



IDFR 2020  
PROSPECTUS

## **IDFR 2020 Prospectus**

Published by

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

Ministry of Foreign Affairs, Malaysia

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# **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 Hassanah 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. IDFR also organises a Cultural Appreciation Day annually in its pursuit to promote cultural diplomacy and multiculturalism.

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, and the foreign missions in Kuala Lumpur.

Our focus areas are:

1. Political Studies and Economic Diplomacy
2. Leadership, Negotiation, and Public Diplomacy
3. Languages and Cultural Diplomacy
4. 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







# 2020 Programmes



Introduction to Negotiation for Junior Officers	24-26 March 2020
Negotiating Enhancement Skills for Mid-Level Officers	21-23 July 2020
Workshop on International Negotiations for Senior Level	8-10 September 2020
Workshop on Public Diplomacy	9 April 2020
Workshop on Media Skills Enhancement	22-24 September 2020
Malaysian Technical Cooperation Programme (MTCP): Public Diplomacy Course for International Participants	1-7 July 2020
Malaysian Technical Cooperation Programme (MTCP): International Negotiation Course for International Participants	24-28 August 2020

## Centre for Languages and Cultural Diplomacy

### Courses

#### English

Say It Right: A Course on Pronunciation	11-13 February 2020
English Language Course for Administrative Assistants	6-9 April 2020
Presentation Skills at the Workplace	22-25 June 2020
Practical English Language Usage for Office Secretaries, Executive Officers, and Junior Officers of the Ministry of Foreign Affairs	7-9 July 2020
English Writing Workshop	21-24 September 2020

#### Arabic

Arabic Level I	
Series 1	6 February – 16 April 2020
Series 2	1 September – 17 November 2020

#### German

German Level I	10 February – 20 April 2020
German Level II	1 September – 9 November 2020

#### Cultural Diplomacy

Malaysian Technical Cooperation Programme (MTCP): Cultural Diplomacy for International Participants	16-27 March 2020
Malaysian Technical Cooperation Programme (MTCP): Intercultural Communication, Language, and Diplomacy Course	4-17 August 2020
Workshop on Cultural Diplomacy	7-9 October 2020

### Discourses

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Cultural Diplomacy Lecture Series 1/2020	22 July 2020
Cultural Diplomacy Lecture Series 2/2020	3 November 2020

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## Competency Enhancement Centre

### Courses

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Master of Social Sciences in Strategy and Diplomacy	September 2019 – August 2020
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**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 courses on relevant, current and varied subjects related to political studies and economic diplomacy, including those offered under the Malaysian Technical Cooperation Programme. The Centre also organises intellectual discourses on topical issues related to political studies, economic diplomacy, and international relations through its various lecture series.

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







## Strategic Analysis Course 2020

### 4-6 March 2020

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#### 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 Futures 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

Mid-career and senior 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

4 February 2020


## Contact Person

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# Malaysian Technical Cooperation Programme (MTCP): Diplomatic Training Course for International Participants 2020 (Junior Diplomats) 6-17 April 2020

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## 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 and 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 to 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

17 February 2020

## Contact Person

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## Malaysian Technical Cooperation Programme (MTCP): Special Programme for Malaysia Desk Officers 2020 15-26 June 2020

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### Overview

Desk officers are an important resource to Malaysian Missions worldwide. This two-week course aims to expose the participants, who are Desk Officers at the Ministry of Foreign Affairs of MTCP recipient countries, to Malaysia's experience in managing its foreign policy, economy, and development issues. The Institute hopes to contribute towards the efforts undertaken by the International Cooperation and Development Division of the Ministry of Foreign Affairs to create well-rounded Desk Officers who are effective and capable, so they may aid the Ministry's ongoing endeavour to effectively promote Malaysia's interests in the respective countries.

The course will also provide the participants with the opportunity to network with Malaysian government officials and among themselves in order to build mutually beneficial relationships.

