

JADUAL PEMBELAJARAN TAHUNAN

APRIL 2019 - MAC 2020

Ke Arah Pembangunan Modal Insan Cemerlang

SASARAN PESERTA

SES1	GRADE A1/A2
SES2	SUPERSCALE SPECIAL
SES3	SUPERSCALE A/B/C
ES1	BAHAGIAN 1 KUMPULAN 1/2/3
ES2	BAHAGIAN 2 B3/B2
ES3	BAHAGIAN 3 C3

TATACARA MEMOHON MENGIKUTI KURSUS

- Kompetensi Individu**
 - Mengenalpasti & Menyenaikan Program Latihan
 - Menghadapkan Senarai Program Latihan Kepada HRD Ambassador
- Sistem iLearn**
 - HRD Ambassador memasukkan senarai calon ke dalam sistem iLearn
- Pencalonan Peserta Program Latihan**
 - IPA membuat pencalonan peserta program Latihan 6 minggu sebelum kursus
- Kehadiran Peserta Program Latihan**
 - HRD Ambassador memaklumkan kepada calon peserta program

BIL	KOD	PROGRAM	SASARAN PESERTA	TRAINING AMBASSADOR	FREQ	HARI	2019												2020		
							MEI	JUN	JULAI	OGOS	SEPTEMBER	OKTOBER	NOVEMBER	DESEMBER	JANUARI	FEBRUARI	MAC				
1	SD1101	Managing Strategy	SES3 & ES1	Shawal	2	3		18 - 20	2 - 4												
2	SD 1102	Policy Monitoring and Evaluation	ES1 & ES2	Aimi Akmal	2	4			8 - 11						27 - 30						
3	SD1103	Women in Leadership	ES2	Shawal	1	5		25 - 27	17 - 18												
4	SD1104	Foresight and Horizon Scanning	SES3 & ES1	Shawal	2	3				13 - 15	03 - 05										
5	SD1105	Applying Strategic Thinking	ES2	Adyna	2	2			03 - 04				09 - 10								
6	SD1106	Leading with Strategic Intelligence	SES3 & ES1	Adyna	2	2							21 - 22		2 - 3						
7	SD1107	Strategic Planning and Thinking	SES3 & ES1	Adyna	2	2									14 - 15 29 - 30						
8	SD1108	Strategy Implementation for Leaders	SES3	Shawal	2	1							01	04							
9	SD1202	Enhancing Self-Leadership	ES2 & ES3	Dk Erna	2	3			23 - 25	06 - 08											
10	SD1203	Strategic Leadership	ES1 & ES2	Adyna	4	3				13 - 15	10 - 12	15 - 17			14 - 16						
11	SD1204	Frontline Leadership	ES2 & ES3	Dk Erna	2	2					24 - 25	09 - 10									
12	SD1205	Resilient Leadership	ES2 & ES3	Dk Erna	2	3				13 - 15			11 - 13								
13	SD1301	Introduction to Cost Benefit Analysis in Policy Making	ES1 & ES2	Hj Hussein	1	3							1 - 3								
14	SD1402	Data Analysis and Decision Making with Microsoft Excel	ES2, ES3, Div. III (C2, C1) & IV	Aqmal Khalillah	2	5				5 - 10			14 - 19								
15	SD1403	Creating Public Value within The Civil Service	ES1 & ES2	Aimi Akmal	2	2					29 - 30			4 - 5							
16	SD1501	Induksi Perkhidmatan Awam	ES2, ES3, Bhg. III (C2, C1), IV & V	Hj Hussein	4	7		17 - 25			3 - 11	7 - 15		2 - 10							
17	SD1502	Data Analytics for Public Policy	ES1 & ES2	Aqmal Khalillah	2	2						7 - 8		4 - 5							
18	PE2101	Power of Negotiation	ES1, ES2 & ES3	Norarina	2	3				19 - 21			18 - 20								
19	PE2102	Corporate Communication	ES1, ES2 & ES3	Hadini	2	3				16 - 18			8 - 10								
20	PE2103	Komunikasi Berkesan	ES1, ES2 & ES3	Siti Suriah	6	3		18 - 20	29 - 31		24 - 26		9 - 11			25 - 27	2 - 4				
21	PE2104	Penyampaian Berkesan	ES1, ES2 & ES3	Siti Suriah	4	4		10 - 13	1 - 4	5 - 8	3 - 7										

UPCOMING Programs

- STRATEGY DEVELOPMENT PROGRAM
25 JUN – 05 OKTOBER 2019
- 4.0 INDUSTRIAL REVOLUTION AWARENESS PROGRAM
• 14 OGOS 2019
• 11 SEPTEMBER 2019
• 09 OKTOBER 2019
- GOVERNANCE WEEK
30 SEPTEMBER – 05 OKTOBER 2019
- BRUNEI – MALAYSIA – SINGAPORE LEADERSHIP DEVELOPMENT PROGRAM
04 – 15 NOVEMBER 2019
- HROD ROUNDTABLE 2019
12 – 13 NOVEMBER 2019
- LEADERSHIP BOOTCAMP
27 – 28 NOVEMBER 2019
- ACCSM+3 HR PLANNING
20 – 22 JANUARI 2020
- CHIEF EXECUTIVE PROGRAM (CEP)
20 – 25 JANUARI 2020
- POWER BREAKFAST
3 – 4 FEBRUARI 2020
- CIVIL SERVICE CONFERENCE

