

**HUMAN RESOURCE DEVELOPMENT UNIT, CHIEF MINISTER'S DEPARTMENT
Training Programs 2008**

SPECIAL COMPETENCY PROGRAMS						
No.	Program Title	Date	Duration	Venue	Objectives	Target Participants
MANAGEMENT PROGRAMS						
1	Professional Leadership and Management Program (PLMP)				<ul style="list-style-type: none"> Develop leadership effectiveness and understanding of managerial and professional values 	Officers in Grades 41, 44 and 48 in the Public Sector or the equivalents in the Private Sector
	Module 1: Leadership & Management	24-29 Mar 2008	7 days	Kuching		Note: Recognised credit hours for Master Program in UNIMAS
	Module 2: Human Resource Management	7-12 Apr 2008	6 days	Kuching		
	Module 3: Public Financial Management and Accounting	5-10 May 2008	6 days	Kuching		
	Module 4: Economics	9-14 June 2008	6 days	Kuching		
	Module 5: Knowledge Management	30-Jun-08	1 day	Kuching		
	Module 6: Public Policy and Administration	30-31 July 2008	2 days	Kuching		
	Module 7: Communications	11-13 Aug 2008	3 days	Kuching		
	Module 8: Total Wellness	13-15 Oct 2008	3 days	Kuching		
2	Public Management and Leadership (PMLP) in collaboration with Lee Kuan Yew School of Public Policy	31 Mar - 18 Apr 2008	15 days	Kuching	<ul style="list-style-type: none"> To be able to gain latest analytical frameworks, concepts and tools for formulating, analyzing and implementing public policies. 	Managerial and professional senior officers of the State Civil Service with at least ten (10) years experience in the service. Note: Joint program with National University of Singapore
3	Supervisory Development Program [SDP] Module 1: Introduction to Supervision	27-28 Mar 2008	2 days	Kuching, Sibiu or Miri	<ul style="list-style-type: none"> Plan your personal development and career development in a systematic, realistic way. 	Support Staff Group I
	Module 2: Effective Communication for Supervisors	9-10 Apr 2008	2 days	Kuching, Sibiu or Miri	<ul style="list-style-type: none"> Identify the benefits to you as a Supervisor of being a good communicator. 	Support Staff Group I
	Module 3: Managing Information for Supervisors	24-25 Apr 2008	2 days	Kuching, Sibiu or Miri	<ul style="list-style-type: none"> Solve problems & make decisions by applying appropriate techniques & adapting a suitable approach. 	Support Staff Group I

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	Module 4: Managing Work Processes & Performance for Supervisors	7-8 May 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Monitor and control work performance and take timely remedial action as may be required. 	Support Staff Group I
	Module 5: The Supervisor's Responsibilities for Managing People	16-17 June 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Understand and be able to make a positive contribution to your organization's personnel function. 	Support Staff Group I
	Module 6: The Supervisor as a Change Agent	10-11 July 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Create an atmosphere and work environment in which change is not only accepted but even welcomed. 	Support Staff Group I
	Module 7: Quality for Supervisors	25-26 Aug 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Identify & define the requirements & issues involved in an organization's move towards developing a quality culture 	Support Staff Group I
	Module 8: Team Leadership for Supervisors	14-16 Oct 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Clarify about your personal strengths as a leader and manager in a team working environment. 	Support Staff Group I
	Module 9: Total Wellness for Supervisors	5-7 Nov 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Acquired the basic of healthy lifestyle. 	Support Staff Group I
4	Support Staff Development Program [SSDP] Module 1: Positive Work Attitude	28-29 Feb 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Identify positive and effective work attitudes to develop themselves 	Support Staff Group II
	Module 2: Effective Self Management	24-25 Mar 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Judge and evaluate the effectiveness of their own personality and character. 	Support Staff Group II
	Module 3: Effective Communications	21-22 Apr 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Demonstrate better communication skills with their bosses, colleagues and friends. 	Support Staff Group II
	Module 4: Effective Problem Solving	22-23 May 2008	2 days	Kuching,Sibu or Miri	<ul style="list-style-type: none"> Solve problem effectively in group or individual basis. 	Support Staff Group II