### Course Content

- ❖ Introduction to the Ministry of Foreign Affairs
- ❖ Overview of Malaysia's Foreign Policy
- ❖ Introduction to ASEAN and ASEAN Diplomacy: Influencing and Network-Building
- ❖ Introduction to the Malaysian Technical Cooperation Programme
- ❖ Malaysia's Economic and Development Planning Process
- ❖ Malaysia at the Multilateral Stage
- ❖ Malaysia's Diplomacy in the South China Sea
- ❖ Malaysia Incorporated (Malaysia Inc)
- ❖ International Trade Policy
- ❖ Halal as a New Source of Economic Growth
- ❖ Trade and Market Information
- ❖ Malaysia's Small and Medium Enterprise Policy
- ❖ Generating Quality Investments in New and Emerging Technologies

- ❖ Discussion Sessions with the Top Management of the Ministry of Foreign Affairs
- ❖ Discussion Session with Officers from the Bilateral Department
- ❖ Country Report Presentation on the Way Forward with Malaysia
- ❖ Introduction to Malaysia's Culture and Traditions
- ❖ Introduction to Malaysia's Craft
- ❖ Panel Discussions

### Who Should Attend

This course is relevant to mid-level diplomats and government officials who are in charge of the Malaysia Desk in their respective Ministry. They must fulfil the following criteria:

- ❖ Nominated by their respective Ministry of Foreign Affairs
- ❖ Below 45 years old
- ❖ Seven 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

27 April 2020

## Contact Person

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## Malaysian Technical Cooperation Programme (MTCP): Strategic Analysis Course for International Participants 2020 3-14 August 2020

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### 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 the international arena, it is crucial for states to pursue a 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.

The course aims to enhance the participants' knowledge on strategic thinking and security analysis in today's world as well as to expose them to the changing political, security, and strategic global landscape.

### Course Content

- ❖ Introduction to Strategic Analysis
- ❖ Balancing, Bandwagoning, and Hedging
- ❖ Discourse on Strategy
- ❖ Strategic Planning and Futures Studies
- ❖ Innovation and Strategic Thinking
- ❖ Traditional Security/Non-Traditional Security
- ❖ Strategic Media Communication/Strategic Positioning for Effective Media Relations
- ❖ International Negotiations: Analytical Tools and Technique
- ❖ Intelligence and National Security
- ❖ Countering the Terrorists' Narrative

- ❖ Country Risk Analysis
- ❖ Strategic Issues and Challenges on Human Rights
- ❖ Country Paper Presentation

## 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.

## Application Deadline

15 June 2020

## Contact Person

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## Malaysian Technical Cooperation Programme (MTCP): Economic Diplomacy Course for International Participants 2020 21 September - 2 October 2020

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### 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 Futures 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
- ❖ Malaysia and the Belt and Road Initiative
- ❖ Fourth Industrial Revolution
- ❖ Country Paper Presentation

## 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.

## Application Deadline

3 August 2020

## Contact Person

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## **Economic Diplomacy Series 1/2020**

**13 February 2020**

## **Economic Diplomacy Series 2/2020**

**27 August 2020**

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### **Overview**

The Economic Diplomacy Series is a platform for discourse on economic, trade, investment and development issues related to economic diplomacy. Previous speakers include Tan Sri Dato' Seri Dr. Sulaiman Mahbob, then Chairman of the Malaysian Institute of Economic Research and Mr. Richard Record, Lead Economist for Malaysia at the World Bank Group's Macroeconomics, Trade and Investment Global Practice.

### **Contact Person**

Mr. Imran Ariff Mohammad Amin

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## **IDFR Lecture Series 1/2020**

**25 February 2020**

## **IDFR Lecture Series 2/2020**

**7 July 2020**

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### **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 such as the International Committee for the Red Cross and MERCY Malaysia, will help the participants to keep abreast with the latest issues and contribute to their respective work.

## Contact Person

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## Ambassador Lecture Series 1/2020

26 March 2020

## Ambassador Lecture Series 2/2020

14 May 2020

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## 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 to the country but also the region and the world.

## Contact Person

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## Workshop on Economic Diplomacy 13-14 October 2020

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### Overview

This workshop aims to deliberate on economic, trade, investment and development issues related to economic diplomacy. It also strives to promote the exchange of views and opinions on related issues among diplomacy practitioners.

