

No.12040/28/2012-FTC (Trg.)
Government of India
Ministry of Personnel, P.G and Pensions
Department of Personnel and Training
Training Division

Block-4, Old JNU Campus
New Mehrauli Road, New Delhi-67
Dated 09 April, 2012

TRAINING CIRCULAR

Subject: Training Course on Leadership and Organizational Management Programme to be held in Malaysia from 21st June to 13th July, 2012 under the Malaysian Technical Cooperation Programme.

The undersigned is directed to state that Malaysian High Commission in New Delhi has invited applications for the above programme to be held from 21st June to 13th July, 2012 under the Malaysian Technical Cooperation Programme.

2. The programme aims to enable participants to understand the framework of organizational management at the organizational level; to understand the conceptual framework of effective leadership; to understand how to enhance the capability as a manager and a leader and to upgrade the skills and knowledge and create a platform for knowledge and experiences sharing among participants.

3. The candidates should be senior government officials with a minimum requirement in any field and a minimum of 10 years experience in their field, be under the age of 45 years as on 30.4.2012.

4. In addition to the above, the following information in respect of the nominated officers may please be furnished while furnishing the nomination:

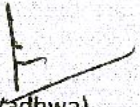
- a) Whether attended any foreign training programme in the past? If so, the duration/detail thereof;
- b) Whether clear from vigilance angle?
- c) Age;
- d) Whether working in North East State/J&K;
- e) A brief in 50-100 words justifying the nomination.

5. A return air ticket from Delhi to Kuala Lumpur on economy class along with all course fees, all medical and dental expenses in government hospital/clinic will be borne by Malaysian Government. Dental treatment, however, is restricted to extraction and filling which must be

carried out in government hospital/clinics only. Expenditures such as visa and all visa-related fees, airport tax/airport user's charge, transit insurance, excess luggage, travel tax, transit fees, domestic passenger terminal fees etc. are to be borne by the recipients. The food and lodging and per diem will be provided by the National Institute of Public Administration (INTAN). The website mtcp@intanbk.intan.my may be browsed for further inquiries.

6. It is requested that nomination of the suitable candidates may please be forwarded in the prescribed form to this Department in accordance with the eligibility criteria.

7. The applications should reach this Department through the Administrative Ministry/State Government not later than **23rd April, 2012**. Nominations received after the prescribed date will not be considered. The details of the programme and the application form may be drawn from Ministry of Personnel, Public Grievances and Pensions website (persmin.nic.in), which is available in "What is New" under the Department of Personnel and Training.


(N.K. Wadhwa)

Under Secretary to the Government of India

Copy to:

1. All Ministries/Departments of the Government of India.
2. All State Governments/Union Territories (with the request to circulate it amongst the related organizations)
3. NIC with the request to post the circular along with the brochure and application form on the Department's website.



**MALAYSIAN TECHNICAL COOPERATION PROGRAMME [MTECP]
APPLICATION FOR SHORT COURSES IN MALAYSIA**

Please affix
passport
photograph

FOR OFFICIAL USE ONLY
Reference no.:
Received:
Checked:

APPLICATION FORM (Typewriting or block letters)

TITLE OF COURSE :	Date of commencement:
NAME OF TRAINING INSTITUTION :	

1. PERSONAL DATA

Family name (surname)	Date of birth		
First Name	Day	Month	Year
Other names	Nationality (citizenship) :		
City and country of birth	Gender: Male / Female #		
Passport No.	Marital status: Single / Married / Divorced / Widowed #		
	Religion:		

Delete accordingly

2. COMMUNICATION AND MAILING ADDRESS

Applicant's Office Address:		Applicant's Postal / Home Address:	
		Home telephone	
Office telephone	Telefax	Email	Country Area Number
Country Area Number	Country Area Number		
Person to be contacted in case of emergency, name, telephone and address:			

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B. DECLARATION

Have you ever been convicted by a Court of Law of any country? Yes / No #
If yes, please give brief details:

I certify that my statements in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief.

If accepted for a training award, I undertake to:-

- (a) Carry out such instructions and abide by such conditions as may be stipulated by both the nominating government and the host government in respect of this course of training;
- (b) Follow the course of study or training, and abide by the rules of the institution in which I undertake to study or train;
- (c) Refrain from engaging in political activities, or any form of employment for profit or gain;
- (d) Submit any progress reports which may be prescribed; and
- (e) Return to my home country promptly upon the completion of my course of study or training.

I also fully understand that if I am granted an award it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

Signature of applicant: _____

Name: _____

Date: _____

* Delete accordingly

B. OFFICIAL DECLARATION (to be completed by the nominating government)

The Government of: _____

nominates: _____

(name of applicant)

For the course under the Malaysian Technical Cooperation Programme and certifies that:

- (a) all information supplied by the nominee is complete and correct;
- (b) the nominee had adequate knowledge and was appropriately tested for English Language proficiency.

Remarks: _____

(Name)

(Signature of responsible Government official)

(Designation)

Address of Department / Ministry: _____

Official Seal / Stamp: _____

Office Telephone number: _____

Office Fax number: _____

E mail: _____

Date: _____

Important note: This application form must be duly completed and endorsed by the Ministry of Foreign Affairs or the relevant agency responsible for the MTCP programme in your country. **INCOMPLETE AND/OR UNENDORSED FORMS CANNOT BE PROCESSED.**

LEADERSHIP AND ORGANIZATIONAL MANAGEMENT PROGRAMME

(21 JUNE - 13 JULY 2012)

OBJECTIVES

- ❖ To enable participants to understand the framework of organizational management at the organizational level;
- ❖ To understand the conceptual framework of effective leadership;
- ❖ To understand how to enhance the capability as a manager and a leader;
- ❖ To upgrade the skills and knowledge and create a platform for knowledge and experiences sharing among participants.

