

The cover features a dark blue background with a large white circle on the right side. A thick orange arc curves from the top left towards the center. A thin orange line with a dot extends from the right side of the white circle. A white arc with a dot at its end curves from the bottom right towards the center.

IDFR **2025** **PROSPECTUS**

INSTITUTE OF DIPLOMACY AND FOREIGN RELATIONS (IDFR)



IDFR 2025 Prospectus

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Jalan Wisma Putra

50460 Kuala Lumpur

Malaysia

Website: www.idfr.gov.my

Email: info@idfr.gov.my

Facebook/X/TikTok/Instagram/YouTube: @IDFRMalaysia

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INSTITUTE OF
DIPLOMACY AND
FOREIGN
RELATIONS

Institute of Diplomacy and Foreign Relations

The Institute of Diplomacy and Foreign Relations (IDFR) serves as the training arm of Malaysia's Ministry of Foreign Affairs. Established in July 1991, IDFR has evolved from a basic training module for Malaysia's diplomats into a comprehensive training institution, featuring a diverse team of trainers and administrators, and is led by a senior diplomat.

IDFR also offers courses to officers and staff from other ministries and government agencies. Our primary goal is to equip participants with the essential skills, knowledge, and resources needed to effectively represent Malaysia on the global stage. Additionally, IDFR is responsible for training foreign officials in diplomatic skills, practices, and international relations.

IDFR's flagship programmes include the following:

- a) The Diploma in Diplomacy is an intensive six-month course designed for junior Malaysian diplomats, preparing them for their first assignment at Malaysian missions abroad. The course includes modules on bilateral and multilateral aspects of international relations, ASEAN, protocols, negotiations, public diplomacy, foreign languages, as well as administration and finance.
- b) Diplomatic training courses for international participants are offered through the Malaysian Technical Cooperation Programme (MTCP). These courses cover areas such as diplomatic skills, strategic analysis, and crisis management.
- c) SPKM: Pre-Posting Orientation Course for Home-Based Staff and Spouses is tailored for officers from other ministries who are about to be posted overseas.

Occasionally, IDFR participants, students, and trainees have unique opportunities to attend seminars, workshops, and roundtable discussions. They also gain insights from prominent scholars and global leaders through keynote addresses and lectures. Distinguished figures such as UN Secretaries-General Kofi Annan and Ban Ki-moon, Haris Silajđić (Bosnia), Lee Hsien Loong (Singapore), Sultan Hassanal Bolkiah (Brunei Darussalam), Helen Clark (UNDP Chief Administrator), Benazir Bhutto (Pakistan), Yasser Arafat (Palestine), and Nelson Mandela (South Africa) have delivered notable lectures at IDFR.

As an agency under the Ministry of Foreign Affairs, Malaysia, IDFR's strategic direction aligns with the Ministry's objectives. The institute is dedicated to providing exceptional training programmes and developing outstanding diplomats who will advocate for Malaysia's interests both locally and internationally.





Generic Skills

Negotiation Course for Junior Officers

6 - 8 May 2025

Course Overview

Negotiation has become an essential skill for officers, crucial for resolving conflicts, finalising agreements, and nurturing relationships. Mastering the art of bargaining, timing your moves, and knowing what to concede are keys to negotiation success. This course will arm you with the strategies and insights to boldly “go big or go home” or tactfully “play it safe” as needed.

Through engaging lectures, real-world case studies, and interactive simulations, you will develop into a powerful and adept negotiator, ready to excel in any deal-making situation.

Course Content

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

Who Should Attend

Junior officers of grades 41 and 44 from any ministry/government agency/department as early exposure to the negotiating representations.

How to Apply

All applications must be made through the participant’s ministry/government agency/department using IDFR’s Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>

Application Deadline

28 April 2025

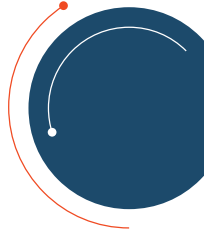
Contact Person

Name : Ms. Norlela Samad
Designation : Principal Assistant Director
Email : norlela@idfr.gov.my
Tel : +603 2149 1031

Name : Ms. Aadela Melati Ahmad Termizi
Designation : Senior Assistant Director
Email : aadela@kln.gov.my
Tel : +603 2149 1182

5 - 7 August 2025

Leadership Course for Junior Officers



Course Overview

Are you ready to unlock your full leadership potential? If your answer is a definitive 'yes', dive into our transformative leadership course now! Over three dynamic days, you will be equipped with the skills to tackle challenges with strategic prowess and effective solutions.