### 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 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 relying 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 2020, 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 38 and Below

1-5 June 2020

Grade 41 and Above

9-18 June 2020

Series 2: Grade 38 and Below

12-16 October 2020

Grade 41 and Above

9-28 October 2020

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### Overview

This mandatory course is designed to provide exposure and introduce the participants to the work at Malaysian diplomatic Missions. 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, functions, 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/Departments 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: 15 May 2020

Series 2: 25 September 2020

## Contact Person

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## Leadership Course for Junior Level Diplomats

10-12 March 2020

## Organisational Management Course for Mid-Level Diplomats

4-6 August 2020

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### 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 Malaysian diplomats from relevant Ministries and Agencies through a selection process by IDFR. The course will be conducted in two series: the first series of this course will be specifically designed for Junior Level Diplomats (Grade 41-44) and the second series will focus more on 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

Leadership Course for Junior Level Diplomats

- ❖ Junior officials Grade 41 to 44 at relevant Ministries/Government Agencies with experience in any international leadership role and whose nature of work involves international relations and diplomacy.

## Organisational Management Course for Mid-Level Diplomats

- ❖ Mid-Level officials Grade 48 to 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

Leadership Course for Junior Level Diplomats: 25 February 2020

Organisational Management Course for Mid-Level Diplomats: 15 July 2020

### Contact Person

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## **Introduction to Negotiation for Junior Officers**

**24-26 March 2020**

## **Negotiating Enhancement Skills for Mid-Level Officers**

**21-23 July 2020**

## **Workshop on International Negotiations for Senior Level**

**8-10 September 2020**

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### **Overview**

Negotiation is an important part of effective diplomacy and international diplomatic practices. It is a process that facilitates states and non-state actors 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 Communication, and Communication Barriers
- ❖ Conflict Handling Mode
- ❖ Bilateral and Multilateral Negotiations
- ❖ Coming to Consensus
- ❖ Simulation Exercises
- ❖ Debriefing Simulations

### **Who Should Attend**

Introduction to Negotiation for Junior Officers

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

Negotiating Enhancement Skills for Mid-level Officers

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

Workshop on International Negotiations for Senior Level

- ❖ Senior officials (Grade 54 and above) of any Ministries and relevant Government Agencies who represent the country in negotiations of the international fora.

### 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

Introduction to Negotiation for Junior Officers: 1 March 2020

Negotiating Enhancement Skills for Mid-level Officers: 1 July 2020

Workshop on International Negotiations for Senior Level: 17 August 2020

### Contact Person

Major Mohd Ridzuan M Shariff

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## Workshop on Public Diplomacy

9 April 2020

## Workshop on Media Skills Enhancement

22-24 September 2020

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### 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 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 to 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

Workshop on Public Diplomacy

- ❖ Junior and mid-level officials (Grade 44 to 52) of any Ministries and Government Agencies whose nature of work involves corporate communication and public diplomacy.

## Workshop on Media Skills Enhancement

- ❖ Senior officials (Grade 54 and above) of any Ministries and relevant Government Agencies who represent the country in the areas of public diplomacy of the international fora and as an exposure and preparation before posted abroad as an ambassador.

## 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

Workshop on Public Diplomacy: 15 March 2020

Workshop on Media Skills Enhancement: 1 September 2020

## Contact Person

Major Mohd Ridzuan M Shariff

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Tel : +603 2149 1011

Fax : +603 2145 7015



## Malaysian Technical Cooperation Programme (MTCP): International Negotiation Course for International Participants 24-28 August 2020

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### Overview

Negotiation is an important part of effective diplomacy and international diplomatic practices. It is a process that facilitates states and non-state actors 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 Communication, and Communication Barriers
- ❖ Conflict Handling Mode
- ❖ Bilateral and Multilateral Negotiations
- ❖ Coming to Consensus
- ❖ Simulation Exercises
- ❖ Debriefing Sessions

### Who Should Attend

Junior and/or mid-level diplomats/officials below 40 years old who are attached to foreign service, trade, investment, and tourism ministries/agencies/institutions.