TARGET GROUP

Senior government officials with a minimum requirement of degree in any field and a minimum of 10 years experience in their field.

COURSE OUTLINE

- ❖ Effective Leadership
- ❖ Coaching and Mentoring
- ❖ Negotiation Skills for Managers
- ❖ Managing Change after Crisis Situation
- ❖ Introduction to Creative Thinking and Problem Solving.
- ❖ Strategic Management
- ❖ Knowledge Management

COURSE METHODOLOGIES

- ❖ Lectures
- ❖ Case Studies
- ❖ Visits
- ❖ Group Discussions
- ❖ Group and Individual Presentation

THE MALAYSIAN INSTITUTE OF PUBLIC ADMINISTRATION (MIPA)
A GOVERNMENT ORGANIZATION (MIPA) MALAYSIA

The Institute of Public Administration (IPA) is a government organization under the Ministry of Home Affairs. It is the national human resource development agency of the Malaysian government. IPA provides quality training and development of civil servants from both the federal and state levels. Through IPA's training programmes and courses in the public sector, opportunities are also available for the private sector to participate in some of its programmes. MIPA was awarded the ISO 9001 certification which has been upgraded to version ISO 9001:2000 in year 2002.

Training at IPA centres upon human resource development. It aims at increasing the participants' level of knowledge, skills and enhancing positive attitudes towards upgrading their ability to plan, administer, manage and evaluate national development programmes. This is in line with its mission - towards accelerating national development through excellence in training.

MIPA trains more than 40,000 personnel through some 1,600 courses and seminars each year. The training offered by MIPA includes areas such as Policy Studies, Project Management, Leadership and Management, E-Learning (E-PA), Communication and Languages, Public Sector Economy and Blue Ocean Strategy (POS).

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCOP)

The MTCOP was established in 1980, to promote and facilitate technical assistance to participating developing countries. The programme consolidates various forms of technical cooperation in areas where Malaysia has the experience and expertise. The MTCOP implemented by MIPA is based on the fact that the development of a country depends on the quality of its human resources. Such human resource quality can best be achieved through regular transfers of the MTCOP experts to developing countries. A total of 8 978 participants have been trained under the programme conducted by MIPA.

MTCOP COURSE OFFERED FOR 2012

MENTAL SKILL DEVELOPMENT COURSE, Leadership and Organizational Performance (LCO) which will be held from 21st June until 13rd July 2012. This course gives participants a new picture of the latest theories in this field with providing the opportunity to discuss the realities within organizations. The course is looking at leadership at various levels - the government, community, and private sector. Through visits planned in the course of the programme, participants will see the extent to which theories expounded by leadership gurus can be translated.

TARGET GROUPS

Senior government officials with a minimum requirement of degree in any field and a minimum of 10 years working experience in their field.

COURSE OUTLINE

- ◆ Effective Leadership
- ◆ Coaching and Mentoring
- ◆ Negotiation Skills for Managers
- ◆ Managing Change after Crisis Situation
- ◆ Introduction to Creative Thinking and Problem Solving
- ◆ Strategic Management
- ◆ Knowledge Management

COURSE METHODOLOGIES

- ◆ Lectures
- ◆ Case Studies
- ◆ Visits
- ◆ Group Discussions
- ◆ Group and Individual Presentation

ELIGIBILITY REQUIREMENTS

The terms and conditions of scholarship/fellowship awards under the MTCOP at MIPA include:

- ◆ Allowance of Per Month
- ◆ Four and lodging are provided by MIPA.
- ◆ Per diems are given on alternative 1st day of RM 45.00 per day.



Notes

A letter of invitation from the highest city of the host/visit country to Kuala Lumpur on economy class is provided except for countries such as Kuwait, Bahrain, Qatar, United Arab Emirates, Saudi Arabia, Oman, Mexico and Croatia, Chile and Turkey.

Expenses such as visa and all visa-related fees, airport transportation fees, change travel insurance excess baggage, travel tax, travel fees, domestic passenger terminal fees at relevant airports are borne by the residents.

Course Fees

All course fees are borne by the Malaysian Government.

Age

Applicants should be between 26 to 45 years old at the closing date of the application.

Medical and Dental Treatment

Candidates should be certified medically and physically fit to participate in the programme.

During participants' stay in Malaysia, all medical and dental expenses by government hospitals/policies are at the cost of the Malaysian Government. Dental treatment however is restricted to extraction and filling which must be carried out in government hospitals/clinics only.

NOTES

An applicant is not successful if he/she does not receive notification of the award four weeks before the commencement of the course.

FACTS ABOUT MALAYSIA

Malaysia is located just north of the Equator and in the heart of South-east Asia. Her northern neighbours include Thailand, Myanmar, Lao PDR, Cambodia and Vietnam, while in the south are Singapore and Indonesia and in the east is the Philippines.

Climate

It is generally warm and humid throughout the year with temperatures ranging between 21 and 33 degrees Celsius.

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