You will gain invaluable tools for mastering your environment and leading your team with confidence. Get ready to immerse yourself in a wealth of insights that will elevate your leadership capabilities to new heights.

Course Content

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

Who Should Attend

Junior officers of grades 41 and 44 from any ministry/government agency/ department as early exposure to the leadership role.

How to Apply

All applications must be made through the participant's ministry/government agency/ department using IDFR's Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>

Application Deadline

28 July 2025

Contact Person

Name : Ms. Norlela Samad
 Designation : Principal Assistant Director
 Email : norlela@idfr.gov.my
 Tel : +603 2149 1031

Name : Ms. Aadela Melati Ahmad Termizi
 Designation : Senior Assistant Director
 Email : aadela@kln.gov.my
 Tel : +603 2149 1182

Public Diplomacy Workshop for Junior Officers

27 - 29 May 2025

Course Overview

In today's rapidly evolving global landscape, public diplomacy has become more critical and dynamic than ever. Traditional methods of statecraft are increasingly supplemented by public diplomacy efforts that engage directly with foreign publics, shape international narratives and influence global opinion.

By the end of this course, junior officers will understand the foundational knowledge and skills necessary for effective public diplomacy. Alongside qualified experts, this three-day workshop will explore the complexities of contemporary public diplomacy. Additionally, participants will learn how to use media channels wisely to achieve the goals of their organisation.

Course Content

Participants will learn ways to engage with foreign audiences, promote Malaysia's image abroad, and manage international relations through media, cultural exchanges, and public engagement. The course includes training in communication strategies, cultural sensitivity, and crisis management; preparing officers to represent Malaysia confidently and professionally on the global stage.

Who Should Attend

Junior officers of grades 41 and 44 from any ministry/government agency/department whose nature of work involves corporate communication and public diplomacy.

How to Apply

All applications must be made through the participant's ministry/government agency/department using IDFR's Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>

Application Deadline

19 May 2025

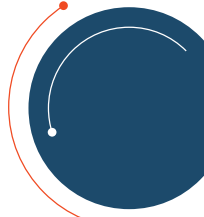
Contact Person

Name : Ms. Farah Dhiba Ahmed @ Salleh
Designation : Principal Assistant Director
Email : farahdhiba.ahmed@idfr.gov.my
Tel : +603 2149 1000

Name : Ms. Manishahz Sangkar
Designation : Assistant Director
Email : manishahz@idfr.gov.my
Tel : +603 2149 1050

15 - 17 July 2025

Media Skills Workshop for Mid-Level Officers



Course Overview

The Media Skills Workshop is a training programme designed to enhance key communication skills needed in today's media-centric world. Specifically designed for professionals across diverse industries, it provides implementable knowledge and first-hand experiences to manage media engagements confidently.

This programme empowers participants with the essential tools to strengthen their organisation's reputation through the development of media literacy and strategic communication ability. Moreover, it will tremendously boost participants' confidence in engaging with varied audiences in an ever-changing media environment.

Course Content

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

Who Should Attend

Mid-career officers of grades 48 and 52 from any ministry/government agency/department whose nature of work involves corporate and media communication activities.

How to Apply

All applications must be made through the participant's ministry/government agency/department using IDFR's Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>

Application Deadline

7 July 2025

Contact Person

Name : Ms. Farah Dhiba Ahmed @ Salleh
Designation : Principal Assistant Director
Email : farahdhiba.ahmed@idfr.gov.my
Tel : +603 2149 1000

Negotiation Course for Mid-Level Officers

26 - 28 August 2025

Course Overview

This advanced course will elevate a negotiator's critical skills and tact. Aimed at mid-professional officers, this programme focuses on preparing, executing, and finalising negotiations effectively to ensure successful outcomes in both local and international contexts while striving for mutually beneficial agreements.

By the end of this course, participants will be equipped with a comprehensive set of established negotiation strategies, techniques, and practical skills designed to increase negotiators' skilfulness, equipping them to handle any negotiation with assurance.

Course Content

Intermediate-level negotiation course packed with real-life examples, lessons learned, and negotiation tactics. Participants should be prepared to negotiate their way out of tricky situations and problematic conundrums.

Who Should Attend

Mid-career officers of grades 48 and 52 from any ministry/government agency/department whose nature of work involves negotiation activities.