### 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**

15 June 2020

## **Contact Person**

Mr. Fakhrul Arifin Mohammad Zulkify

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Tel : +603 2149 1050

Fax : +603 2145 7015



## Malaysian Technical Cooperation Programme (MTCP): Public Diplomacy Course for International Participants 1-7 July 2020

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### 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 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 to 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

Junior and/or mid-level diplomats/officials below 40 years old who are attached to foreign service, trade, investment and tourism ministries/agencies/institutions.

## 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

15 May 2020

## Contact Person

Mr. Amirul Khairi Mustafa Bakri

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Fax : +603 2145 7015



**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.







### **Say it Right: A Course on Pronunciation** 11-13 February 2020

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#### Overview

The aim of this course is to develop participants' communicative competence in the English language, stressing on the importance of correct pronunciation. In order to be successful speakers of the language, it is not just about knowing how to pronounce the words correctly; but it involves enunciation and modulation too. Thus, correct pronunciation and enunciation, use of stress in words, sentences and intonation will be the main thrust of this course.

An interactive methodology with a variety of awareness-raising activities, practical sessions, and simulations will be adopted in conducting the course.

#### 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**

17 January 2020

## **Contact Person**

Ms. Wan Faizah Wan Yusoff  
Email: wanfaizah@idfr.gov.my  
Tel : +603 2149 1051  
Fax : +603 2144 8704



## English Language Course for Administrative Assistants 6-9 April 2020

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### Overview

Fluency, accuracy, and mastery of a wide range of vocabulary and knowledge of the grammatical and linguistic aspects of the English language are important. A good command of the language is essential to play one's roles effectively in the professional and social domains. It is therefore of utmost importance to enhance the proficiency level of the participants, both in speaking and writing. The four-day course will touch on some aspects of grammar and the language skills necessary to be competent users of the language.

An interactive and integrated approach will be adopted to improve the participants' linguistic skills. The course is task-based, which means it will promote the active production of the English language through class participation and lots of interaction between participants.

### Course Content

- ❖ The Fundamentals of English Grammar
- ❖ Basic Conversational Skills
- ❖ Sentence Structures and Organisation of Ideas
- ❖ Basic Skill-Building Techniques for More Effective Reading

### 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**

13 March 2020


## **Contact Person**

Major (B) Hadzrie Abdul Khan

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

Tel : +6017 288 3394

Fax : +603 2144 8704



## Presentation Skills at the Workplace

### 22-25 June 2020

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#### Overview

Giving presentation is having the skills and art of speaking publicly that can have an impact on the audience. It is a one-to-group communication in delivering a message that can convince, persuade, inspire or convey information to the audience in various contexts.

This four-day programme will develop participants' linguistic skills to help them overcome their fear of oral presentations. The participants will enhance valuable 'soft skills' focusing on verbal and non-verbal strategies to present their opinion, make recommendation, and develop practical workplace skills in giving presentations. In today's world, understanding these key professional issues and having the language to work with them effectively would be a distinct advantage.

The participants will be guided through the preparation and delivery of the text. They will be engaged through individual speaking exercises and feedback on their presentation will be given by their peers and facilitators.

#### Course Content

- ❖ The 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

15 May 2020

## Contact Person

Ms. Wan Faizah Wan Yusoff  
Email: [wanfaizah@idfr.gov.my](mailto:wanfaizah@idfr.gov.my)  
Tel : +603 2149 1051  
Fax : +603 2144 8704



# Practical English Language Usage for Office Secretaries, Executive Officers, and Junior Officers of the Ministry of Foreign Affairs

## 7-9 July 2020

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### Overview

This course is designed to help participants to develop and improve the knowledge and English language skills set they need to perform and deliver the best results possible in their field of work.

The skills for the craft of writing, presenting, and participating professionally and confidently in areas pertinent to international relations and diplomacy would be addressed. The aim is also to boost and develop participants' communicative skills to enable them to provide and disseminate information quickly and effectively.

### Course Content

- ❖ Key concepts in Diplomacy
- ❖ Diplomatic Correspondences
- ❖ Language of Meetings
- ❖ Note-Taking and Minutes Writing

### Who Should Attend

This course is offered to Office Secretaries, Executive Officers, and Junior Officials from the Ministry of Foreign Affairs, Malaysia.

