
- International Political Economy
- Issues in International Security
- Comparative Defence and Foreign Policy
- Issues in Asia-Pacific Strategy and Security
- Politics and Foreign Policy of Malaysia
- International Law and Organisation
- 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:

- i. A bachelor's degree or its equivalent
- ii. Proficiency in the English Language (please refer to the Language Requirements below)

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 course 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 scores (minimum 6.0). Applicants who pursued their bachelor's degree at an English medium university are exempted from these requirements.

Degree Requirements and Academic Policies

The Master of Social Science in Strategy and Diplomacy is a one-year full-time course. The degree is earned by a combination of coursework and submission of a project paper.

To fulfil the requirements for the Master's degree, a student must:

- i. Pass ten courses in three semesters
- ii. Submit a thesis
- iii. Pass an oral examination consisting of a presentation of the thesis followed by a questioning session by faculty members

Course Work

Students must accumulate a total of 36 credit hours of tutorial with a minimum Cumulative Grade Point Average (CGPA) of 3.0 to graduate.

Student Evaluation

Students are assessed based on the following general criteria which apply to all taught courses:

- i. Attendance and active participation in class discussion
- ii. To write and present two term papers OR one term paper and a book review
- iii. Sit-in examinations

Project Paper Requirements

Students are required to submit a thesis which would provide an opportunity for them to apply and demonstrate writing, research and analysis skills.

Designated supervisors will be assisting students in completing their thesis of about 10,000 words.

Oral Examination

Students are required to present a summary of their thesis before a faculty committee. Such presentation would constitute a major portion of the Oral Examination. An additional period of questioning by the faculty would follow the presentation.

Residence

The Master's programme is conducted on a full-time basis and requires one year of course work in residence. Students may enrol up to four courses per semester.

Grades

Grades range from A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C (2.0), C- (1.67), D+ (1.33), and D (1.0). Numerical equivalents for the grades are given in brackets.

Language

The Master of Social Science in Strategy and Diplomacy is conducted in English.

How to Apply

Application forms may be obtained from www.ukm.my/pps or www.idfr.gov.my

Completed applications must be returned to:

Director of Regional and Securities Studies
Master's Programme Coordinator
Institute of Diplomacy and Foreign Relations (IDFR)
Ministry of Foreign Affairs
Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia

Application Deadline

All application forms should reach IDFR **on or before 1 March 2011**.

Programme Coordinators

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Regional Studies



Course Code	SS 160 (Malaysian Participants)
Course Name	Workshop on Regional Studies (India)
Date	April 2011
Course Code	SS 200 (Malaysian Participants)
Course Name	Workshop on Regional Studies (China)
Date	June 2011
Course Code	SS 191 (Malaysian Participants)
Course Name	Workshop on Regional Studies (European Union)
Date	September 2011
Course Code	SS 151 (Malaysian Participants)
Course Name	Workshop on Regional Studies (North America)
Date	November 2011

Rationale

A good understanding of the region or country with regards to its political, economic and legal and socio-cultural aspects is extremely important to strategise and enhance one's preparedness for diplomatic posting 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 region or country.

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 workshop is open to officers from government agencies, government linked companies (GLC's) 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 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 ideas and views

Course Methodology

Participants 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 region or country would also share their experiences. The workshops would be 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/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's website closer to the event to know the actual date of each workshop.

Course Coordinators

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English Language



Course Code	EN 310/1 (Malaysian Participants)
Course Name	Say It Right: A Course in Pronunciation 1/2011
Date	22-24 February 2011

Course Code	EN 310/2 (Malaysian Participants)
Course Name	Say It Right: A Course in Pronunciation 2/2011
Date	26-28 July 2011

Rationale

Good communication skills are essential. The ability to speak fluently with correct pronunciation, use of stress, rhythm and intonation will enhance many aspects of the communication acts. With good communication skills, people will not only pay more attention to what is being said, but are more willing to do what is expected of them in a given situation. This three-day course aims to enhance participants' awareness on the phonetic features of spoken English and to develop their pronunciation so as to enable them to interact and communicate more effectively in English.

Objectives

- To raise participants' awareness on how English sounds function in the English language system
- To improve their pronunciation and their ability to communicate intelligibly
- To enable participants to express themselves with greater confidence

Course Methodology

An interactive methodology will be adopted to ensure maximum participation. Participants will be put through awareness-raising activities, discussions, practical sessions, simulations and presentations.

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 interested Ministries/government agencies.

How to Apply

All applications must be made through the applicants' Ministries/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 on or before the stipulated deadline.