How to Apply

All applications must be made through the participant's ministry/government agency/department using IDFR's Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>

Application Deadline

18 August 2025

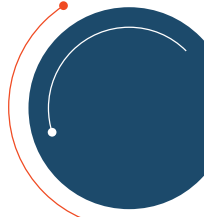
Contact Person

Name : Ms. Norlela Samad
Designation : Principal Assistant Director
Email : norlela@idfr.gov.my
Tel : +603 2149 1031

Name : Ms. Aadela Melati Ahmad Termizi
Designation : Senior Assistant Director
Email : aadela@kln.gov.my
Tel : +603 2149 1182

25 - 27 February 2025

Humanitarian Leadership Course



Course Overview

The Humanitarian Leadership Course, a collaborative initiative by the MERCY Centre of Humanitarian Development (MCHD) and IDFR is tailored to equip participants with essential leadership skills for humanitarian and development settings

Course Content

This course delves into how evolving socio-economic, technical, and geopolitical conditions shape humanitarian needs, requiring adaptive public policy responses to address an ever-changing global landscape. Through a focus on evidence-based practice, the course encourages critical thinking and strengthens participants' abilities to implement effective, sustainable programmes. Additionally, participants engage in modules that foster strategic problem-solving and decision-making, preparing them to tackle complex challenges with well-informed approaches. The course also emphasises building valuable networks, allowing participants to form connections with fellow leaders and professionals, and creating a support network for future humanitarian efforts.

Who Should Attend

This programme is ideal for those who aspire to make a meaningful impact within the humanitarian and development sectors through enhanced leadership and collaborative skills.

How to Apply

All applications must be made through the participant's ministry/government agency/department using IDFR's Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>

Application Deadline

14 February 2025

Contact Person

Name : Ms. Norlela Samad
 Designation : Principal Assistant Director
 Email : norlela@idfr.gov.my
 Tel : +603 2149 1031

Name : Ms. Aadela Melati Ahmad Termizi
 Designation : Senior Assistant Director
 Email : aadela@kln.gov.my
 Tel : +603 2149 1182

Course on Intercultural Awareness and Cultural Diplomacy (CICAD)

20 - 22 May 2025

Course Overview

Communication is the bedrock of human social interaction. Making a *faux-pas* in communication may often land you in hot water or in the international relations world-cause a rift in diplomatic relations. Learn how to recognise cultural pitfalls and societal no-nos with this introductory course, brought to you by experienced trainers and cross-cultural experts.

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

Course Content

The significance of cultural diplomacy and its impact on interaction will be shared during this two-day in-depth course. Learn to communicate more effectively with a heightened sensitivity of cultural norms and *faux-pas*.

Who Should Attend

Officers dealing with international public.

How to Apply

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

Application Deadline

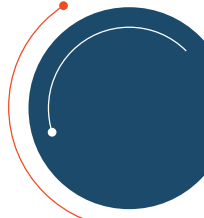
7 March 2025

Contact Person

Name : Mr. Haris Syarwani Razali
Designation : Principal Assistant Director
Email : haris@idfr.gov.my
Tel : +603 2149 1000

22 - 24 October 2025

Young Scholar Diplomacy Programme



Course Overview

“A journey of a thousand miles begins with a single step”. With this in mind, our Young Scholar Diplomacy Programme is designed to ignite the passion and potential of aspiring young leaders in shaping the future of international relations and diplomacy. The programme aims to provide early exposure to the diplomatic roles and functions of the Ministry of Foreign Affairs to Malaysian university students who pursue International Relations study as their major.

Course Content

Through this programme, you will be exposed to the various aspects of theories, practices, and elements of diplomacy as well as roles and functions of the Ministry of Foreign Affairs (Wisma Putra) in international relations. This programme is designed to cultivate the participants’ interest and knowledge in Malaysian Foreign Policy and other key areas in international relations through lectures, briefings, discussions and study visits to Wisma Putra and foreign embassies in Malaysia. By joining the programme, you will have the opportunity to engage with experienced diplomats and gain insights on real-world applications from those who are on the forefront of global diplomacy and international affairs. Don’t miss the opportunity to gain a comprehensive understanding on the role of and functions of foreign missions in Malaysia too!

Who Should Attend

The course is offered to undergraduate students from Malaysian universities that have signed a Memorandum of Understanding with IDFR.

How to Apply

The application details will be communicated through the Faculties of International Relations/Social Science of Malaysian Universities that have signed a Memorandum of Understanding with IDFR.

Application Deadline

22 September 2025

Contact Person

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



Y IT RIGHT

urse nunciation

ATIONS



Languages ●

Say It Right: A Course on Pronunciation

8 - 10 April 2025

Course Overview

Do you want to speak smoothly, clearly and confidently? Then take advantage of three full days of elevating your verbal and communication skills with our in-house trainers.