### How to Apply

By invitation

### Contact Person

Major (B) Hadzrie Abdul Khan  
Email: [hadzrie@idfr.gov.my](mailto:hadzrie@idfr.gov.my)  
Tel : +6017 288 3394  
Fax : +603 2144 8704





## Malaysian Technical Cooperation Programme (MTCP): Intercultural Communication, Language, and Diplomacy Course

4-17 August 2020

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### Overview

Language always plays a role in the social and political intersects of life, and as global communication expands throughout the world, English has become the common endeavour in all aspects of life. It is the language of contemporary diplomacy and the global lingua franca of commerce and business. As such, there is a need to understand and engage with the challenges of working across culture, becoming more aware of cultural differences.

Effective communication across cultures would happen when there are cultural understandings, flexibility in communication, and an international style of communicating. In the diplomatic world, language and diplomacy is closely linked; carelessness in the use of a language could lead to unsuccessful diplomatic efforts.

The objectives of the course are to further improve the participants' proficiency in the use of English, specifically in diplomacy and international relations, and enhance the participants' general English language proficiency in the four skills - listening, speaking, reading, and writing.

An interactive methodology with a variety of awareness-raising activities, practical sessions, simulations, visits, and briefings will be adopted. A balanced approach of training and learning will be applied.

### Course Content

- ❖ Listening and Note Taking Skills
- ❖ Malaysia's Foreign Policy
- ❖ Language of Negotiation
- ❖ Diplomatic Attributes and Skills
- ❖ Presentation Skills and Public Speaking

- ❖ Speech Drafting
- ❖ Language and Power
- ❖ Using English for Results in Diplomacy
- ❖ Language and Diplomacy
- ❖ Language and Media
- ❖ Language and Leadership in Diplomacy
- ❖ Country Paper Presentation

### Who Should Attend

This course is offered to junior to mid-career diplomats and government officials, whose tasks and functions are related to diplomacy and international relations. Interested participants must also fulfil the following criteria:

- ❖ Nominated by their Government
- ❖ Have a basic university degree
- ❖ Below 35 years old
- ❖ Three or more years of working experience
- ❖ Proficient in the English language at the intermediate level
- ❖ Medically fit
- ❖ Ability 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

29 May 2020

## Contact Person

Ms. Wan Faizah Wan Yusoff  
Email: wanfaizah@idfr.gov.my  
Tel : +603 2149 1051  
Fax : +603 2144 8704



## English Writing Workshop

### 21-24 September 2020

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#### 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, in-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

- ❖ The Fundamentals of Grammar for Writing
- ❖ Sentence Structures
- ❖ Organisation of ideas
- ❖ Paragraph Structuring
- ❖ 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

21 August 2020

## Contact Person

Ms. Wan Faizah Wan Yusoff  
Email: [wanfaizah@idfr.gov.my](mailto:wanfaizah@idfr.gov.my)  
Tel : +603 2149 1051  
Fax : +603 2144 8704



## Arabic Level I

Series 1: 6 February – 16 April 2020

Series 2: 1 September – 17 November 2020

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### Overview

This course is a basic introduction to the Arabic Language for non-native speakers. The objectives of the Arabic Level 1 course is to equip the participants with the required language skills of listening and speaking and enable them to communicate in everyday situations. The participants will also be exposed to common errors in using the language. The aspects of the Arabic culture are taught covertly through the learning and teaching process, to instil the interest and desire to learn the language among the participants.

### Course Content

- ❖ Pronunciation
- ❖ Greetings
- ❖ Speech expressions
- ❖ Talking about accommodations
- ❖ Talking about transportations
- ❖ Introduction to 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 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

Series 1: 13 January 2020

Series 2: 5 August 2020

## Contact Person

Dr. Raihan Marzuki

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

Tel : +603 2149 1149

Fax : +603 2144 8704

### German Level I

10 February – 20 April 2020

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#### Overview

The aims of the German Level 1 course are to equip participants with the necessary German language skills and enable them to use the language well. They are expected to be able to understand and construct basic sentences for daily needs. They would also be exposed to the cultural aspects of the language: the habits and customs in German-speaking countries. The participants will learn through classroom activities using textbooks and audio-visual aids, group interactions, and practice sessions.