For **Say It Right: A Course in Pronunciation 1/2011**, the deadline is **31 January 2011**.

For **Say It Right: A Course in Pronunciation 2/2011**, the deadline is **30 June 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	EN 213/1 (Malaysian Participants)
Course Name	Building Blocks of Good English 1/2011
Date	21-25 March 2011

Course Code	EN 213/2 (Malaysian Participants)
Course Name	Building Blocks of Good English 2/2011
Date	21-25 November 2011

Rationale

Using English to communicate effectively both in social and professional settings demands a good command of the language. Whether in spoken or written medium, the confidence level of the user would depend on one's proficiency level. This course aims in helping the participants to enhance their proficiency through troubleshooting exercises in the language skills as well as grammar and vocabulary.

Objectives

- To develop participants' communicative competence in English in social as well as professional settings
- To improve their skills in reading, writing, listening and speaking, specifically in job-related areas

Course Methodology

The course will provide the opportunity to participants to become conscious of ways to improve through various activities and move on to using the language accurately. An interactive and integrated approach will be adopted where participants will learn through classroom lectures, individual and group activities.

Course Content

- Pronunciation
- Error Analysis
- Listening and Note-taking Skills
- Effective Reading Skills
- Fundamentals of Grammar
- Principles of Clear Writing

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 interested Ministries/government agencies.

How to Apply

All applications must be made through the applicants' Ministries/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 on or before the stipulated deadline.

For **Building Blocks of Good English 1/2011**, the deadline is **28 February 2011**.

For **Building Blocks of Good English 2/2011**, the deadline is **31 October 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	EN 221/1 (Malaysian Participants)
Course Name	Effective Speaking Skills 1/2011
Date	16-19 May 2011

Course Code	EN 221/2 (Malaysian Participants)
Course Name	Effective Speaking Skills 2/2011
Date	26-29 September 2011

Rationale

The art of public speaking comes with practice and experience. It is a daunting task to many and yet it is a necessary and important skill that needs to be developed especially since one may be called upon to make presentations in the line of duty or even at formal functions. To be a confident and dynamic speaker, one needs to have the knowledge, skills and appropriate language. This course will give the participants the opportunity to equip themselves with the relevant tools to make effective presentations.

Objectives

- To enable participants to plan and prepare a systematic approach for an effective presentation
- To enable participants to apply the basic principles of making presentations
- To enhance participants' public speaking skills
- To enable participants to use appropriate language to ensure clarity for effective presentation
- To develop participants' confidence to stand up and deliver

Course Methodology

Participants will be shown ways to improve their own styles of presentation. The classroom activities would include discussions, simulation exercises and making short presentations.

Course Content

- Making a Start
- The Right Kind of Language
- Voice Projection
- Body Language
- Visual Aids
- Q & A Session
- Presentations

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 interested Ministries/government agencies.

How to Apply

All applications must be made through the applicants' Ministries/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 on or before the stipulated deadline.

For **Effective Speaking Skills 1/2011**, the deadline is **25 April 2011**.

For **Effective Speaking Skills 2/2011**, the deadline is **5 September 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	EN 220/1 (Malaysian Participants)
Course Name	Effective Writing Skills 1/2011
Date	13-17 June 2011

Course Code	EN 220/2 (Malaysian Participants)
Course Name	Effective Writing Skills 2/2011
Date	17-21 October 2011

Rationale

Written communication is one of the channels used in transferring information. The written words are more powerful than spoken words as they have a long-lasting effect. The ability to transfer ideas clearly through writing is one of the most important skills needed professionally. Therefore, getting written communication right is an asset. Sentence skills and grammar will be dealt with as these are necessary elements to good writing.

Objectives

- To enable participants to write with confidence
- To enable participants to learn and understand grammatical structure and to apply the knowledge in writing
- To enable participants to draft, write and edit their writing and the writing of others
- To develop participants' competence in expressing ideas effectively

Course Methodology

An integrated approach of classroom lectures, discussions, practical exercises and group critique activities will be adopted.

Course Content

- Principles of Clear Writing
- The Fundamentals of Sentences and Grammar
- Practical Tips on Organising and Writing Purposeful Paragraphs
- Proofreading, Reviewing and Editing

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 interested Ministries/government agencies.

How to Apply

All applications must be made through the applicants' Ministries/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 on or before the stipulated deadline.

For **Effective Writing Skills 1/2011**, the deadline is **20 May 2011**.