Course Content

With our help, you may be assured that you are fluent in the language by learning the strategies to distinguish between the stress, beat, and tune of the English language. We will also make certain you can pronounce difficult words accurately and confidently to aid in your quest to be a better speaker of English.

Who Should Attend

This course is offered to all support staff 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

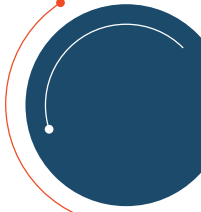
21 March 2025

Contact Person

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

3 - 5 June 2025
(To be confirmed)

English Writing Workshop



Course Overview

Are you ready to enhance your writing skills and boost your confidence in expressing your ideas? Our workshop is designed to help you master the essentials of writing—from purpose and comprehension to mechanics and developing a unique perspective.

Course Content

You will learn the skills to turn your thoughts into clear, well-structured sentences and paragraphs, starting with pre-writing and idea formulation, and moving through drafting, revising, and editing. We will guide you through content organisation, sentence structure, grammar, spelling, and punctuation—everything you need to create polished, professional writing.

This workshop offers an engaging learning experience with interactive lectures, group discussions, and presentations. Whether you are writing formal articles or reports, you will leave with the skills to effectively communicate with any audience using the right language and style.

Sign up now and take the first step toward becoming a confident, versatile writer!

Who Should Attend

This workshop is offered to all junior and mid-level officers from the Ministry of Foreign Affairs or other ministries/government agencies in Malaysia.

How to Apply

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

Application Deadline

22 May 2025

Contact Person

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

Presentation Skills at the Workplace

23 - 25 June 2025

Course Overview

It can be quite difficult to get the audience to pay attention to you during a presentation. Your body language, tone of voice, and expression all have a significant impact on capturing the attention of the audience.

Allow us to assist you in mastering your speech delivery; focusing on voice modulation, pacing, managing your nerves, practicing your delivery, and engaging with your audience; to become an impactful presenter.

Course Content

Enhancing your soft skills in relation to verbal and non-verbal communication strategies will be the main goal of the three-day training. Throughout the duration of this course, you will become more confident and eloquent in your presentation skills.

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

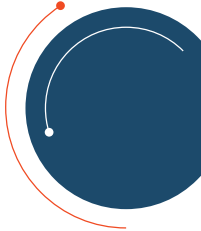
5 June 2025

Contact Person

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

9 - 11 September 2025

Be Grammar Smart



Course Overview

English is essential in the workplace context and being grammatically competent as you speak and write is paramount. If you are uncertain about grammar and its rules, this course is just what you need! Our “Be Grammar Smart” course is tailored specifically to your professional needs, equipping you with the necessary skills to communicate more clearly and professionally, helping you stand out in the workplace.

Join us and make workplace communication your strong suit!

Course Content

Our course covers real-life situations you encounter every day at work. You will master essential grammar needed for tasks like taking messages, speaking with focal persons, writing pointers or in verbatim to leading meetings with your colleagues, heads or stakeholders.

Focused on grammatical knowledge, this course teaches only the grammar you will use, ensuring you can apply it effortlessly in the workplace. Whether you are writing or speaking, “Be Grammar Smart” will boost your confidence at the workplace.

Plus, with our engaging, interactive approach, grammar will feel less intimidating and much easier to grasp.

Who Should Attend

This course is offered to officers at Grade 41/44 from the Ministry of Foreign Affairs as well as 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 2025

Contact Person

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

German Language Basic Communication Course

4 - 25 February 2025

Course Overview

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

Course Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

15 January 2025

Contact Person

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

4 - 25 February 2025

Arabic Language Basic Communication Course

Course Overview

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

Course Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

15 January 2025

Contact Person

Name : Dr Raihan Dato' Dr Marzuki
Designation : Principal Assistant Director
Email : raihanmarzuki@idfr.gov.my
Tel : +603 2149 1149

French Language Basic Communication Course

4 - 25 February 2025

Course Overview

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

Course Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

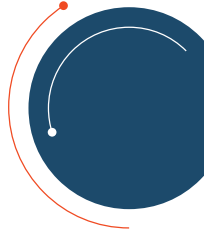
15 January 2025

Contact Person

Name : Ms. Nur Adiba Shuaib
Designation : Assistant Director
Email : adiba@idfr.gov.my
Tel : +603 2149 1103

30 April - 2 July 2025

German Level 1



Course Overview

The objectives of the German Level 1 course are to equip participants with the basic verbal and written skills to enable them to use German well. They are expected to be able to understand and construct basic sentences for daily usage. Participants 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 by 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

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

How to Apply

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

Application Deadline

9 April 2025

Contact Person

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

Arabic Level 1

29 April - 8 July 2025

Course Overview

This course is a basic introduction to the Arabic language for non-native speakers. The objectives of the course are to equip participants with the required language skills of listening and speaking, and to enable them to communicate in everyday situations. The sessions will focus on basic Arabic vocabulary, contextual spoken language and composing simple sentences, expressions, and responses on topics even with very limited experience. The aspects of the Arab culture are taught covertly through the learning and teaching process to stimulate the interest in learning the language. This knowledge will help towards a better understanding of the Arab people and their culture.