#### Course Content

- ❖ Formal and Informal Greetings
- ❖ Greetings and Goodbyes
- ❖ Introducing Yourself in German
- ❖ Welcoming Someone Formally and Informally
- ❖ Read and Write in German
- ❖ Count and Pronounce Numbers in German
- ❖ Introducing and Describing Someone
- ❖ Basic Conversation in German
- ❖ Pronunciation, Speaking, Spelling, and Writing in German
- ❖ Grammar and Vocabulary
- ❖ Ordering Food in German
- ❖ Talking about Family and Friends

#### 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

16 January 2020

## Contact Person

Mr. Muslim Hanafi Mohd Jalis

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Tel : +6017 3886 676

Fax : +603 2144 8704



## German Level II

1 September – 9 November 2020

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### Overview

The main objectives of this course are to introduce the linguistic and cultural contexts of the German language and develop the language skills needed to communicate well in German. The participants will be introduced to the basic structure of the language related to social and everyday life. They will acquire the basic grammatical structures of the language, which will enable them to use the language for basic communication. An interactive methodology with a variety of awareness-raising activities, practical sessions, and simulations will be adopted.

### Course Content

- ❖ Master The Basics of the German language
- ❖ Be Competent in German
- ❖ Introducing Oneself Confidently in German
- ❖ Making an Appointment in German
- ❖ Asking and Answering Questions
- ❖ Asking and Giving Personal Information
- ❖ Talking about Professional Responsibilities
- ❖ Fixing/Accepting/Declining/Postponing Appointments
- ❖ Talking about City Tour and Giving Direction
- ❖ Able to Do the German Speaking and Writing Assessment

### Who Should Attend

This course is offered to all officers from the Ministry of Foreign Affairs and other ministries/government agencies in Malaysia, who have undergone IDFR's German Level I course. New applicants are required to take a placement test.

### How to Apply

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

## **Application Deadline**

5 August 2020

## **Contact Person**

Mr. Muslim Hanafi Mohd Jalis

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Tel : +6017 3886 676

Fax : +603 2144 8704

### **Malaysian Technical Cooperation Programme (MTCP): Cultural Diplomacy for International Participants 16 - 27 March 2020**

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#### Overview

This course is suitable for diplomats and government officials, as they work with different people and culture in building relationship with various countries. It focuses on a practical approach that enables participants to adapt effectively in cross-cultural environment and enhances the participants' cultural diplomacy awareness and skills. This will enable them to play a key role in building trust and confidence between states and people that will bring mutual gain by enhancing tolerance and co-existence among different and diverse culture. Issues, challenges, and ways in managing cultural diplomacy are presented through interactive lectures, activities, role plays, and simulation exercises.

#### Course Content

- ❖ Introduction to Cultural Diplomacy
- ❖ Nation Branding and Cultural Diplomacy
- ❖ The Role of Culture in Enhancing Bilateral Relations
- ❖ Language and Diplomacy
- ❖ Culture and Media
- ❖ Cross-Cultural Competence – Towards Cultural Literacy
- ❖ Significance and Impact of Culture for Public Sector Interactions
- ❖ Conceptual Framework of Culture and Diversity
- ❖ Subsets of Culture
- ❖ Cultural Diplomacy as the Means of Soft Power
- ❖ Hofstede's Dimensions of Culture and a Comparative Analysis of Malaysia and Selected Countries
- ❖ Culture and Communication – Verbal and Non-Verbal and High and Low Context Perspectives
- ❖ Cross-Cultural Delights, Irritations, and Puzzles
- ❖ Case Studies and Examples of Cultural Diplomacy

## Who Should Attend

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

- ❖ Nominated by their Government
- ❖ Have a basic university degree
- ❖ Below 35 years old
- ❖ Three or more years of working experience
- ❖ Proficient in the English language at the intermediate level
- ❖ Medically fit
- ❖ Ability 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

31 January 2020

## Contact Person

Mr. Haris Syarwani Razali

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

Tel : +603 2149 1032

Fax : +603 2144 8704



## Cultural Diplomacy

**Cultural Diplomacy Lecture Series 1/2020**

**22 July 2020**

**Cultural Diplomacy Lecture Series 2/2020**

**3 November 2020**

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### Overview

This lecture series focuses on instilling awareness and boosting understanding on how cultural diplomacy could promote peace, stability, and prosperity globally. It also aims to develop the practices offered by cultural diplomacy internationally, in order to alleviate the increasing global disputes.

