



IDFR
2021
PROSPECTUS

IDFR 2021 Prospectus

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Institute of Diplomacy and Foreign Relations (IDFR)

Ministry of Foreign Affairs, Malaysia

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Institute of Diplomacy and Foreign Relations

Institute of Diplomacy and Foreign Relations

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

The Institute has four flagship programmes: the Diploma in Diplomacy, a six-month intensive course for junior Malaysian Foreign Service Officers in preparation for their first posting to Malaysian Diplomatic Missions; a one-year Master of Social Sciences in Strategy and Diplomacy, a joint programme with Universiti Kebangsaan Malaysia, which has been in place since 1999; the Pre-Posting Orientation Course for Home-Based Staff and Spouses under *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* (SPKM), a mandatory course designed to provide exposure and introduce the participants to the work at Malaysian Diplomatic Missions; and the MTCP programmes, where Malaysia shares its development experiences and expertise with other developing countries in line with the spirit of South-South Cooperation.

To complement classroom training, short discourses comprising lectures, forums, roundtable discussions, and workshops are also organised on a regular basis. Among the discourses are the IDFR Lecture Series, Ambassador Lecture Series, Economic Diplomacy Series, and Cultural Diplomacy Lecture Series. To date, prominent figures who have addressed audience at IDFR include Kofi Annan, Yasser Arafat, Benazir Bhutto, Nelson Mandela, Sultan Hassanal Bolkiah, Tun Dr. Mahathir Mohamad, Imam Feisal Abdul Rauf, Ban Ki-moon, Gareth Evans, Helen Clark, Tan Sri Rais Yatim, Tunku Zain Al-'Abidin Tuanku Muhriz, and His Royal Highness Sultan Dr. Nazrin Muizzuddin Shah ibni Almarhum Sultan Azlan Muhibbuddin Shah Al-Maghfur-Lah, the Sultan of Perak Darul Ridzuan and the Institute's Royal Patron.

Among the Institute's collaborators are the Association of Former Malaysian Ambassadors, Foreign Policy Study Group, Global Diplomatic Forum, International Committee for the Red Cross, MERCY Malaysia, Universiti Kebangsaan Malaysia, Universiti Teknologi MARA, Universiti Malaysia Sabah, Universiti Utara Malaysia, Universiti Malaya, Universiti Malaysia Sarawak, and the foreign missions in Kuala Lumpur.

Our focus areas are:

- ❖ Political Studies and Economic Diplomacy
- ❖ Leadership, Negotiation, and Public Diplomacy
- ❖ Languages and Cultural Diplomacy
- ❖ Competency Enhancement

IDFR also has a panel of Distinguished Fellows made up of former Malaysian ambassadors who are experienced practitioners and also outstanding academicians in the field of diplomacy and international relations who contribute ideas and continuously support the growth of the Institute.

The Institute's facilities include:

- ❖ Training rooms
- ❖ Meeting rooms
- ❖ Language and computer labs
- ❖ Library
- ❖ Auditorium
- ❖ Multipurpose Hall
- ❖ Hostel
- ❖ Gymnasium, swimming pool, tennis cum futsal and squash courts
- ❖ Wireless coverage





2021 Programmes

2021 Programmes

Centre for Political Studies and Economic Diplomacy

Courses	
Strategic Analysis Course 2021	23-25 February 2021
Malaysian Technical Cooperation Programme (MTCP): Diplomatic Training Course for International Participants 2021 (Mid-Level Diplomats)	29-31 March 2021
Malaysian Technical Cooperation Programme (MTCP): Economic Diplomacy Course for International Participants 2021	31 May - 2 June 2021
Economic Diplomacy Course	9-10 June 2021
Discourses	
Ambassador Lecture Series	24 February and 26 May 2021
IDFR Lecture Series	6 May and 13 October 2021
Economic Diplomacy Series	9 June and 3 August 2021

Centre for Leadership, Negotiation and Public Diplomacy

Courses	
Pre-Posting Orientation Course for Home-Based Staff and Spouses under <i>Sistem Pentadbiran Kerajaan Malaysia di Luar Negara</i> (SPKM)	
Series 1: Grade 41 and Above	11-20 January 2021
Series 2: Grade 38 and Below	22-26 March 2021
Series 3: Grade 41 and Above	31 May - 10 June 2021
Series 4: Grade 38 and Below	6-10 September 2021
Series 5: Grade 41 and Above	25 October - 3 November 2021

Leadership Course for Mid-Level Officers	6-8 April 2021
Media Skills Workshop for Mid-Level Officers	13-15 July 2021
Public Diplomacy Workshop for Junior Level Officers	27-29 July 2021
Malaysian Technical Cooperation Programme (MTCP): Media & Public Diplomacy Course for International Participants 2021	16-22 August 2021
Negotiation Course for Junior Level Officers	28-30 September 2021
Negotiation Course for Mid-Level Officers	12-14 October 2021

Centre for Languages and Cultural Diplomacy

Courses

English

Say It Right: A Course on Pronunciation	9-11 February 2021
Malaysian Technical Cooperation Programme (MTCP): English e-Learning Training Programme for Sudanese Officers	1 March - 6 April 2021
Presentation Skills at the Workplace	21-24 June 2021
English Writing Workshop	20-23 September 2021