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BIL	KOD	PROGRAM	SASARAN PESERTA	TRAINING AMBASSADOR	FREQ	HARI	2019						2020			
							MEI	JUN	JULAI	OGOS	SEPTEMBER	OKTOBER	NOVEMBER	DISEMBER	JANUARI	FEBRUARI
22	PE2106	Tatacara Persuratan Rasmi	ES1, ES2 & ES3	Hadini	6	2		18 - 19		13 - 14	9 - 10		4 - 5		14 - 15	25 - 26
23	PE2107	Writing Effective Working Paper	ES1, ES2 & ES3	Hadini	4	3			2 - 4		3 - 5	14 - 16		2 - 4		
24	PE2202	Effective Stakeholder Engagement	ES1, ES2 & ES3	Hadini	2	3				5 - 7		19 - 21				
25	PE2205	Kerja Berpasukan	ES1, ES2 & ES3	Siti Suriah	2	3 H 2 M					10 - 12		3 - 5			
26	PC3106	Minda Harmoni	ES2 & ES3	Hadini	2	3		25 - 27	16 - 18							
27	PC3107	Project Management using Microsoft Project (IT)	ES2 & ES3	Aimi Akmal	1	5					23 - 28					
28	PC3201	Business Process Analysis with Business Process Reengineering (BPR)	ES1, ES2 & ES3	Norarina	2	4				5 - 8					20 - 23	
29	PC3202	Kumpulan Kerja Cemerlang 'Team-Based'	ES1, ES2 & ES3	Norarina	4	4		24 - 27	8 - 11	5 - 8					27 - 30	
30	PC3203	Using Key Performance Indicators to Measure Organisational Performance	ES2 & ES3	Aimi Akmal	2	2			17 - 18			6 - 7				
31	PC3208	Persediaan Persaraan	SES3, SES2, SES1, ES1, ES2, ES3, Bhg. III (C2, C1), IV & V	Hj Husseini	4	8						28/10-6/11	7 - 17	13 - 22	17 - 27	
32	PC3210	Menangani Perubahan	ES2 & ES3	Hadini	2	3						5 - 7		14 - 16		
33	PC3211	Meraih Jalan Kejayaan	ES2 (B2) & ES3	Hj Husseini	1	3 H 2 M					17 - 19					
34	OC4101	Strategic Organisational Development and Transformation	ES1, ES2 & ES3	Hadini	2	4		24 - 27			23 - 26					
35	OC4102	Corporate Branding	ES1, ES2 & ES3	Norarina	2	3		25 - 27			17 - 19					
36	OC4103	Pengurusan Perkhidmatan Pelanggan yang Cemerlang	ES2 & ES3	Siti Suriah	3	3			29 - 31		9 - 11			6 - 8		
37	OC4104	Perkhidmatan Pelanggan Yang Berkualiti - Frontliners	Bhg. IV & V	Siti Suriah	5	4			1 - 4	5 - 8		14 - 17	4 - 7		10 - 13	
38	OC4105	Productivity Improvement	ES1, ES2 & ES3	Norarina	2	3			9 - 11			7 - 9				
39	OC4106	Effective Project Management	ES2 & ES3	Aimi Akmal	1	5				19 - 24						
40	OC4107	Developing Database Using Microsoft Access With Visual Basic	ES2 & ES3	Aimi Akmal	1	5					16 - 21					
41	OC4108	Design Thinking	ES1, ES2 & ES3	Siti Suriah	2	3			2 - 4			14 - 16				
42	OC4109	Break the Pattern	ES1, ES2 & ES3	Siti Suriah	2	3				13 - 15		26 - 28				
43	OC4110	Blue Ocean Strategy	ES1, ES2 & ES3	Siti Suriah	2	3		25 - 27							10 - 12	
44	OC4201	Achieving Learning Organisation	ES1, ES2 & ES3	Norarina	2	2						2 - 3	3 - 4			
45	OC4202	Ignite Your Creativity and Innovation	ES1, ES2 & ES3	Siti Suriah	3	3				13 - 15			2 - 4		10 - 12	
46	OC4203	Secreterial Skills	ES2 (B2) & ES3	Aqmal Khalilah	2	3				26 - 28					3 - 5	
47	OC4204	Kemahiran Penyeliaan	ES3	Aqmal Khalilah	2	5			22 - 27			21 - 26				
48	OC4205S	Pembantu Pejabat	Bhg. V	Aqmal Khalilah	2	2	27 - 28		17 - 18							
49	OC4206	Leading Innovation	ES1, ES2 & ES3	Norarina	2	3			29 - 31			8 - 10				
50	OC4207	Towards Innovative Culture and Mindset	ES1, ES2 & ES3	Norarina	2	3				3 - 5		26 - 28				
51	PSE5001	Rukun Akhlak dan Etika Kerja Perkhidmatan Awam	ES2, ES3, Bhg. III (C2, C1), IV & V	Hj Husseini	3	3		24 - 26		6 - 8			2 - 4			
52	PSE5002	Bimbingan Penggerak Negara Zikir	ES2, ES3, Bhg. III (C2, C1), IV & V	Hj Husseini	2	3	27 - 29			13 - 15						