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	Module 5: Works Economics	24-25 Jun 2008	2 days	Kuching, Sibu or Miri	<ul style="list-style-type: none"> Recognize the efforts made by the government in economic development. 	Support Staff Group II
	Module 6: Introduction to Quality	28-29 Jul 2008	2 days	Kuching, Sibu or Miri	<ul style="list-style-type: none"> Demonstrate the elements of quality into their workplace. 	Support Staff Group II
	Module 7: E-Communications	25-26 Aug 2008	2 days	Kuching, Sibu or Miri	<ul style="list-style-type: none"> Use basic multimedia concept and skills to create a presentation. 	Support Staff Group II
	Module 8: Effective Team Working	20-22 Okt 2008	3 days	Kuching, Sibu or Miri	<ul style="list-style-type: none"> Enhance the awareness and understanding of working as a team and to create the effective team-working environment. 	Support Staff Group II
	Module 9: Total Wellness	4-6 Nov 2008	3 days	Kuching, Sibu or Miri	<ul style="list-style-type: none"> Acquired the basic of healthy lifestyle. 	Support Staff Group II
5	Keusahawanan dan Kecemerlangan Diri @ 24/94	23-25 Jan 2008 11-13 Feb 2008 18-20 Feb 2008 27-29 Jan 2008 11-13 Mar 2008 8-10 Apr 2008 23-25 Apr 2008 27-29 May 2008	3 days	Kuching	<ul style="list-style-type: none"> Memupuk kesedaran mengenai kepentingan dan peranan memperkasakan keperibadian dan membantu mencari idea perniagaan yang sesuai dan strategi memulakan perniagaan. 	Kakitangan sokongan kumpulan I dan II

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		11-13 Jun 2008 24-26 Jun 2008 1-3 Jul 2008 15-17 Jul 2008 5-7 Aug 2008 18-20 Aug 2008 27-28 Aug 2008 14-16 Oct 2008 29-31 Oct 2008 4-6 Nov 2008 19-21 Nov 2008 16-18 Dec 2008				
6	Workshop on HR Focal Point Module 1: Training Need Analysis Module 2 : Program Design and Development Module 3 : Delivery Module 4 : Evaluation	24-28 Mar 2008	8 days	Kuching	To be competent in: •conducting TNA • designing & developing training modules • facilitating training programs profesionally •evaluating training programs	HR Managers, HR Executives, facilitators & trainers from both Public and Private Sectors.
7	Facilitation Program for Facilitators/Trainers	17-18 Jan 2008	2 days	Kuching	• Develop facilitation skills	- Facilitators and Trainers
8	Key Performance Indicator (KPIs)	24-25 Jan 2008	2 Days	Kuching	• Acquire the concept and implementation of performance measurement through Key Performance Indicators (KPIs) in organization.	Managerial & Professional Group and Supervisory Group.
9	Kursus Pengawal Keselamatan	3-4 Mar 2008	2 days	Kuching	•Meningkatkan pengetahuan dan pendedahan mengenai prosedur dan arahan - arahan pengawalan keselamatan di Kementerian/Jabatan/Agensi	Anggota Kawalan Keselamatan dan sesiapa yang terlibat dalam bidang keselamatan daripada jabatan kerajaan atau pun swasta
10	Public Relation for Front liners	17-18 Mar 2008	2 days	Kuching	•To enable participants to be mor aware of the importance and benefits of PR at both organisational and individual levels and to enhance corporate image and reputation.	Clerical and Support Groups
11	High Order Thinking Skills (HOTS)	11-12 Aug 2008	2 days	Kuching	•Acquire better understanding of Strategic Management and its benefits and develop leadership aualities and a strona winning team.	Professional and Management group