Arabic

Arabic Level II	5 August - 28 October 2021
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German

German Level III	5 August - 28 October 2021
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Cultural Diplomacy

Workshop on Cultural Diplomacy	1-2 April and 5-6 October 2021
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Discourses

Cultural Diplomacy Lecture Series

19 March and 2 November 2021

Competency Enhancement Centre

Courses

Diploma in Diplomacy 1/2021

2 November – 9 May 2021

Introduction to Diplomacy for State Secretary Officers

19-21 May 2021

Diploma in Diplomacy 2/2021

1 June – 30 November 2021

Master of Social Sciences in Strategy and Diplomacy

October 2021 – August 2022



Centre for Political Studies and Economic Diplomacy



Centre for Political Studies and Economic Diplomacy

The Centre for Political Studies and Economic Diplomacy focuses on the areas and issues of diplomacy and international relations, bilateral and multilateral political, economic and trade relations, and security. The Centre organises various courses on relevant and current subjects related to political studies and economic diplomacy, including those offered under the Malaysian Technical Cooperation Programme (MTCP). The Centre also organises intellectual discourse on topical issues related to political studies, economic diplomacy, and international relations through its three lecture series, namely, the Ambassador Lecture Series, IDFR Lecture Series, and Economic Diplomacy Series.

The Centre welcomes the opportunity to collaborate with other ministries and government agencies, international and regional organisations, as well as universities and local and foreign think tanks to generate, share, and disseminate practical knowledge in political studies and economic diplomacy.



Strategic Analysis Course 2021

23-25 February 2021

Overview

Strategic analysis is a vital 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 critical as it allows a glimpse into all the possibilities and forces at play, invoking one to evaluate the costs and risks resulting from the decisions made and dissect the consequences of those of the adversaries, allies, and others.

With the global politics and economic uncertainties continue to abound and dominate international arena, it is crucial for states to pursue comprehensive approach in dealing with these issues. Employing the blending of critical thinking and innovative approaches will greatly assist states to realise their policy and strategic goals. State actors must, therefore, be equipped with those knowledge, techniques, and methods.

Course Content

- ❖ Introduction to Strategic Analysis
- ❖ Strategic Planning and Future Studies
- ❖ Innovation and Strategic Thinking
- ❖ Strategic Positioning for Effective Media Relations
- ❖ Countering the Terrorists' Narrative
- ❖ Country Risk Analysis
- ❖ International Negotiations: Analytical Tools and Techniques
- ❖ Traditional Security/Non-Traditional Security
- ❖ Intelligence and National Security

Who Should Attend

Officials of ministries/government agencies whose nature of work involves diplomacy, crisis management, security, and international relations.

How to Apply

The application form and guidelines for application can be viewed and downloaded at <http://cas.idfr.gov.my>.

Application Deadline

9 February 2021

Contact Person

Mr Harvinder Singh Ramday

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Malaysian Technical Cooperation Programme: Diplomatic Training Course for International Participants 2021 (Mid-Level Diplomats) (Via Online)

29-31 March 2021 (TBC)

*Subject to changes

Overview

Diplomacy is an ongoing process of states promoting goodwill in safeguarding their policies, national security, and interests. It requires diplomatic agents to engage with various state or non-state entities through communications, dialogues, and negotiations.

In the 21st century, diplomacy is becoming more intricate and multifaceted, and poses new challenges for diplomatic actors. The role of diplomats, therefore, has become more significant and diverse. They must master professional negotiation techniques and develop sharp critical thinking skills at the same time. Hence, it is critical for young diplomats to grasp essential insights into the craft of diplomacy and their effective application as well as keep abreast of current international issues and trends.

The course aims to enhance the participants' diplomatic knowledge and skills in the conduct of diplomatic and foreign relations as well as to improve their professionalism and effectiveness in performing their duties as diplomatic officers at home and abroad.

Course Content

- ❖ Malaysia's Foreign Policy
- ❖ Practices in Diplomacy
- ❖ Multilateral Diplomacy
- ❖ Cultural Diplomacy
- ❖ Language and Diplomacy
- ❖ Economic Diplomacy
- ❖ Public Diplomacy
- ❖ Cross-Cultural Communication
- ❖ International Negotiations
- ❖ Futures Studies/Scenario Planning
- ❖ Media Relations and Skills
- ❖ Issues on Counter Terrorism
- ❖ Regional Security Issues and Challenges
- ❖ Country Paper Presentation

Who Should Attend

This course is relevant for junior diplomats and government officials whose tasks and functions are related to diplomacy and international relations. They must fulfil the following criteria:

- ❖ Nominated by their respective Ministry of Foreign Affairs
- ❖ Below 35 years old
- ❖ Two or more years of working experience in international affairs/relations or international trade
- ❖ Have a basic university degree
- ❖ Proficient in the English language
- ❖ Medically fit
- ❖ Able to work independently and in groups

How to Apply

A standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. The application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

Application Deadline

1 March 2021

Contact Person

Mr Harvinder Singh Ramday
Email: harvinder@idfr.gov.my/psed@idfr.gov.my
Tel: +603 2149 1150

Malaysian Technical Cooperation Programme: Economic Diplomacy Course for International Participants 2021 (Via Online)

31 May - 2 June 2021 (TBC)

*Subject to changes

Overview

Considering the effects of globalisation on the world's economy today, the role of diplomats has become more significant, diverse, and challenging. It demands from them strong negotiating skills and a business acumen in order to enhance international trade opportunities and convince foreign investors to invest, and at the same time, balance their country's national economic interest. This course is organised to enhance the participants' knowledge and skills in economic planning and policies, negotiations, investments, and trade, as well as provide them with exposure to Malaysia's efforts in transforming its economic growth, governance, and social development.

