

PROGRAM CATEGORIES				APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
CODE	PROFESSIONAL CERTIFICATION	DIVISION	TRAINING AMBASSADOR	2024										2025	
	Pensijilan Perkeranian														
MC07101-1	Bengkel Perkeranian Asas	IV	madeehah.hjsuhaimin@ipa.gov.bn		4 - 11			5 - 12			2 - 9				
MC07111-2	Bengkel Pembangunan Diri	IV	madeehah.hjsuhaimin@ipa.gov.bn		11 - 15	25 - 29				15 - 19					
MC07121-3	Bengkel Penggunaan ICT	IV	madeehah.hjsuhaimin@ipa.gov.bn	22 - 1		19 - 29			24 - 5		27 - 7			1 - 11	
	Project Management Professionals (PMP)® Certification	II & III	norafiqah.mdali@ipa.gov.bn												
	CIPD UK Level 3 Foundation Certificate in People Practice (FCPP)	I & II	husseini.hussein@ipa.gov.bn hadini.ibrahim@ipa.gov.bn												
	Assessor Capability Development	I & II	husseini.hussein@ipa.gov.bn hadini.ibrahim@ipa.gov.bn												
	NEBOSH International General Certificate in Occupational Health and Safety	II, III & IV	husseini.hussein@ipa.gov.bn hadini.ibrahim@ipa.gov.bn												
	Defensive Driving	II, III, IV & V	husseini.hussein@ipa.gov.bn hadini.ibrahim@ipa.gov.bn												
CODE	GOVERNANCE	DIVISION	TRAINING AMBASSADOR	2024										2025	
GS01010	Policy Monitoring and Evaluation	Group & II (ES1 & ES2)	shawal.sharikh@ipa.gov.bn				1 - 3								
GS01020	Introduction to Public Policy	II & III (ES2 & ES3)	shawal.sharikh@ipa.gov.bn				16 - 17								
GS03090	Introduction to Cost Benefit Analysis in Policy Making	II & III (ES2 & ES3)	shawal.sharikh@ipa.gov.bn				9 - 11								
GE12110	Rukun Akhlak Dan Etika Kerja Perkhidmatan Awam	II, III (ES2 & ES3), IV & V	aqmal.said@ipa.gov.bn		14 - 16	4 - 6	2 - 4	5 - 7	3 - 5				21 - 23		
GE12120	Penerapan Negara Zikir Dalam Perkhidmatan Awam	II, III (ES2 & ES3), IV & V	aqmal.said@ipa.gov.bn		7-9			26 - 28					14 - 16		
GE12130	Penerapan Etika Melalui Kepimpinan Organisasi	I & II (ES1 & ES2)	aqmal.said@ipa.gov.bn							8 - 9		3 - 4			
CODE	LEADERSHIP	DIVISION	TRAINING AMBASSADOR	2024										2025	
GS01140	Leading People	Group & II (ES1 & ES2)	asdianah.ahmad@ipa.gov.bn		15 - 16							18 - 19			
GS01150	Leading Change through Strategic Intelligence NEW	I & II (ES1 & ES2)	shawal.sharikh@ipa.gov.bn			3 - 5									
GS02010	Memperkasakan Kepimpinan Diri NEW	II, III (ES2 & ES3), IV & V	shawal.sharikh@ipa.gov.bn	23 - 25					17 - 19						
CODE	INFO-COMMUNICATION TECHNOLOGY (ICT)	DIVISION	TRAINING AMBASSADOR	2024										2025	
IS05020	Data Analytics for Public Sector	I, II & III (ES1, ES2 & ES3)	azarina.moksin@ipa.gov.bn		15 - 16										
IS05220	Data Analytics and Visualisations with Microsoft Power BI	II & III (ES2 & ES3)	azarina.moksin@ipa.gov.bn		13 - 15										
IS05190	Data Analysis and Decision-Making Using SPSS	II & III (ES2 & ES3)	azarina.moksin@ipa.gov.bn		7 - 9										
IS05200	Data Analysis and Decision-Making Using Stata	II & III (ES2 & ES3)	azarina.moksin@ipa.gov.bn			10 - 12									
IS05030	IT Security Awareness for End Users	II, III (ES2 & ES3), IV & V	norafiqah.mdali@ipa.gov.bn		1		10	8	17						
IS05230	IT Security Awareness for Executive Management	I & II (ES1 & ES2)	adyna.zain@ipa.gov.bn		15										
IC06050	Microsoft Project For Project Management	II & III (ES 2 & ES 3)	adyna.zain@ipa.gov.bn						2 - 7						