Course Content

- Pronunciation and Phonetics
- Phrases for Greetings
- Speech Expressions
- Basic Conversation
- Introduction to the Arabic Culture and Customs

Who Should Attend

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

How to Apply

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

Application Deadline

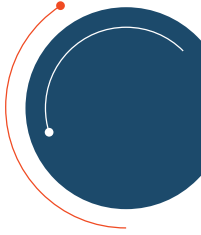
9 April 2025

Contact Person

Name : Dr Raihan Dato' Dr Marzuki
Designation : Principal Assistant Director
Email : raihanmarzuki@idfr.gov.my
Tel : +603 2149 1149

24 April - 3 July 2025

French Level 1



Course Overview

The objectives of French Level 1 course are to equip participants with the basic knowledge of the language as used daily in a French-speaking environment. They are expected to be able to communicate in a basic conversation on familiar subjects and for daily needs, in both writing and speaking. In this course, they would also be exposed to some basic vocabulary and phrases as well as insight into French culture and other francophone countries.

Course Content

- Introduction, Alphabet and Pronunciation
- Welcome and Greetings
- Getting Acquainted
- Identify Numbers and Counting
- Describing Someone and Family Members
- Conjugation of Regular and Irregular Verbs
- Talking about Hobbies and Interests
- Preposition and Direction
- Travelling and Historical Monuments
- Eating and Ordering Food

Who Should Attend

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

How to Apply

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

Application Deadline

9 April 2025

Contact Person

Name : Ms. Nur Adiba Shuaib
Designation : Assistant Director
Email : adiba@idfr.gov.my
Tel : +603 2149 1103

German Level 2

27 August - 5 November 2025

Course Overview

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

Course Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

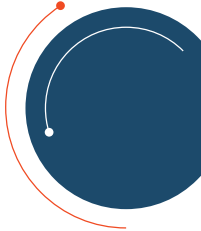
1 August 2025

Contact Person

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

19 August - 4 November 2025

Arabic Level 2



Course Overview

This course emphasises more on the aspects of morphology, syntax and translation as compared to Level 1. It involves several aspects of Arabic language skills such as speaking and reading. The objectives of the course are to equip participants with the ability to differentiate and pronounce Arabic words, and to read and understand basic sentences for daily needs. The participants will be exposed to new words, information and knowledge through the process of reading and text translation. They will be inculcated with the knowledge of the Arabic syntax to understand the textual meaning. An interactive methodology with a variety of classroom activities, audio-visual materials, group interactions and practical sessions will be adopted in conducting the course.

Course Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

1 August 2025

Contact Person

Name : Dr Raihan Dato' Dr Marzuki
 Designation : Principal Assistant Director
 Email : raihanmarzuki@idfr.gov.my
 Tel : +603 2149 1149

French Level 2

21 August - 6 November 2025

Course Overview

The goal of this course is to provide participants with a strong foundation of the French language. This course will expose them to French expressions and simple phrases to write and communicate effectively with others. They will be able to expand their linguistic and grammatical skills beyond A1 level to be able to justify their choices and preferences with confidence through interactive multimedia exercises, readings, and course materials. They will also learn to understand the meaning of texts with French syntax. By the time this course ends, they will be able to understand about French culture and customs.

Course Content

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

Who Should Attend

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

How to Apply

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

Application Deadline

1 August 2025

Contact Person

Name : Ms. Nur Adiba Shuaib
Designation : Assistant Director
Email : adiba@idfr.gov.my
Tel : +603 2149 1103

LANGUAGE COURSE



afida@idfr.gov.my



raihanmarzuki@idfr.gov.my



muslim@idfr.gov.my



raihanmarzuki@idfr.gov.my



adiba@idfr.gov.my





DIPLOMACY
KNOWLEDGE
ENHANCEMENT

Economic Diplomacy Course

23 - 25 April 2025

Course Overview

Ready to make your mark in the world of economic diplomacy? Similar to other diplomatic instruments, economic diplomacy is crucial in advancing Malaysia's interests, particularly in the economic domain. Enrolling in the course will provide you with an understanding of the fundamentals, strategies, and significance of economic diplomacy in fostering economic integration on a national, regional, and global scale. This three-day training course will help you equip yourself with the skills to drive economic policies, negotiate trade deals, and navigate international economic cooperation with confidence.