Course Content

- ❖ Introduction to Economic Diplomacy
- ❖ Scenario Planning and Future Studies
- ❖ Economic Diplomacy: Malaysia's Experience
- ❖ Bilateral and Multilateral Trade Agreements and Processes
- ❖ Regional Integration: ASEAN Economic Community
- ❖ Role and Functions of International Financial and Economic Organisations
- ❖ International Negotiations
- ❖ International Negotiations (Simulation Exercise)
- ❖ International Investment Policy
- ❖ Role of the Private Sector in Economic Diplomacy
- ❖ Malaysia and the World Trade Organisation
- ❖ Navigating the U.S.-China Trade Wars from the Economic Perspective
- ❖ Fourth Industrial Revolution
- ❖ Country Paper Presentation

Who Should Attend

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

- ❖ Nominated by their respective Ministry of Foreign Affairs
- ❖ Below 45 years old
- ❖ Two or more years of working experience in international affairs/relations or international trade
- ❖ Have a basic university degree
- ❖ Proficient in the English language
- ❖ Medically fit
- ❖ Able to work independently and in groups

How to Apply

A standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. The application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission.

Application Deadline

1 May 2021

Contact Person

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Economic Diplomacy Course

9-10 June

Overview

This workshop aims to deliberate on economic, trade, investments, and development issues related to economic diplomacy. It also strives to promote the exchange of views and opinions on related issues among diplomacy practitioners. A blended learning approach is applied through interactive classroom lectures, simulation exercises, and group discussions.

Course Content

- ❖ Malaysia's Foreign Policy
- ❖ Malaysia's Economic Diplomacy
- ❖ Future Scenarios in Economic Diplomacy
- ❖ International Trade Policy
- ❖ ASEAN Economic Community
- ❖ Trade Promotion Activities in the Pandemic Era
- ❖ Simulation Exercise

Who Should Attend

Officials of ministries/government agencies whose nature of work is related to economic diplomacy.

How to Apply

The application form and guidelines for application can be viewed and downloaded at <http://cas.idfr.gov.my>.

Application Deadline

1 June 2021

Contact Person

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Ambassador Lecture Series 1/2021

24 February 2021

Ambassador Lecture Series 2/2021

26 May 2021

Overview

This lecture series is a special discourse platform for ambassadors from the Foreign Missions based in Kuala Lumpur. The lectures focus on issues of bilateral significance to Malaysia and the respective countries as well as events, developments or issues that are taking place in the ambassadors' countries which can have a direct or an indirect impact not only on the country but also on the region and the world. Among the recent speakers were H.E. Le Quy Quynh, the then Ambassador of Viet Nam to Malaysia and H.E. Merve Safa Kavakçı, the Ambassador of the Republic of Turkey to Malaysia.

Contact Person

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IDFR Lecture Series 1/2021

6 May 2021

IDFR Lecture Series 2/2021

13 October 2021

Overview

This lecture series provides a platform for distinguished personalities, diplomats, senior government officials, academicians, policy makers, and other diplomacy practitioners to share their knowledge and views on topical, current, and relevant issues happening around the world. The lectures, organised by IDFR on its own or in collaboration with other partner institutions or organisations will help the participants to keep abreast with the latest issues and contribute to their respective work. Among more recent speakers were YAM Tunku Zain Al-'Abidin ibni Tuanku Muhriz, Founding President of the Institute for Democracy and Economic Affairs (IDEAS) and IDFR's Distinguished Fellow, and Tan Sri Mohamed Jawhar

Hassan, former Chairman and Chief Executive of the Institute of Strategic and International Studies (ISIS) Malaysia and IDFR's Distinguished Fellow.

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Economic Diplomacy Series 1/2021

9 June 2021

Economic Diplomacy Series 2/2021

3 August 2021

Overview

The Economic Diplomacy Series is a platform for discourse on economic, trade, investments issues and developments related to economic diplomacy. Previous speakers include Dr. Firas Raad, Country Manager for Malaysia, East Asia and Pacific, World Bank Group and Dato' Dr. Madeline Berma, Fellow of the Academy of Sciences, Malaysia.

Contact Person

Mr Imran Ariff Mohammad Amin
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Centre for Leadership, Negotiation and Public Diplomacy





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

Current global development and digital advancement present new challenges to the international diplomatic practices and to diplomats around the world. The advancement in digital media has influenced the trends in foreign affairs and modern-day diplomacy. State and non-state actors are increasingly replying on social media to influence support in promoting their interests. These scenarios call for immediate attention towards the need for diplomats to enhance their diplomatic skill sets that include new skills in leadership, negotiation, and public diplomacy.