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12	Total Wellness Program for Top Management	28-29 Feb 2008	2 days	Kuching	<ul style="list-style-type: none"> Identify specific areas where the role of the individual is of paramount significance. 	Top Management Team in the State Civil Service
13	Kursus Sistem Kewangan dan Perakaunan Kerajaan Negeri Sarawak dan Amalan Urusan Tadbir Yang Baik (Good Governance)	14-15 Jul 2008	2 days	Kuching	<ul style="list-style-type: none"> Meningkatkan pengetahuan pegawai yang bertanggungjawab untuk mengurus kutipan hasil Negeri dan yang diamanahkan utk menggunakan sumber Negeri bagi mencapai objektif-objektif organisasinya tentang Sistem Kewangan dan perakaunan Kerajaan Negeri Sarawak dan Amalan Urusan Tadbir Yang Baik (Good Governance) supaya mereka mempunyai rasa tanggungjawab yang lebih tinggi terhadap tugas yang diamanahkan kepada mereka. 	Pegawai dalam Gred Gaji 17 hingga hingga Gred Gaji 41 di Jabatan Negeri, Badan-Badan Berkanun dan Kuasa Tempatan yang terlibat dalam kutipan hasil, penyeliaan kutipan hasil, pemprosesan bayaran, penyeliaan bayaran, perolehan barang/perkhidmatan /kerja, penyelenggaraan rekod perakaunan dan pengawasan penggunaan aset.
14	Intermediate Facilitation Program for Facilitators / Trainers	11-12 Feb 2008	2 days	Kuching	To be determined	To be determined
15	Advanced Facilitation Program for Facilitators/Trainers	8-9 May 2008	2 Days	Kuching	<ul style="list-style-type: none"> Enhance facilitators skills 	- Facilitators and Trainers
16	Audit Risk Management	3-4 April 2008	2 days	Kuching	To be determined	To be determined
17	Layanan dan Pengendalian Urusan Telefon	1-2 April 2008	2 days	Kuching	<ul style="list-style-type: none"> To develop effective way of handling in-coming calls. To project positive image of the organisation 	- Telephonist and Support Staff
18	Program Pembimbing Rakan Sekerja (PERASA)	14-16 April 2008	3 days	Kuching	<ul style="list-style-type: none"> Mewujudkan persekitaran yang harmonis, saling membantu dan memahami sesama rakan dalam organisasi ke arah pembinaan budaya kerja sepasukan. Mewujudkan kumpulan pekerja yang mempunyai ciri-ciri peribadi positif, mengamalkan budaya membimbing, memahami dan melahirkan generasi pekerja yang memiliki 'towering personaliti' bagi menghadapi alam pekerjaan ,masyarakat dan keluarga di era glocal dengan tahap EQ yang tinggi. 	<ul style="list-style-type: none"> -Pengurus atau pentadbir, pekerja am dalam organisasi yang ingin mempertingkatkan keberkesanan diri. -Pegawai kerajaan dan swasta yang berminat untuk mempelopori PERASA di tempat kerja.

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19	Using of Data for Decision Making	3-4 July 2008	2 days	Kuching	<ul style="list-style-type: none"> •Able to identify most effective way of solving problems in the workplace. •Able to identify the relevant data for the problem at hand and design the instruments to collect it 	Management Group, those involved in social research, marketing officers and social workers.
20	Workplace Evaluation of Human Resource Training Part 1	23-25 April 2008	2 days	Kuching	<ul style="list-style-type: none"> •Able to evaluate training effectively, use appropriate methodology and measure the relevant learning outcome as applied to the workplace. 	Head of Training, Marketing Officer, Focal Point Persons and Quality Assurance Managers
21	Workplace Evaluation of Human Resource Training Part 2	12-14 May 2008	2 days	Kuching	As above	As above
22	Bengkel Moderasi Penilaian Prestasi Tahunan	7-8 April 2008	2 days	Kuching	To be determined	To be determined
23	Kursus Kecemerlangan Pekerja Rendah Awam	16-18 Jun 2008	3 days	Kuching	To be determined	To be determined
24	Kursus Kecemerlangan Pembantu Am Rendah (PAR)	30-31 July 2008	3 days	Kuching	•Dapat memahami peranan, tanggungjawab, dan tata tertib sebagai Pembantu Am Rendah dan juga peraturan am kerajaan.	Kakitangan perkhidmatan Awam dalam Kumpulan Khidmat Sokongan (Pembantu Am Rendah)
25	Kursus Pemandu Berhemah	31 Jan - 1 Feb 2008	2 days	Kuching	•Memberi pendedahan secara teori dan praktikal bagi meningkatkan lagi tahap kecekapan memandu dan pengendalian kenderaan.	Pemandu dari kalangan Sektor Awam dan Swasta yang ingin mempertingkatkan kemahiran memandu mereka.
26	Kursus Lanjutan Pemandu Berhemah	14-16 Apr 2008	3 days	Kuching	To be determined	To be determined
27	Interviewing Skills and Techniques (In-Tray)	25-26 Mar 2008	2 days	Kuching	To be determined	To be determined
28	Refresher Interviewing Skills and Techniques (Structured)	4-Apr-08	1 day	Kuching	•Able to participate actively in stimulating discussion on key recruitment/selection issues and topics and learn the fundamentals of recruitment/selection.	Managerial & Professional Group in the public sector who are involved in selecting and interviewing candidates.
29	Advanced Interviewing Skills and Techniques	7-8 July 2008	2 days	Kuching	•Able to participate actively in stimulating discussions on key recruitment/selection issues and topics and learn and the fundamentals of recruitment and selection.	Managerial & Professional Group and supervisory group.