IC07070	Microsoft Excel (Basic)	II, III (ES 2 & ES 3), IV & V	norarina.chuchu@ipa.gov.bn		13 - 14		17 - 18		10 - 11			2 - 3			
IC07180	Microsoft Excel (Intermediate)	II & III (ES2 & ES3)	norarina.chuchu@ipa.gov.bn			4 - 5					4 - 5				
IC07210	Microsoft Access (Basic)	II & III (ES2 & ES3)	adyna.zain@ipa.gov.bn						9 - 12			2 - 5			
IC07040	Microsoft Access (Intermediate)	II & III (ES2 & ES3)	adyna.zain@ipa.gov.bn											17 - 20	
IC07090	Microsoft Word (Basic)	IV & V	akmal.massod@ipa.gov.bn		1 - 2		17 - 18		18 - 19		11 - 12				
IC07060	MailMerge Menggunakan Microsoft Word (Intermediate)	III (ES3), IV & V	azarina.moksin@ipa.gov.bn			12 - 13		13 - 14		16 - 17			22 - 23		
IC07080	Microsoft PowerPoint (Basic)	II, III (ES2 & ES3), IV & V	adyna.zain@ipa.gov.bn		13 - 14						13 - 14		8 - 9		
IC07240	Digital Literacy	II, III (ES2 & ES3), IV & V	norarina.chuchu@ipa.gov.bn			3 - 4					5 - 6			4 - 5	
IC07250	Introduction to Basic Programming	II & III (ES 2 & ES 3)	norarina.chuchu@ipa.gov.bn								11 - 12				
IC07260	Introduction to Microsoft SharePoint	II & III (ES 2 & ES 3)	akmal.massod@ipa.gov.bn		2										
IC07270	Infographic for Beginners	II & III (ES 2 & ES 3)	adyna.zain@ipa.gov.bn					6 - 8					13 - 15		
IC07280	Mobile Apps Design and Development	II & III (ES 2 & ES 3)	akmal.massod@ipa.gov.bn					13 - 15							
IC07300	Creating Diagrams using Microsoft Visio	II & III (ES 2 & ES 3)	akmal.massod@ipa.gov.bn								19 - 21				
IS04290	Video Creation using PowToon	II & III (ES2 & ES3)	azarina.moksin@ipa.gov.bn											19 - 20	
CODE	INNOVATION	DIVISION	TRAINING AMBASSADOR	2024										2025	
IC07100	Organisational Process Improvement	I, II & III (ES1, ES2 & ES3)	akmal.massod@ipa.gov.bn		6 - 8										
IC07110	Kumpulan Inovasi Dan Kreatif Perkhidmatan Awam	I, II, III (ES1, ES2, ES3), IV & V	norafiqah.mdali@ipa.gov.bn			10 - 13			2 - 5	7 - 10					
IOI0120	Strategic Organisational Development and Transformation	I, II & III (ES1, ES2 & ES3)	norarina.chuchu@ipa.gov.bn				2 - 4								
IOI0130	Design Thinking	I, II & III (ES1, ES2 & ES3)	norafiqah.mdali@ipa.gov.bn				2 - 4			1 - 3					
IOI0150	Problem Solving and Decision Making	I, II & III (ES1, ES2 & ES3)	akmal.massod@ipa.gov.bn			4 - 6	9 - 11								
CODE	MANAGEMENT	DIVISION	TRAINING AMBASSADOR	2024										2025	
MS01010	Strategic Management	I & II (ES1 & ES2 (B3))	suriah.kadir@ipa.gov.bn					21 - 22							
MC07070	Induksi Perkhidmatan Awam	II, III (ES2 & ES3), IV & V	suriah.kadir@ipa.gov.bn		13 - 18				9 - 14						
MC07350	Induksi Perkhidmatan Awam (Refresher)	II & III (ES2 & ES3), IV & V	suriah.kadir@ipa.gov.bn				3 - 4			16 - 17					
MC07080	Persediaan Persaraan	I - V (ES1 - Bhg V)	hadini.ibrahim@ipa.gov.bn		6 - 11	18 - 24		12 - 17 26 - 31	23 - 28	7 - 12					
MC06030	Detox Minda	II, III (ES2 & ES3), IV & V	husseini.hussein@ipa.gov.bn	30 - 2			9 - 11			8 - 10					
MC07050	Kemahiran Penyeliaan	III (ES3 (C3))	madeehah.hjsuhaimin@ipa.gov.bn					5 - 6							
MC07060	Kemahiran Kesetiausahaan	II (B2) & III (ES3 (C3))	suriah.kadir@ipa.gov.bn			10 - 12		5 - 7	24 - 26						
MC07130	Pembantu Pejabat Cemerlang	V	hadini.ibrahim@ipa.gov.bn		1-2		3 - 4	19 - 20					8 - 9		10 - 11