The Centre for Leadership, Negotiation and Public Diplomacy was established with the aim to provide innovative training modules in the areas of leadership, negotiation, and public diplomacy for Malaysian diplomats and attachés. It also aims to improve and strengthen their competencies in the important skills of leadership, negotiation, and public diplomacy.

For 2021, the Centre will organise courses, seminars, and workshops on varied subjects related to its three core pillars. High-quality training methodology and learning modules will be emphasised to ensure the desired improvement in the participants' skills and knowledge.

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

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

Series 1: Grade 41 and Above

11-20 January 2021

Series 2: Grade 38 and Below

22-26 March 2021

Series 3: Grade 41 and Above

31 May – 10 June 2021

Series 4: Grade 38 and Below

6-10 September 2021

Series 5: Grade 41 and Above

25 October – 3 November 2021

Overview

This mandatory course is designed to provide exposure and introduce the participants to the work at Malaysian diplomatic Mission. It aims to enhance their skills in international diplomatic practices; the necessary interpersonal, managerial and social skills prior to their assignment abroad. It is to ensure that officials and their spouses are well acquainted with their roles, function, and responsibilities as representatives of the Malaysian Government. These aspects are shaped by officers who have served abroad and speakers from various organisations through interactive lectures, group discussions, and simulation exercises. It is hoped that at the end of the course, the participants will acquire a new leadership repertoire and sets of skills that will be beneficial to them in their future roles at Malaysian diplomatic Missions abroad.

Course Content

- ❖ Benefits and Incentives (Separate Sessions for Officers and Spouses)
- ❖ Introduction to SPKM and Preparation before Living and Working Abroad
- ❖ Management of LRS at Post
- ❖ Overview of Malaysia's Foreign Policy
- ❖ Cross-Cultural Awareness
- ❖ Morals and Ethics Related to Foreign Service
- ❖ Role of Spouses at Mission
- ❖ Grooming and Social Etiquette
- ❖ Fine Dining, Reception, and Official Entertaining
- ❖ Enhancing Personal Security
- ❖ Ethics and Integrity
- ❖ Consular Work at Mission
- ❖ Media Skills
- ❖ Sharing of Experience by Senior Diplomats
- ❖ Malaysia's Public Diplomacy

- ❖ Understanding Threats to National Security
- ❖ Counter Espionage
- ❖ Asset Management, Administrative, and Security Matters at Mission
- ❖ Protocol Matters related to Foreign Service
- ❖ Auditing Matters
- ❖ Financial Management
- ❖ Promoting Malaysia as the Preferred Trade, Investment, and Tourist Destination.
- ❖ *Indikator Perwatakan Unggul*

Who Should Attend

This mandatory course is offered to Malaysian civil servants and their spouses who will be on their first assignment abroad and they are nominated by the relevant Ministries/ Government Agencies/Department under the Government's Guideline on *Sistem Pentadbiran Kerajaan Malaysia di Luar Negara* or SPKM.

How to Apply

All applications must be made through the participants' Ministries/Government Agencies/ Departments using IDFR's Online Course Application System, which can be accessed at **<http://cas.idfr.gov.my>**.

Application Deadline

Series 1: 25 December 2020

Series 2: 1 Mac 2021

Series 3: 7 May 2021

Series 4: 13 August 2021

Series 5: 1 October 2021

Contact Person

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Mr Fakhrol Arifin Muhammad Zulkifly

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Tel: +603 2149 1118

Ms Nuril Fathihah Mazlan

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Leadership Course for Mid-Level Officers

6-8 April 2021

Overview

In today's diplomatic arena, challenges can arise at any time. To be effective, diplomats need to act as leaders in order to respond to these challenges strategically and effectively. Scholars have argued as to whether leaders are made or born. However, both theories have a distinct appreciation that leaders are born or made in their environment by their closest influencers and by the challenges thrust upon them. This course is designed for Malaysia diplomats from relevant Ministries and Agencies through a selection process by IDFR. The course will be specifically designed for Middle Level Diplomats (Grade 48-54).

Course Content

- ❖ Leadership Theories: Identifying and Developing Personal Leadership
- ❖ Introduction to Conceptual Leaders in Foreign Service and Civil Service
- ❖ Leadership Tools and Techniques in Decision Making, Mentoring, and Coaching
- ❖ Leadership and Transformational Change
- ❖ Strategic Leadership
- ❖ Sharing of Experience Session with Eminent Persons in Leadership Roles

Who Should Attend

Officials Grade 48-52 at relevant Ministries/Government Agencies with experience in any international leadership role and whose nature of work involves international relations and diplomacy.

How to Apply

All applications must be made through the participants' Ministries/Government Agencies/Departments using IDFR's Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>.

