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Kursus & Jadual

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Katalog Kursus :: Maklumat Kursus

Nama: ASEAN Case Study Workshop

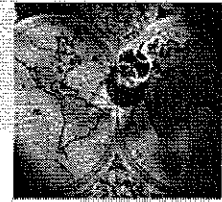
Kod Kursus : WR0201

Kategori : MTCP

Pusat / Kampus : KOMUNIKASI

Unit/Projek : Training Development Unit

Jangkamasa : 30 hari



Objektif

- 1.To understand the principles and process of developing cases for teaching and learning;
- 2.To acquire the skills of writing cases; and
- 3.To acquire the skills of using cases as a training tool.

Kandungan

- 1.Why use the case method.
- 2.Types of cases.
- 3.Case writing process.
- 4.Principles and conventions of writing cases.
- 5.How to critique and edit cases.
- 6.Techniques of case presentation.
- 7.How to write the accompanying Teaching Guide.

Kumpulan Sasaran

- Senior government official with a minimum of five years on managerial experience in the public sector organisations or state-owned enterprises.
- Bachelor Degree of various fields

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Bil Pengunjung : 8895



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Courses & Schedules

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Course Catalogue :: Course Details

Name: Project Planning And Management

Course Code : WR 0103

Category : MTCP

Programme / Campus : EKONOMI

Unit/Project : Projek Perancangan, Pemantauan dan Penilaian Projek

Duration : 30 days



Objectives

- To enable participants to increase and enhance their knowledge and skills on matters pertaining to project planning, implementation, monitoring and evaluation, and
- To expose the participant with concept and best practises of project in Malaysia

Contents

- Project Planning And Management Concept
- STEP Analysis and preparation of Project Brief
- Feasibility Analysis
- Application on Ms Project
- Contract Management
- Project Report
- Project Implementation and Monitoring
- Computer Applications
- Monitoring & Evaluation of the project
- Case Study

Target Groups

- Officers in the Management and Professional Groups from Ministry, Department, Statutory Body and Local Authority

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Course Catalogue :: Course Details

Name: Leadership & Organizational Management

Course Code : 040015

Category : Leadership

Programme / Campus : KEPIMPINAN

Unit/Project : Projek Pembangunan Eksekutif

Duration : 5 days



Objectives

- 1.To construct the conceptual framework of organisational management and effective leadership.
- 2.To list the tools and techniques that will enhance one's creativity and effectiveness as a leader; and
- 3.To identify a perspective on leadership and communication styles as well as preferences and their impact on interpersonal relationships.

Contents

- 1.Contemporary issues and ideas in leadership and organisational management including issues of gender, governance and globalization.
- 2.Leadng organisational change and innovation.
- 3.Creativity and leadership.
- 4.Creating organisational learning cultures.

Target Groups

- 1.Basic Degree (Any Field Or Discipline)
- 2. Mid To Senior Level Officers Who Deal With Administration And Management Of Unit, Divisions Or Departments.
- 3. Level Of Proficiency In English Must Be Above Medium Level. Able To Read, Write, Communicate And Present In ENGLISH. (COMPULSORY)
- 4. At Least 5 Years Of Working Experience.
- 5.Preferably Below The Age Of 45, Certified Medically Fit.

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Course Catalogue :: Course Details

Name: INTEGRATED ENVIRONMENTAL PLANNING MANAGEMENT

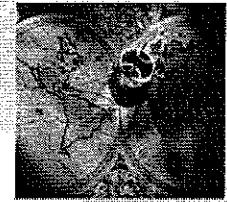
Course Code : WR 0108

Category : MTCP

Programme / Campus : PKTD

Unit/Project : Environmental Management Project

Duration : 21 days



Objectives

- This course aims to expose participants to environmental planning and management in Malaysia and other third world countries,
- to share skills related to environmental planning and management and
- to provide a forum for participants to share knowledge and experiences in the field of environmental planning and management.

Contents

- • General Concepts and Practices of Environmental Planning and Management
- • Environmental Issues: Resource Management, Air and Water Pollution Control and Environmental Economics
- • Regional and International Environmental Issues
- • Legislature for Integrated Management
- • Environmental Management System

Target Groups

- Officers involved in the field of physical planning, environmental policy and management, economic planning and resource management

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