

By the end of this course, participants should be able:

- To enhance their general English Language proficiency in the areas of listening, speaking, reading and writing;
- To know the techniques and strategies of using English Language effectively orally and in writing; and
- To further improve their proficiency in the use of English language specifically in conducting diplomacy and international affairs.

COURSE METHODOLOGY

An integrated teaching and learning methodology is implemented. Participants learn through classroom lectures, discussions, practical exercises in groups and individually, simulation exercises, visits and briefings and other extra-curricular activities. A balanced approach to effective training and learning will be applied. This course is conducted in English.

COURSE CONTENT

- English Language Diagnostic Test;
- Diplomatic Correspondence and Communication;
- English Sound System and Pronunciation;
- Listening for Main Ideas;
- Writing Press Release;
- The Language of Negotiation;
- Language and Power;
- Verbal and Non-Verbal Communication;
- Delivery and Presentation Skills;
- Speech Drafting;
- Inference and Making Conclusions;
- Reading for Main Ideas; and
- Writing Skills.

LOGISTICS

Logistics arrangements in Malaysia such as transportation (inclusive airport transfers), accommodation at a hotel in Kuala Lumpur and meals throughout the course will be provided. However, return flight tickets will only be provided to participants from countries with GDP per capita below than USD5,000.

MEDICAL

The participants are entitled for an insurance coverage throughout the course and medical treatment for outpatient medical treatment at local government hospitals. Other medical cost shall be borne by the participants.

RULES AND REGULATIONS DURING COURSE

- All participants must arrive in Malaysia no later than the date of commencement of the course, unless expressly given permission by the Institute. Latecomers will not receive a certificate of attendance from IDFR and IDFR has the discretion to cancel all arrangements and the offer to attend this course for any latecomer.
- Absence from any of the scheduled programmes during the course for any reason is **STRICTLY PROHIBITED** without prior permission from the Institute and participants who are absent for more than two (2) days WILL NOT receive a certificate of attendance.

of participation during the lectures, and conduct themselves in an agreeable manner amongst their peers. Any show of poor conduct, for example being aggressive, rude and lack of cooperation will be treated seriously, with immediate notification to the participants' mission in Malaysia and their respective Ministry of Foreign Affairs. The Institute will not hesitate to send any problematic participants back to their country during the duration of the course.

- All participants are expected to take part in ALL of the study visits arranged throughout the duration of the course.
- Participants must observe punctuality at all times. Those who are late or miss the IDFR transport must find their own way to the Institute to attend the lectures, or will otherwise be considered absent.
- The dress code during course is working attire.

PREREQUISITE / ELIGIBILITY

Interested applicants must fulfill the following criteria:

- Nominated by their Government;
- Have a basic university degree;
- Below 35 years of age;
- Three (3) years or more of working experience;
- Proficient in English Language at the intermediate level;
- Medically fit; and
- Ability to work independently and in groups.

HOW TO APPLY

Standard application form is available at the Embassy/High Commission of Malaysia in the applicant's country or one that is nearest to it. Application form and guidelines for application can also be viewed and downloaded at <http://cas.idfr.gov.my>.

Application must be endorsed by the applicant's Ministry of Foreign Affairs before submission to the nearest Malaysian Embassy / High Commission in applicant's country. Application must be filled in three copies. There is no limit in terms of number of participants from each country.

APPLICATION DEADLINE : 17 April 2015

CONTACT PERSON

Ms. Nik Nazarina Nek Mohamed
Assistant Director
E-mail : nik_nazarina@idfr.gov.my
Tel : +603 2149 1154
Fax : +603 2145 7015

UPCOMING TRAINING PROGRAMMES:

- MTCP: Strategic Analysis for International Participants (27 July - 14 August 2015)
- MTCP: Senior Executive Workshop on Diplomacy and Security for ASEAN Women Diplomats (9-15 September 2015)
- MTCP: Diplomatic Training Course for ASEAN Junior Diplomats (12 - 30 October 2015)



**MALAYSIAN TECHNICAL
COOPERATION PROGRAMME (MTCP)**

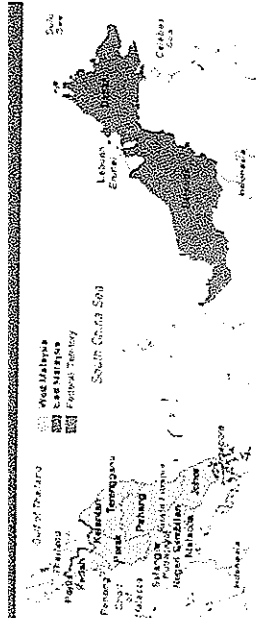
**ENGLISH LANGUAGE COURSE FOR
DIPLOMACY**

20 MAY - 2 JUNE 2015



**INSTITUTE OF DIPLOMACY AND FOREIGN
RELATIONS (IDFR)**

**MINISTRY OF FOREIGN AFFAIRS
MALAYSIA**



Malaysia is located in the southeast of the Asian continent; therefore this region is often referred to as Southeast Asia. Malaysia consists of two parts: Peninsular Malaysia, located between Thailand in the north and Singapore in the south, and the two provinces Sabah and Sarawak, located on Borneo. Peninsular Malaysia is located just above the equator and Borneo just beneath it. The capital city is Kuala Lumpur, a metropolis with over 1.6 million inhabitants in the city center.

Malaysia is a federation which consists of 13 states (11 in West Malaysia also known as Peninsular Malaysia, and two states in East Malaysia) and three federal territories. As a federation, the governance of the country is divided between the federal and the state governments. The government system is parliamentary democracy with a constitutional monarch. The head of state is DYMM Yang di-Pertuan Agong and political government is headed by Prime Minister.