Application Deadline

26 March 2021

Contact Person

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Media Skills Workshop for Mid-Level Officers

13-15 July 2021

Public Diplomacy Workshop for Junior Level Officers

27-29 July 2021

Overview

The globalisation of international relations and the rapid development of information and communication technology have greatly influenced trends of interactions in a modern-day diplomacy. While diplomacy in the past focused mainly on interstate interactions at the bilateral and multilateral levels, diplomacy today increasingly involves engagement with the media, the public, the civil society, and non-governmental organisations at large, in addition to the application of social and electronic media platforms. As the main goal of interaction is to influence the public thinking at the international level and promote one's national interest, effective public diplomacy activities and media skills will help promote and contribute towards a better understanding of Malaysia's foreign policy and trade and economic policies, both regionally and internationally.

Course Content

- ❖ An Overview of Malaysia's Public Diplomacy
- ❖ The Role of Media in Public Diplomacy
- ❖ Media Handling during Crisis Situation
- ❖ Facing the Media, Press Conference, and Mock Media Interviews
- ❖ How to Prepare an Effective Press Release
- ❖ Introduction, Creativity, and Publicity through Social Media
- ❖ Tools and Techniques of Handling Media on Social Media

Who Should Attend

Media Skills Workshop for Mid-Level Officers

- ❖ Mid-Level Officers of Grade 48 to 52 from any Ministries and Government Agencies whose nature of work involves corporate and media communication activities.

Public Diplomacy Workshop for Junior Level Officers

- ❖ Junior and Mid-level Officers of Grade 41 to 44 from any Ministries and Government Agencies whose nature of work involves corporate communication and public diplomacy.

How to Apply

All applications must be made through the participants' Ministries/Government Agencies/ Departments using IDFR's Online Course Application System, which can be accessed at **<http://cas.idfr.gov.my>**.

Application Deadline

Media Skills Workshop for Mid-Level Officers: 2 July 2021

Public Diplomacy Workshop for Junior Level Officers: 16 July 2021

Contact Person

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Malaysian Technical Cooperation Programme (MTCP): Media & Public Diplomacy Course for International Participants 2021

16-22 August 2021 (TBC)

*Subject to Changes

Overview

The globalisation of international relations and the rapid development of information and communication technology have greatly influenced trends of interactions in a modern-day diplomacy. Given the new technology of today and the end of scripted diplomacy of yesteryear, the role of diplomats therefore has become more significantly global and far reaching with the dawn of the internet and social media. It is crucial to grasp these new methods in public diplomacy in order to further one's national interest effectively. While diplomacy in the past focused mainly on interstate interactions at the bilateral and multilateral levels, diplomacy today increasingly involves engagement with the media, the public, the civil society, and non-governmental organisations at large, in addition to the application of social and electronic media platforms.

The course aims to enhance the participants' knowledge on the new applications and practices of media and public diplomacy for practicing diplomats. In addition, this course will focus on improving the participants' professionalism and effectiveness in their performance of duties as diplomatic officers at home and abroad.

Course Content

- ❖ An Overview of Malaysia's Foreign Policy
- ❖ The Role of Media in Public Diplomacy and Foreign Relations
- ❖ International Media Relations and Coverage for Public Diplomacy
- ❖ Nation Branding
- ❖ Facing the Media, Press Conference, and Mock Media Interviews for Diplomats
- ❖ Malaysia's Cultural Visit
- ❖ Diplomatic Press Release

Who Should Attend

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

- ❖ Nominated by their respective Ministry of Foreign Affairs
- ❖ Below 45 years old
- ❖ Two or more years of working experience in international affairs/relations or international trade
- ❖ Have a basic university degree
- ❖ Proficient in the English language
- ❖ Medically fit
- ❖ Able to work independently and in groups

How to Apply

A standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. The application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>. The application must be endorsed by the applicant's Ministry of Foreign Affairs before submission. All applications must be made through the participants' Ministries/Government Agencies/Departments using MTCP's Course Management System, which can be accessed at <https://mtcpcoms.kln.gov.my>.

Application Deadline

9 July 2021

Contact Person

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Ms Nuril Fathihah Mazlan

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Negotiation Course for Junior Level Officers

28-30 September 2021

Negotiation Course for Mid-Level Officers

12-14 October 2021

Overview

Negotiation is an important part of effective diplomacy and international diplomatic practices. It is a process that facilitates states and non-state actors in getting involved to find solutions, and it is an increasingly important skill for civil servants to possess in order to stay ahead of the challenges in the international relations' fora.

Course Content

- ❖ Introduction, What, and How Negotiations Work
- ❖ Dealing with Complexities, Cross Cultural and Communication Barriers
- ❖ Conflict Handling Mode
- ❖ Bilateral and Multilateral Negotiations
- ❖ Coming to Consensus
- ❖ Simulation Exercise
- ❖ Debriefing Simulations

Who Should Attend

Negotiation Course for Junior Level Officers

- ❖ Junior Officers of Grade 41 to 44 from any Ministries and Government Agencies as an early exposure to the negotiating representations.

Negotiation Course for Mid-Level Officers

- ❖ Mid-level Officers of Grade 48 to 52 from any Ministries and Government Agencies whose nature of work involves negotiation activities.

How to Apply

All applications must be made through the participants' Ministries/Government Agencies/Departments using IDFR's Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>.