This lecture series will bring together Malaysian government officials, foreign mission representatives, policy makers and analysts, academicians, non-governmental organisations, private sectors, and other interest groups to a session of exchanging ideas with guest speakers who are well-versed in the area of cultural diplomacy, and other best practices and means to promote peace, stability and prosperity through cultural diplomacy. **Participation is by invitation only.**

### Contact Person

Mr. Haris Syarwani Razali

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

Tel : +603 2149 1032

Fax : +603 2144 8704



## Workshop on Cultural Diplomacy

### 7-9 October 2020

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#### 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 down barriers.

This workshop is suitable for public sector officials, as the course gives exposure to participants on inter-cultural interactions in specified environments. It focuses on a practical approach to communication from an intercultural perspective and enhances the participants' intercultural awareness and skills. This will enable them to assimilate and give a better understanding of the underlying assumptions affecting communication and behaviour. Issues, challenges, and ways in managing cross-cultural differences are presented through interactive lectures, activities, role plays, and simulation exercises.

#### Course Content

- ❖ The Effects of Culture on Bilateral Relations
- ❖ Significance and Impact of Culture for Public Sector Interactions
- ❖ Conceptual Framework of Culture and Diversity
- ❖ Subsets of Culture
- ❖ Cultural Diplomacy as the Means of Soft Power
- ❖ Hofstede's Dimensions of Culture and a comparative analysis of Malaysia and selected countries
- ❖ Culture and Communication – Verbal and Non-Verbal and High and Low Context Perspectives
- ❖ Cross-Cultural Delights, Irritations, and Puzzles
- ❖ Culture Shock and Coping with Cultural Sensitivities

## 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

2 September 2020

## Contact Person

Mr. Haris Syarwani Razali

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Fax : +603 2144 8704





# 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), a preparatory course for the junior officers of the Ministry of Foreign Affairs, Malaysia prior to their first posting abroad, and the IDFR-UKM Master of Social Sciences in Strategy and Diplomacy.

The latter programme, which was introduced in May 1999, is a collaboration between IDFR and Universiti Kebangsaan Malaysia, one of the leading public universities in the country.

Through such programmes, the Centre aims to provide opportunities to civil service officers, private sector professionals as well as fresh graduates from within Malaysia and abroad to build on and further enhance their knowledge, skills, and experience not only in diplomatic, foreign policy, international relations, and strategic theories, but also in practical applications.

Ultimately, the Centre envisages moulding competent and inquisitive individuals who are better aware of the shifting global political and economic climate, and who are able to contribute their newly-acquired scholarship to either their workplace or the academia.





MAJELIS PERMUSYAWARAN  
DEWAN PERWAKILAN  
DEWAN PERWAKILAN





## Master of Social Sciences in Strategy and Diplomacy 2020/2021 September 2020 – August 2021

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### 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 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 2020.**

## Programme Coordinators

Ms. Nidyakala Manian  
Email: [nidyakala@kln.gov.my](mailto:nidyakala@kln.gov.my)  
Tel : +603 2149 1014  
Fax : +603 2145 7015

Dr. Mohd Ikbal Mohd Huda  
Email: [ibahuda@ukm.edu.my](mailto:ibahuda@ukm.edu.my)  
Tel : +603 8921 3643  
Fax : +603 8921 3290

## **Enquiries**

All enquiries should be directed to :

Director General  
Institute of Diplomacy and Foreign Relations (IDFR)  
Ministry of Foreign Affairs, Malaysia  
Jalan Wisma Putra  
50460 Kuala Lumpur  
Malaysia



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

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