Course Content

This course will provide you with an understanding of Malaysia's innovative efforts to establish a sustainable and dynamic economy. In addition, the course will give you opportunities to debate and share perspectives on the evolving worldwide geopolitical, economic, and strategic landscape through lectures, group discussions, and analyses.

Who Should Attend

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

How to Apply

The application is only open to Malaysian civil servants and the details will be communicated through the ministries' human resource/training departments.

Application Deadline

24 March 2025

Contact Person

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

Name : Ms. Jasmine Mohamed Jawhar
Designation : Principal Assistant Director
Email : jasmine@idfr.gov.my
: psed@idfr.gov.my
Tel : +603 2149 1147

24 - 26 September 2025

Strategic and Security Analysis Course

Course Overview

Are you prepared to gain a competitive edge in the realm of strategic and security analysis? The “Strategic and Security Analysis Course” is an intensive three-day programme designed to equip Malaysian government officials with advanced critical thinking and problem-solving skills essential for safeguarding Malaysia’s national interests in an increasingly complex global landscape. Participants will engage with contemporary security challenges, explore strategic assessment methodologies, and develop actionable solutions through interactive sessions led by experienced practitioners and academics in the field of security studies.

Course Content

This course offers a comprehensive platform for Malaysian government officials to deepen their understanding of strategic and security dynamics, refine their analytical skills, and contribute more effectively to the nation’s security and prosperity. Join us for an engaging and transformative learning experience that will bolster your ability to navigate and address the complex security challenges of today and tomorrow.

Who Should Attend

The course is offered to all officials grade 41 to 48 from ministries and government agencies whose nature of work involves diplomacy, crisis management, security, and international relations.

How to Apply

The application is only open to Malaysian civil servants and the details will be communicated through the ministries’ human resource/training departments.

Application Deadline

25 August 2025

Contact Person

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

Name : Ms. Jasmine Mohamed Jawhar
 Designation : Principal Assistant Director
 Email : jasmine@idfr.gov.my
 : psed@idfr.gov.my
 Tel : +603 2149 1147



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MALAYSIAN ●
TECHNICAL
COOPERATION
PROGRAMME

MTCP: International Negotiation Course

16 - 25 June 2025
(To be confirmed)

Course Overview

Step into the world of high-stakes diplomacy with the MTCP International Negotiation Course 2025. This dynamic programme is designed to empower diplomats, government officials, and global professionals with cutting-edge negotiation skills. From mastering cross-cultural communication to navigating complex international agreements, this course offers hands-on experience through real-world case studies and simulations. Prepare to lead with confidence on the global stage, turning challenges into opportunities and securing successful outcomes in any negotiation scenario.

Course Content

At the end of the course, participants will be equipped with the essential skills and knowledge needed to navigate the complex and dynamic landscape of international negotiations.

Who Should Attend

The course is sponsored by the Malaysian Technical Cooperation Programme (MTCP) and is only eligible for MTCP recipient countries. The course is offered to foreign diplomatic officers, government officials, and practitioners whose nature of work is related to negotiation.

How to Apply

A standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one nearest to it. The form can also be viewed and downloaded from <https://mtcp.kln.gov.my/>. The application must be endorsed by the applicant's Ministry respectively, before submission.

Application Deadline

28 April 2025

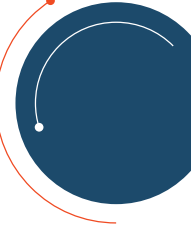
Contact Person

Name : Ms. Norlela Samad
Designation : Principal Assistant Director
Email : norlela@idfr.gov.my
Tel : +603 2149 1031

Name : Ms. Aadela Melati Ahmad Termizi
Designation : Senior Assistant Director
Email : aadela@kln.gov.my
Tel : +603 2149 1182

25 August -
3 September 2025
(To be confirmed)

MTCP: Media & Public Diplomacy Course for International Participants



Course Overview

Unlock the power of storytelling and influence with the Malaysian Technical Cooperation Programme's Media and Public Diplomacy Course 2025. This immersive course is crafted for international participants ready to master the art of media engagement and public diplomacy. Learn how to craft compelling narratives, navigate the digital media landscape, and drive global conversations. Through interactive workshops and real-world simulations, you will gain the tools to elevate your nation's voice on the world stage, shaping perceptions and fostering international goodwill. Join us to become a global ambassador in the age of information.