Application Deadline

Negotiation Course for Junior Level Officers: 10 September 2021

Negotiation Course for Mid-Level Officers: 1 October 2021

Contact Person

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Centre for Languages and Cultural Diplomacy





Centre for Languages and Cultural Diplomacy

The focus of the Centre is on Languages and Cultural Diplomacy. The Centre focuses on fostering good communication skills and an understanding of cross-cultural elements, geared towards moderation and tolerance.

The Centre offers language courses aimed at enhancing language competencies and skills in English language and two foreign languages: Arabic and German. The Centre plans to offer courses on French, Spanish, Mandarin, Russian, and Conversational Malay Language. The Conversational Malay Language course is offered to foreign diplomats based in Kuala Lumpur, to enable them to understand and appreciate the nuances and usage of the Malay language in formal or social contexts.

As for Cultural Diplomacy, the features and facets of cultural diplomacy are touched on through lecture series and workshops.

The depth and knowledge into the subject is further strengthened by research projects, and through these efforts the Centre aspires to contribute significantly to the intertwining area of culture and diplomacy.



English

Say it Right: A Course on Pronunciation

9-11 February 2021

Overview

Pronunciation is very important for oral communication. Communicative efficiency can be guaranteed by correct pronunciation. This course will focus on developing spoken English that is easy to understand for listeners and meets communicative needs; developing a positive self-image; speech-monitoring abilities and speech-modification strategies, that will allow participants to develop intelligibility, communicability, and confidence outside the classroom.

An interactive methodology with a variety of awareness-raising activities, practical sessions, and simulations will be adopted to improve the participants' linguistic skills. The course is task-based, which will promote active participation and continuous interaction between participants.

Course Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

15 January 2021

Contact Person

Ms Afida Ibrahim
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Tel: +603 2149 1036

Malaysian Technical Cooperation Programme (MTCP): English e-Learning Training Programme for Sudanese Officers (Via Online)

1 March - 6 April 2021 (TBC)

* Subject to changes

Course Overview

This programme uses the online learning approach that integrates listening, speaking, reading, writing, vocabulary and grammar, and other communicative functions that the participants can use immediately at their respective organisations.

While the focus of the programme will be on the general proficiency of English, the contents of the programme will be designed or customised to cater to the specific needs of the participants according to their career background, requirements or specifications.

The objective of this programme is to improve and enhance the participants' fluency in English in different communicative contexts (both work-related and everyday usage) with the aim of enabling them to function more efficiently and effectively at their workplace.

Course Content

- ❖ Making Small Talks and Developing Conversation
- ❖ Socialising Skills
- ❖ Exchanging Information
- ❖ Showing Understanding
- ❖ Telephoning
- ❖ Asking and Giving Opinions
- ❖ Making and Responding to Suggestions
- ❖ The Email Etiquette
- ❖ Scripting Memos
- ❖ Taking Minutes
- ❖ Proofreading Documents

Who Should Attend

The programme is tailored for Sudanese Officials nominated by their government to improve the English proficiency level either from the Support Group or anyone within the organisation who requires training in English Language.

How to Apply

Participation is by invitation only.

Course Coordinator

Ms Haliyath Zahiyah Kamal Mustaffa

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Presentation Skills at the Workplace

21-24 June 2021

Overview

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

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

The four-day programme will develop participants' linguistic skills to help them in delivering the presentation, enhancing valuable 'soft skills' focusing on verbal and non-verbal strategies, as well as overcoming fear of presentations. The participants will be tasked with speaking exercises and their peers and facilitators will then provide feedback on their presentations.

Course Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

17 June 2021

Contact Person

Ms Afida Ibrahim

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Tel: +603 2149 1036

English Writing Workshop

20-23 September 2021

Overview

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

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

Course Content

- ❖ Fundamentals of Grammar for Writing
- ❖ Sentence Structures
- ❖ Organisation of Ideas
- ❖ Paragraph restructuring
- ❖ Proofreading, Reviewing, and Editing
- ❖ Error Analysis

Who Should Attend

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

How to Apply

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

Application Deadline

19 August 2021

Contact Person

Ms Afida Ibrahim

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Arabic

Arabic Level II

5 August – 28 October 2021

Overview

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

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

Course Content

- ❖ Pronunciation
- ❖ Arabic Grammar in Speech and Reading
- ❖ Basic Conversation Using Arabic Language (fusha)
- ❖ Reading of Simple Texts
- ❖ Translation of Simple Texts and Informal Correspondence
- ❖ Discussion on Arabic Culture and Customs

Who Should Attend

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

How to Apply

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

Application Deadline

5 July 2021

Contact Person

Dr Raihan Marzuki

Email: raihanmarzuki@idfr.gov.my

Tel: +603 2149 1149

German

German Level III

5 August – 28 October 2021

Overview

The main objectives of this course are to expand the usage of the linguistic and cultural contexts of German through situational-based communicative tasks. They will acquire the basic grammatical structures and rules, which will enable them to use the language for basic communication. Effective German speaking and writing skills are enhanced to communicate thoughts and opinions in most common social activities and everyday situations. An interactive methodology with a variety of awareness-raising activities, practical sessions, and simulations are adopted.