Malaysia is a beautiful and diverse country with many highlights. The many different regions, each with their own characteristic features, make this country the perfect destination for tourists. However, Malaysia does not entirely depend on tourism. This country's economy has been going strong for years. The country has developed itself enormously in the past 50 years, especially in Malaysia's capital, Kuala Lumpur, many modern buildings, a modern light rail transit system, many luxurious shopping malls and countless expensive cars on the roads. Life outside of the capital is often less developed; but even there the times of people only being able to afford a motorcycle are long gone.

Malaysia is a tropical holiday destination, where temperatures fluctuate between 25 and 35 degrees Celsius during the year. It is usually very hot and humid, especially in the major cities. Often due to haze warm air is trapped inside the cities, which results in very warm temperatures. It is less hot on the many islands surrounding Malaysia, mainly due to the cool breezes. It is also less hot in the 'highlands' of Malaysia; here you can enjoy cooler temperatures that never exceed 25 degrees Celsius.

Language Bahasa Melayu	
Population 28.3 million	
Ethnic 50.4% Malay, 23.7% Chinese, 11.0% Indigenous, 7.1% Indian & 7.8% Other	
Currency Ringgit Malaysia (RM) / Malaysian Ringgit (MYR)	

The Malaysian Technical Cooperation Program (MTCP) was established in 1980 as Malaysia's commitment to South-South Cooperation through the sharing of Malaysia's development experiences and expertise with other developing countries.

- The objectives of the MTCP are:
- To share experience with other developing countries;
 - To strengthen bilateral ties with developing countries;
 - To encourage and promote South-South Cooperation; and
 - To encourage and promote technical cooperation within developing countries.

MTCP is premised on the principle that the development of a country is dependent on the quality of its human capital and resources. MTCP emphasizes human resources development mainly through training; short-term courses in public and private Malaysian training institutions and long-term courses in Malaysian public universities. Other forms of assistance include study visits, practical attachments and provision of services of experts.

Since its inception, more than 26,000 participants have been directly trained under MTCP. Currently MTCP is extended to 139 recipient developing countries in ten (10) key areas as follows:

- Agriculture;
- Economic, Finance and Trade;
- Education;
- Environment;
- Industrial Technical Training;
- Diplomacy;
- Management and Public Administration;
- Professional and Services;
- Social Development; and
- Science, Technology and ICT Management.

A new direction for the MTCP was formulated following its placement under Wisma Putra in 2010. It entails prioritizing developing countries of strategic interests, focusing on Malaysia's area of expertise, demand-driven courses/programmes, cultivation of potential participants who would later serve as 'Friends of Malaysia', public-private partnership (PPP) and collaboration with new development partners beyond MTCP's traditional partners.

From the ten key broad areas, the MTCP would give more attention to the following eleven sub-areas namely Oil and Gas Industry, Products and Services including Small Medium Enterprises (SMEs), Palm Oil Industry, Food and Beverages, Halal Economy and Ecosystem, Islamic Finance and Banking, Education, Construction, Health services, Diplomacy and Governance.

UNIT 1: DIPLOMACY AND FOREIGN RELATIONS

The Institute of Diplomacy and Foreign Relations, also known as IDFR, was established on 1 July 1991 under the Prime Minister's Department following a Cabinet Decision dated 6 March 1991. It was officially launched that same year on 12 August by the then Prime Minister Datu Seri Dr. Mahathir Mohamad. On 27 March 2001 IDFR officially became part of the Ministry of Foreign Affairs of Malaysia. Located in Kuala Lumpur, IDFR is housed in the former building of the Foreign Ministry. Its new campus was opened in 2006.

As the Ministry's training arm, IDFR conducts training programmes for Malaysian diplomatic officers as well as officers from other government ministries and agencies. Apart from the main diplomatic training courses, IDFR provides mid-career and follow up professional skills training to help enhance the professionalism of serving officers.

The training programmes are practitioner-oriented and are aimed at equipping officers with the skills and knowledge to meet the challenges they face in the conduct of their professional duties. The Institute provides training in two broad areas-diplomacy and foreign relations, as well as foreign languages. In collaboration with the National University of Malaysia (UKM), IDFR offers a thirteen month postgraduate programme for a Master of Social Science in Strategy and Diplomacy.

IDFR training courses are also offered to more than 136 countries worldwide, in particular to participants from the developing countries under the Malaysian Technical Cooperation Programme (MTCP) as well as from ASEAN, Colombo Plan and Commonwealth countries.

IDFR course students and trainees have numerous opportunities to participate in seminars, workshops and round table discussions as well as to benefit from keynote addresses and lectures by distinguished visiting scholars and international leaders. Prominent speakers under IDFR's Public Lecture Series have included Kofi Annan, Hris Siladzic, Lee Hsien Loong, Nelson Mandela, Sultan Hassanah Bolikah, the late Benazir Bhutto and the late Yasser Arafat.

MTCP-ENGLISH LANGUAGE COURSE FOR DIPLOMACY

Date : 20 May - 2 June 2015
Venue : Institute of Diplomacy and Foreign Relations (IDFR),
Ministry of Foreign Affairs
Kuala Lumpur, Malaysia

AIM
The course aims to enhance participants' English language skills and knowledge as the main medium of communication in conducting diplomacy and international affairs.

RATIONALE
English Language is an essential medium of communication in diplomacy. The language is the main tool of communication in conducting negotiations and debates, bilateral and multilateral meetings, as well as regional and international dialogues. Hence, the ability to use English language effectively is an asset to diplomats and parties dealing with international affairs. The two-week course focuses on enhancing the participants' skills and competencies in using the language effectively in performing their tasks better.

TARGET GROUP
Junior to mid-career diplomats and government officers whose tasks and functions are related to diplomacy and international relations.