Course Content

Through this course, participants will be equipped with the essential skills and knowledge needed to harness the power of media and public diplomacy and become leaders in shaping global narratives.

Who Should Attend

The course is sponsored by the Malaysian Technical Cooperation Programme (MTCP) and is only eligible for MTCP recipient countries. It is offered to foreign diplomatic officers, government officials, and practitioners whose work is related to media and public diplomacy.

How to Apply

A standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one nearest to it. The form can also be viewed and downloaded from <https://mtcp.kln.gov.my/>. The application must be endorsed by the applicant's Ministry respectively, before submission.

Course Deadline

7 July 2025

Contact Person

Name : Ms. Farah Dhiba Ahmed @ Salleh
Designation : Principal Assistant Director
Email : farahdhiba.ahmed@idfr.gov.my
Tel : +603 2149 1000

Name : Ms. Manishahz Sangkar
Designation : Assistant Director
Email : manishahz@idfr.gov.my
Tel : +603 2149 1050

MTCP: Diplomatic Training Course for International Participants

19 - 28 May 2025

Course Overview

Are you all set to step into the world of high-stakes diplomacy with confidence? Our ten-day diplomatic training course is crafted for aspiring diplomats and seasoned professionals eager to sharpen their skills and excel in the international arena. The course is specifically designed to help participants from MTCP recipient countries carry out their duties both domestically and internationally with flexibility, adaptability, and a proactive approach to arising issues. Participants will gain practical insights into practices in diplomacy, international negotiation, and experience sharing sessions with career diplomats, preparing them to tackle complex global challenges with tact and competence.

Course Content

This comprehensive programme aims to foster the development of skilled diplomats who can adeptly handle the demands of modern international relations. It features a mixed-mode learning experience where your understanding of foreign policy and diplomatic conduct will be vastly enriched through lectures, group discussions and out-of-classroom knowledge-sharing sessions. Dive deep into contemporary diplomatic practices and agendas including the Sustainable Development Goals (SDG) and understand the role of identity and cultural roots of a nation that shape the art of diplomacy.

Who Should Attend

The course is sponsored by the Malaysian Technical Cooperation Programme (MTCP) and is only open to MTCP recipient countries. The course is offered to foreign diplomatic officers, government officers, and practitioners whose nature of work is related to diplomacy and management.

How to Apply

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

Application Deadline

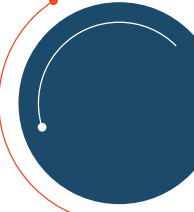
18 April 2025

Contact Person

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

11 - 20 August 2025

MTCP: Economic Diplomacy Course for International Participants



Course Overview

Ready to elevate your economic diplomacy skills and make a significant impact in the global arena? Under the ambit of MTCP, the Economic Diplomacy Course is meticulously designed for professionals from recipient countries seeking to excel in the complex world of global trade and economic strategy. Immerse yourself in a transformative learning experience that will equip you with the knowledge and skills to drive economic policy and harness your country's economic development. Spend ten days with us and learn about policies and planning, strategic global environment, investment and trade, as well as the influence of geopolitics on the economy.

Course Content

Under this course, you will explore the core principles of economic diplomacy and understand its practical application in shaping global trade and economic relations. The course will allow you to learn techniques for negotiating trade agreements and crafting policies that promote economic growth and international collaboration. This will be achieved through discussions, lectures, imparting of wisdom from prominent practitioners and study visits. The course modules include best practices of Malaysia's economic diplomacy endeavours, economic policies, trade facilitations, strategic investment analysis, managing international trade bodies, country promotion, palm oil potential and other upcoming economic opportunities.

Who Should Attend

The course is sponsored by the Malaysian Technical Cooperation Programme (MTCP) and is only open to MTCP recipient countries. The course is offered to foreign diplomatic officers and practitioners whose nature of work is related to economic diplomacy.

How to Apply

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

Application Deadline

11 July 2025

Contact Person

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





**CORE
DIPLOMATIC
TRAINING**

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

Series 1: Grade 41 and Above
3 - 14 February 2025

Series 2: Grade 38 and Below
14 - 18 April 2025

Series 3: Grade 41 and Above
16 - 26 June 2025

Series 4: Grade 38 and Below
22 - 26 September 2025

Series 5: Grade 41 and Above
21 - 31 October 2025

Course Overview

A mandatory course to prepare Malaysian government officials and their spouses for assignments abroad. The course offers a comprehensive understanding of the roles and responsibilities associated with serving in a foreign country as part of Malaysia's diplomatic and administrative mission. Participants will be ensured of a smooth transition and successful tenure abroad as the course will equip them to represent Malaysia effectively.