For **Effective Writing Skills 2/2011**, the deadline is **16 September 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	EN 410
Course Name	English for Diplomatic Purposes (Diploma in Diplomacy)
Date	July 2011-January 2012

Rationale

The twenty-first century diplomats function in challenging and ever-changing environments and situations, thus making it necessary for them to be equipped with a diplomatic toolkit which could empower them to carry out their professional responsibilities effectively. Linguistic skills should be part of this toolkit as language is a vehicle in communication, of information and news, of international business, diplomacy and science. This module aims at providing support and contexts to enable participants to enhance their competence and confidence in the use of English for diplomatic purposes.

Objectives

- To enhance participants' accuracy and fluency to communicate in English through raising their awareness level on the rules of good usage and appropriate language use
- To further hone their language skills in order to consolidate their ability to carry out their duties effectively

Course Methodology

The approach is content-based using relevant materials and focusing on specific language skills which would be strengthened through fluency, accuracy and confidence-building activities. The course will adopt an interactive strategy which includes lectures, discussions, exercises, individual and group activities and language clinics, thus encouraging participants to be actively involved.

Course Content

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

Duration

Six months

Prerequisites/Eligibility

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

Course Coordinators

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Arabic Language



Course Code	AR 510
Course Name	Arabic Level V
Date	17 January-15 June 2011

Objective

- To equip participants with a working knowledge of the Arabic language so as to communicate and be able to use the language to cope with their daily needs

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials and practice sessions in the language laboratory.

Course Content

- Introduction to the Use of Phrases
- Comprehension of Listening and Reading Texts
- Use of Simple Phrases and Sentences in Writing

Duration

80 hours

Prerequisites/Eligibility

Participants should have successfully completed Arabic Level IV (AR 410) or have an equivalent level.

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 16 December 2010.**

Maximum Number of Participants

20

Course Coordinators

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Course Code	AR 910
Course Name	Arabic Level IX
Date	18 January-13 December 2011

Objectives

- To equip participants with a working knowledge of Arabic language to enable them to use the language fairly effectively in selected communicative situations
- To enhance participants' language skills and proficiency

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials and practice sessions in the language laboratory.

Course Content

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

Duration

80 hours

Prerequisites/Eligibility

Participants should have successfully completed Arabic Level VIII (AR 810) or have an equivalent level.

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 20 December 2010.**

Maximum Number of Participants

20

Course Coordinators

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Course Code	AR 610
Course Name	Arabic Level VI
Date	20 January-15 December 2011

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 participants' ability to comprehend spoken and written Arabic

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials and practice sessions in the language laboratory.

Course Content

- Basic Conversation
- Introduction to the Use of Clauses
- Guided Writing
- Grammar

Duration

80 hours

Prerequisites/Eligibility

Participants should have successfully completed Arabic Level V (AR 510) or have an equivalent level.

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 17 December 2010.**

Maximum Number of Participants

20

Course Coordinators

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Course Code	AR 1210
Course Name	Arabic Level XII
Date	21 January-16 December 2011

Objectives

- To enable participants to become independent users of the language
- To enable participants to use Arabic confidently in formal and informal situations

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials and practice sessions in the language laboratory.

Course Content

- Dictionary Skills
- Analysis of Longer Reading Texts
- Free Writing
- Grammar

Duration

80 hours

Prerequisites/Eligibility

Participants should have successfully completed Arabic Level XI (AR 1110) or have an equivalent level.

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 21 December 2010.**

Maximum Number of Participants

20

Course Coordinators

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Course Code	AR 110
Course Name	Arabic Level I
Date	27 June-21 December 2011

Objectives

- To equip participants with basic knowledge of the language so as to enable them to carry out simple conversation on basic topics 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 and interaction using audio-visual materials and practice sessions in the language laboratory.

Course Content

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

Duration

80 hours

Prerequisites/Eligibility

No prerequisites

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 27 May 2011.**

Maximum Number of Participants

20

Course Coordinators

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Course Code	AR 411
Course Name	Intensive Arabic Language Course (Diploma in Diplomacy)
Date	July 2011-January 2012

Objectives

- To equip participants with the skills required to hold a simple conversation on basic topics, 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 using audio-visual materials and practice sessions in the language laboratory as well as 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 140 hours

Prerequisites/Eligibility

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

Course Coordinators

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French Language



Course Code	FR 110
Course Name	French Level I
Date	25 April-21 November 2011

Objectives

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

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials and practice sessions in the language laboratory.