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30	Crisis Management / Pengurusan Krisis	11-12 Aug 2008	2 days	Kuching	To be able to handle crisis rationally, seek necessary support to overcome them and treat crisis as challenge asset and professional opportunity.	Residents, Administrative Officers and District Officers in Sarawak.
31	EQ for Leadership Excellence / EQ	23-24 Jun 2008	2 days	Kuching	<ul style="list-style-type: none"> • Develop leadership competencies • Harness their emotional intelligence to release creativity in the workplace • Understand and practice key people skills and learn to apply people skills for success in the workplace. 	Any individual in business, government, education, social aid and the military.
32	Preparation of MMKN papers	4-5 Aug 2008	2 days	Kuching	•Able to analyze the project from four main aspects; technical, market management and financial.	Managerial & Professional Group and supervisory group.
33	Project Management	4-18 April 2008	14 days	Kuching	<ul style="list-style-type: none"> • Able to understand Project Management process and knowledge areas. •Able to understand the various techniques for identifying, quantifying risk and calculate expected monetary value for project. 	Managerial & Professional Group and supervisory group.
34	Public Speaking Without Tears	10-11 July 2008	2 days	Kuching	•Able to plan and deliver effective public speeches, develop personal confidence and leadership skills.	Managerial & Professional Group and supervisory group.
35	Investigation and Domestic Inquiry	19-20 June 2008	2 days	Kuching	•Able to understand the basic rules in handling misconduct, conduct investigation and domestic inquiry in accordance to the regulation.	Managerial level, Head of Department and Section Head.
36	Kursus Persediaan Persaraan	21-23 May 2008	2 days	Kuching	•Lebih bersedia untuk bersara dari segi mental dan emosi serta melihat peluang dan potensi diri untuk memanfaatkan tempoh persaraan.	Bakal Pesara
37	Legal Competency Program for District and Administrative Officers [Part I]	21 - 28 Feb	6	Kuching	Gain and enhance knowledge on the relevant legislation (statutes) which deal with the powers and functions of Administrative Officers.	District Officers, Administrative Officers and Assistant Administrative Officers at the Divisional and District levels
38	Legal Competency Program for District and Administrative Officers [Part II]	24 - 29 Mac	6	Kuching	Gain and enhance knowledge on the relevant legislation (statutes) which deal with the powers and functions of Administrative Officers.	District Officers, Administrative Officers and Assistant Administrative Officers at the Divisional and District levels
39	Legal Competency Program for District and Administrative Officers [Part III]	14 - 19 Apr	6	Kuching	Gain and enhance knowledge on the relevant legislation (statutes) which deal with the powers and functions of Administrative Officers.	District Officers, Administrative Officers and Assistant Administrative Officers at the Divisional and District levels

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40	Economic: Awareness Course	- to be determined-	2	Kuching	<ul style="list-style-type: none"> -To have an understanding and knowledge of economic concepts and theories - To apply economic theory to a range of circumstances and a variety of situations - To analyse information through the use of economic concepts and theories - To evaluate concepts and theories from different economic perspectives. 	District Officers, Administrative Officers and Assistant Administrative Officers at the Divisional and District levels
41	Knowledge Management Course	- to be determined-	2	Kuching	<ul style="list-style-type: none"> - To explore and gain a greater understanding of knowledge management - To achieve a better appreciation of knowledge and how organizations manage what they know - To identify how knowledge management is being applied in the policy and practices of organizations - To develop an increased awareness of how organizational learning occurs 	Officers, Administrative Officers and Assistant Administrative Officers at the Divisional and District levels

Note: Additional programs will be included later.