Course Content

Through interactive lectures, group discussions, and simulation exercises, you will be introduced to Malaysia's Foreign Policy and consular work at the mission. In addition, the course is designed to equip participants with the skills of social etiquette and protocols required of a member of the diplomatic corps.

Who Should Attend

This mandatory course is offered to Malaysian government officials and their spouses, who will be working on their first assignment abroad. Candidates must be nominated by the relevant ministries/government agencies/departments under the Government's Guideline on *Sistem Pentadbiran Kerajaan Malaysia di Luar Negeri* (SPKM).

How to Apply

All applications must be made through the applicant's ministry/government agency/department using IDFR's Online Course Application System, which can be accessed at <http://cas.idfr.gov.my>

Application Deadline

Series 1: 31 January 2025

Series 2: 4 April 2025

Series 3: 9 June 2025

Series 4: 15 September 2025

Series 5: 13 October 2025

Contact Person

Name : Ms. Farah Dhiba Ahmed @ Salleh
Designation : Principal Assistant Director
Email : farahdhiba.ahmed@idfr.gov.my
Tel : +603 2149 1000

Name : Ms. Manishahz Sangkar
Designation : Assistant Director
Email : manishahz@idfr.gov.my
Tel : +603 2149 1050

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

Series 1/2025: 26 - 27 February 2025 Series 2/2025: 22 - 23 October 2025

Course Overview

Would you like to know more about the ins and outs of Malaysia's Culture, its people and interactions? If you are still unsure on how to blend with the working surroundings and life in Malaysia, then this course is for you.

Designed to provide comprehensive insights, this course aims to assist you in understanding the Malaysian government machinery, lifestyles and peculiarities of the people. Besides, we will ensure opportunities for you to network with others so that you will have a good grounding during your duty in Malaysia.

Course Content

As this course is meant for newly-arrived first-time diplomats to Malaysia, we will focus on exposing you to Wisma Putra and Malaysia's Diplomacy as to ease your adapting process in our country. Additionally, the course includes insights into Malaysia's culture and the standard practices in protocol always referred to by Malaysians.

Who Should Attend

Political and diplomatic officers of Embassies, High Commissions and other diplomatic Missions 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 1/2025: 17 January 2025

Series 2/2025: 12 September 2025

Contact Person

Name : Mr. Haris Syarwani Razali
Designation : Principal Assistant Director
Email : haris@idfr.gov.my
Tel : +603 2149 1000

WE ARE HERE FOR YOU



IDFR offers a number of specialised programmes and courses, at the diplomatic level, on a consultancy basis. These include (but are not limited to):

- **Grooming and etiquette**
- **Personal presence**
- **Cultural awareness**
- **Fine dining**
- **Analytical thought**
- **Tailor-made English language classes**

For further details, please contact
cas.msd@idfr.gov.my



ETHICS AND MORALITY IN DIPLOMACY



IDFR





DIPLOMACY
LECTURE
SERIES



ASEAN 2025 - Cultural Diplomacy Lecture Series 2025

18 June 2025

Overview

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

How to Apply

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

Contact Person

Name : Mr. Haris Syarwani Razali
Designation : Principal Assistant Director
Email : haris@idfr.gov.my
Tel : +603 2149 1000

19 June 2025

IDFR Diplomacy Lecture Series

Overview

Since IDFR's inception, a number of prominent speakers have taken the IDFR stage in delivering intellectual discourses, particularly through the flagship lecture series programme. Gain firsthand knowledge and perspectives from renowned personalities, diplomats, senior government officials, academicians, policymakers, diplomatic practitioners, and subject matter experts on a diverse range of subjects and contemporary global issues. Among the recent speakers who delivered their discourse under the IDFR Distinguished Lecture Series include H.E. The Honourable Frances Adamson AC, Governor of South Australia, Professor Kishore Mahbubani, Distinguished Fellow, Asia Research Institute, National University of Singapore, and H.E. The Honourable Nanaia Mahuta, Foreign Minister of New Zealand.

Contact Person

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

Stay in touch with us:

@IDFRMalaysia







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

Jalan Wisma Putra
50460 Kuala Lumpur
Malaysia

Website: www.idfr.gov.my

Email: info@idfr.gov.my

Facebook/X/TikTok/Instagram/YouTube: @IDFRMalaysia

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