Course Content

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

Duration

80 hours

Prerequisites/Eligibility

No prerequisites

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 25 March 2011.**

Maximum Number of Participants

20

Course Coordinators

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Course Code	FR 410
Course Name	French Level IV
Date	26 April-22 November 2011

Objective

- To assist participants in acquiring the skills to communicate fairly effectively both orally and in writing, in informal situations

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials and practice sessions in the language laboratory.

Course Content

- Describing People
- Narrating Events
- Talking About the Future
- Reacting to Statements and Situations
- Justifying One's Position
- Understanding Different Types of Text
- Writing Informal Letters and Messages

Duration

80 hours

Prerequisites/Eligibility

Participants should have successfully completed French Level III (FR 310) or have an equivalent level.

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 26 March 2011.**

Maximum Number of Participants

16

Course Coordinators

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Course Code	FR 710
Course Name	French Level VII
Date	29 April 2011-30 May 2012

Objective

- To enhance participants' language proficiency, knowledge and understanding of the culture of French speaking countries

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials, practice sessions in the language laboratory as well as 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

- Discussions on Current Issues
- Essay and Formal Correspondence Writing
- Preparation for D.E.L.F. (External Examination)

Duration

80 hours (every Friday)

Prerequisites/Eligibility

Participants should have successfully completed French Level VI (FR 610) or have an equivalent level.

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 29 March 2011.**

Maximum Number of Participants

16

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Course Code	FR 411
Course Name	Intensive French Language Course (Diploma in Diplomacy)
Date	July 2011-January 2012

Objectives

- To equip the participants with the skills required to hold a simple conversation 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 or the French speaking world

Course Methodology

Participants will learn through classroom activities and interaction with the help of audio-visual materials, practice sessions in the language laboratory as well as 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 course is offered to officers nominated by the Ministry of Foreign Affairs only.

Course Coordinators

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Spanish Language



Course Code	SP 110
Course Name	Spanish Level I
Date	25 April-24 October 2011

Objective

- To equip participants with basic knowledge of the language in order to survive in a Spanish speaking country or to engage in a basic conversation with Spanish native speakers in Malaysia

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials.

Course Content

- Pronunciation
- Basic Conversation
- Getting to Know People
- Ordering Food

Duration

80 hours

Prerequisites/Eligibility

No prerequisites

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 22 April 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code **SP 210/1**
Course Name **Spanish Level II 1/2011**
Date **26 April-25 October 2011**

Course Code **SP 210/2**
Course Name **Spanish Level II 2/2011**
Date **7 November 2011-2 May 2012**

Objective

- To equip participants with the basic knowledge in Spanish to communicate in simple everyday situations

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials.

Course Content

- Asking and Giving Information about Family
- Asking and Saying What Language They Speak
- Finding Their Way Around Town
- Asking and Giving Simple Directions
- Asking about Business Hours
- Asking for Clarification

Duration

80 hours

Prerequisites/Eligibility

Participants should have successfully completed Spanish Level I (SP110) or have an equivalent level.

How to Apply

All applications must be made through the applicants' Ministries/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 on or before the stipulated deadline.

For **Spanish Level II 1/2011**, the deadline is **25 April 2011**.

For **Spanish Level II 2/2011**, the deadline is **4 November 2011**.

Maximum Number of Participants

20

Course Coordinators

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Course Code	SP 411
Course Name	Intensive Spanish Language Course (Diploma in Diplomacy)
Date	July 2011-January 2012

Objectives

- To equip participants with the skills required to hold a simple conversation on basic topics within the scope of a very limited experience
- To enable participants 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 and interaction using audio-visual material, practice sessions in the language laboratory and participation in the social and cultural activities of the Spanish speaking community in Malaysia.

Course Content

- Pronunciation
- Basic Conversation
- Reading and Writing Simple Texts
- Informal Correspondence

Duration

Minimum 140 hours

Prerequisites/Eligibility

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

Course Coordinators

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Course Code	SP 310
Course Name	Spanish Level III
Date	8 November 2011-3 May 2012

Objective

- To equip participants with the knowledge to communicate fairly effectively in informal situations

Course Methodology

Participants will learn through classroom activities and interaction using audio-visual materials.

Course Content

- Narrating Events
- Giving Opinions
- Understanding Current Issues
- Writing Simple Texts and Articles
- Commenting on a Meal
- Expressing Appreciation

Duration

80 hours

Prerequisites/Eligibility

Participants should have successfully completed Spanish Level II (SP210) or have an equivalent level.

How to Apply

All applications must be made through the applicants' Ministries/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 **on or before 7 November 2011.**

Maximum Number of Participants

20

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Enquiries

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