Course Content

- ❖ Master the Basics of the German
- ❖ Become Competent in German at A1 Level
- ❖ Able to Talk About Cities and Directions
- ❖ Able to Make an Appointment in German
- ❖ Asking and Answering Questions
- ❖ Asking and Giving Personal Information
- ❖ Talking About Professional Responsibilities
- ❖ Fixing/Accepting/Declining/Postponing Appointments

Who Should Attend

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

How to Apply

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

Application Deadline

5 July 2021

Contact Person

Mr Muslim Hanafi Mohd Jalis

Email: muslim@idfr.gov.my

Tel: +603 2149 1104 / +6017 388 6676

Cultural Diplomacy

Workshop on Cultural Diplomacy 1/2021

1-2 April 2021

Workshop on Cultural Diplomacy 2/2021

5-6 October 2021

Overview

Cultural Diplomacy is defined as one of the many tools of public diplomacy and soft power that includes the “exchange of ideas, information, art, and other aspects of culture among nations and their peoples in order to foster mutual understanding”. Understanding and appreciating intercultural diversity have positive implications to individuals as they ease communication, build confidence and trust, and break barriers. It is imperative to view every person as a unique individual with the understanding that experiences, beliefs, values, and languages affect each interaction with others within and outside the community. There are always differences in every culture and it would be a mistake to assume that a common culture is shared by all members of a racial, linguistic, or religious group.

This workshop is beneficial for officers serving the public sectors as the course provides exposure to participants on intercultural and cross-cultural communication in varieties of environment. It focuses on the practical approach to communication from an intercultural awareness and skills. This enables the participants to assimilate and comprehend the underlying assumptions affecting communication and behaviour. Issues, challenges, and ways in managing intercultural differences are presented through interactive lectures, activities, role plays, and simulation exercises.

Course Content

- ❖ Cultural Diplomacy as the Means of Soft Power
- ❖ The Effects of Culture on Bilateral and Multilateral Relations
- ❖ Conceptual Framework on Culture and Diversity
- ❖ Hofstede’s Dimensions of Culture and Comparative Analysis of Malaysia and other Selected Countries
- ❖ Culture and Communication: Verbal and Non-Verbal, High and Low Cultures Contexts
- ❖ Cross Cultural Delights, Imitations, and Puzzles
- ❖ Culture Shock and Coping with Cultural Sensitivities
- ❖ The Significance and Impact of Cultural Diplomacy for Public Sector Interactions

Who Should Attend

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

How to Apply

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

Application Deadline

- ❖ Workshop on Cultural Diplomacy 1/2021: 1 March 2021
- ❖ Workshop on Cultural Diplomacy 2/2021: 5 September 2021

Contact Person

Major (Rtd) Hadzrie Abdul Khan
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Tel: +03 2149 1182

Cultural Diplomacy Lecture Series 1/2021

19 March 2021

Cultural Diplomacy Lecture Series 2/2021

2 November 2021

Overview

Many successful international negotiations and dealings depend a lot on good understanding of the cultures of the people of the host countries. This programme aims to instil awareness and enhance further understanding on cultural diplomacy and its significance in promoting peace, stability, and prosperity especially at the diplomatic level. The programme also provides a foundation of understanding for the participants as they are expected to deal tactfully with different races and ethnicities in various countries who have different cultures. They should be ready to apply the right means and strategies in order to perform efficiently in countries which could have extremely different or very unique cultures. This programme is ideal for Malaysian government officials, academicians, policy makers, and analysts. **Participation is by invitation only.**

Contact Person

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Competency Enhancement Centre



Competency Enhancement Centre

The Competency Enhancement Centre manages two of IDFR's long-term flagship programmes, namely the Diploma in Diplomacy (DiD) and the IDFR-UKM Master of Social Sciences in Strategy and Diplomacy. The DiD Programme is a preparatory training course for junior officers of the Ministry of Foreign Affairs, Malaysia prior to their first posting abroad. The latter programme, which was introduced in May 1999, is a collaboration programme between IDFR and Universiti Kebangsaan Malaysia, one of the leading public universities in the country. Through such programmes, the Centre aims to provide opportunities not only to civil service officers but also the private sector professionals as well as fresh graduates from Malaysia and abroad to build on and further enhance their knowledge, skills, and experience in foreign policy, international relations, diplomacy, and diplomatic skills. Ultimately, the Centre envisages developing young talents into highly competent and inquisitive individuals who are attune to the ever shifting geopolitics and able to contribute their newly-acquired knowledge and skillset to their workplace.



2021 Diploma in Diplomacy (DiD) Programme

DiD 1/2021: 2 November 2020 – 9 May 2021

DiD 2/2021: 1 June 2021 – 30 November 2021

Overview

The Diploma in Diplomacy (DiD) Programme is one of IDFR's flagship programme, which is held annually since 1994. It is a six-month prerequisite programme for junior Administrative and Diplomatic Officers (PTD) from the Ministry of Foreign Affairs, who have been in service for a minimum period of three (3) years. The programme provides a solid foundation to upgrade the participants' knowledge, competency, and skills in diplomacy and international relations.

The Diploma in Diplomacy programme is also designed to enhance the participants' leadership and diplomatic acumen through various practical skills, lectures, briefings, simulation and role-play exercises, and excursions. These types of engagements are important to augment the participants' skills and knowledge in preparing them for their roles and responsibilities as efficient Malaysian diplomats abroad.

The six-month programme aims at fortifying the participants' skills and knowledge in the field of diplomacy and international relations. Besides, the programme also creates a learning platform to inculcate the right attitude, mindset as well as values in the participants to enhance their competency and skills in discharging their roles and responsibilities as Malaysian diplomat in a new era.

Course Content

The course consists of five main modules:

- ❖ Diplomacy and International Relations
- ❖ Diplomatic Skills
- ❖ Management Services
- ❖ English Language
- ❖ Foreign Languages and Culture

Who Should Attend

This course is offered to junior and mid-career government officials (Grade M41 to M48) that are nominated by the Ministry of Foreign Affairs, Malaysia.

Contact Person

Mr Haris Syarwani Razali

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Mr Johan Arief Jaafar

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Introduction to Diplomacy for State Secretary Officers

19-21 May 2021

Overview

In today's world where the essence and practical approach to diplomacy and foreign relations have further expanded, State Government's officials need to equip themselves with the important knowledge and skills on diplomacy and international relations in order to face these new challenges effectively. The course aims to provide exposure on the roles and functions of Ministry of Foreign Affairs, Malaysia in managing Malaysia's foreign policy and international affairs. The Institute hopes that through this course, it would help to contribute towards strengthening the initiative undertaken by the various State Secretary Offices in creating well-rounded corps of professional and skilled officers in diplomacy and international affairs at all levels.

Course Content

- ❖ Introduction to Wisma Putra
- ❖ An Overview of Malaysia's Foreign Policy
- ❖ Vienna Convention on Consular Relations
- ❖ Dinner Talk - Session with Malaysian Diplomat
- ❖ Consular Issues and Handling of Cross Border Consular Cases
- ❖ Engagement with Foreign Diplomatic Mission in Kuala Lumpur
- ❖ Diplomatic Practices
- ❖ Public Diplomacy

Who Should Attend

This course is offered to mid-career government officials (grade 48 and above) nominated by the State Secretary Office. They must fulfil the following criteria:

- ❖ Nominated by their State Secretary Office
- ❖ Below 45 years of age
- ❖ Able to work independently and in groups
- ❖ Medically fit
- ❖ Proficient in the English language

How to Apply

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

Application Deadline

15 April 2020

Contact Person

Mr Haris Syarwani Razali

Email: haris@idfr.gov.my

Tel: +603 2149 1032

Master of Social Sciences in Strategy and Diplomacy 2021/2022

October 2021 – August 2022

Overview

This one-year, full-time Master's programme equips students from diverse academic and professional backgrounds with the essential yet comprehensive range of theoretical approaches, conceptual tools, and analytical skills to explore the nexus between strategy and diplomacy within the context of the ever changing regional and global environment. It focuses on cultivating the understanding of strategy and security, diplomacy, foreign policy, international law, international political economy, defence policy as well as regional issues. Apart from that, the programme tackles core themes relating to the theory and practice of strategy and diplomacy. Subsequently, the curriculum will benefit the students' approach to meet the challenges of the day-to-day conduct of professional duties, especially those who are directly involved or aspire to work in the diplomatic, military or political and economic research fields.

Programme Content

Compulsory Subjects

- ❖ Research Methodology in Strategy and Diplomacy
- ❖ Strategy and International Security: Concepts and Theories
- ❖ Diplomacy: Theory and Practice
- ❖ International Political Economy

Elective Subjects

- ❖ Comparative Foreign and Defence Policy
- ❖ Globalisation and Regionalisation
- ❖ ASEAN and the Asia-Pacific Order
- ❖ Malaysia and Small-State Strategy
- ❖ International Law and Organisations
- ❖ Seminar on Strategy and Diplomacy

Thesis

Dissertation Exercise (not more than 30,000 words)

Prerequisites

For All Applicants

All applicants for the IDFR-UKM Master of Social Sciences in Strategy and Diplomacy must meet the following minimum general requirements:

1. Completed a bachelor's degree or its equivalent
2. Proficiency in the English language (please see **Language Requirement**)

For Malaysian Government Officials

- ❖ Serving officers with the Malaysian public sector are required to submit their application to further their studies to their respective Ministries/Agencies.
- ❖ They are also obliged to obtain approval for study leave and a Government scholarship (where applicable).

Language Requirement

- ❖ Applicants must demonstrate their capacity to pursue a graduate-level programme in English.
- ❖ Malaysian applicants must possess at least a Band 4 in the Malaysian University English Test (MUET).
- ❖ International applicants must prove their proficiency in English by including either their TOEFL (a minimum of 550) or IELTS (a minimum of 6.0) score upon application.
- ❖ Applicants who earned a bachelor's degree from an English-medium university are exempted from this requirement.

How to Apply

All applications must be submitted through the online application system at <http://guest.ukm.my/#prosedur>.

Application Deadline

All applications must be submitted through the online system no later than 31 May 2021.

Programme Coordinators

Ms Nurul Adni binti Zainul Ariff

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Enquiries

All enquiries should be directed to:

Director General
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