MC07140	Menangani Perubahan	II, III (ES2 & ES3) & IV	erna.suhaili@ipa.gov.bn madeehah.hjsuhaimin@ipa.gov.bn			4 - 6		6 - 8			12 - 14			11 - 13	
MP08340	Asas Kemahiran Kaunseling	II, III (ES2 & ES3), IV & V	hadini.ibrahim@ipa.gov.bn				10 - 11		18 - 19					12 - 13	
CODE	HUMAN RESOURCE	DIVISION	TRAINING AMBASSADOR	2024										2025	
MC07040	Performance Management Using KPI	II & III (ES2 & ES3 (C3))	husseini.hussein@ipa.gov.bn			26 - 27			25 - 26						
MOI1320	Train the Trainer	I, II & III (ES1, ES2 & ES3 (C3))	erna.suhaili@ipa.gov.bn madeehah.hjsuhaimin@ipa.gov.bn								2 - 7				
MOI1330	Change Management	I, II & III (ES1, ES2 & ES3 (C3))	husseini.hussein@ipa.gov.bn						30-1	7 - 8					
CODE	COMMUNICATION	DIVISION	TRAINING AMBASSADOR	2024										2025	
MP08170	Pemantapan Komunikasi Efektif	III (ES3), IV & V	suriah.kadir@ipa.gov.bn			18 - 20		13 - 15		1 - 3	5 - 7			4 - 6	
MP08180	Menguasai Penyampaian	I, II & III (ES1, ES2 & ES3 (C3))	erna.suhaili@ipa.gov.bn madeehah.hjsuhaimin@ipa.gov.bn						9 - 12				13 - 16	3 - 6	
MP08190	Tatacara Persuratan Rasmi	I, II & III (ES1, ES2 & ES3)	marhayati.omar@ipa.gov.bn	25 & 27	9 & 11	5 - 6	4 & 6	7 - 8	12 & 14 19 & 21						
MP08210	Penyediaan Laporan dan Kertas Kerja	I, II & III (ES1, ES2 & ES3)	hadini.ibrahim@ipa.gov.bn			18 - 22			2 - 5	14 - 17				10 - 13	
MP09240	Kerja Berpasukan	I, II, III (ES1, ES2 & ES3), IV & V	madeehah.hjsuhaimin@ipa.gov.bn			11 - 13			3 - 5		26 - 28		7 - 9		
CODE	CUSTOMER SERVICE	DIVISION	TRAINING AMBASSADOR	2024										2025	
MOI0270	Pengurusan Perkhidmatan Berkesan	II & III (ES2 & ES3)	husseini.hussein@ipa.gov.bn		7 - 9				10 - 12						
MOI0280	Perkhidmatan Pelanggan Profesional	IV & V	erna.suhaili@ipa.gov.bn madeehah.hjsuhaimin@ipa.gov.bn		14 - 16	25 - 27	1 - 3	13 - 15		1 - 3					

IPA EXECUTIVE PROGRAMS	REGIONAL	FLAGSHIP	SIGNATURE	
Effective Policy Writing NEW	22nd Brunei-Singapore 2nd Echelon Civil Service Exchange Program (CSEP) November 2024	Executive Development Programme For Senior Government Officers (EDPSGO)	Ramadhan Talk Series	
Public Policy Design NEW			Innovation Bootcamp	
Strategic Planning in the Public Sector NEW	15th Brunei-Malaysia-Singapore Leadership Development Program (LDP) October 2024	Executive Development Programme For Middle Management Officers (EDPMMO)	TATACARA MEMOHON MENGIKUTI KURSUS PENCALONAN • HRD Ambassador (HRDA) Kementerian & Jabatan memasukkan senarai calon ke dalam sistem Training and Event Management Module(TEM), SSM. Notifikasi PENCALONAN akan diterima melalui SSM Self-Service portal PENGESAHAN STATUS PENCALONAN MENGIKUTI KURSUS • Notifikasi PENERIMAAN MENYERTAI KURSUS akan diterima oleh HRDA dan calon melalui SSM Self-Service Portal KEHADIRAN PESERTA KURSUS • HRD Ambassador akan memaklumkan status penerimaan kepada calon yang terpilih dan membuat pengesahan kehadiran melalui sistem TEM, SSM	
Foresight to Strategy NEW				
Crisis Intervention NEW	ACCSM Workshop on Strengthening Government Strategies on Mental Health Towards Achieving Work-Life Balance (WLB) in Public Sector May 2024	Young Executive Program (YEP)		
Writing Policy Paper				
Public Speaking	ACCSM Workshop on Developing Framework for Measuring Productivity in Public Sector November 2024	Executive Refresher Course		
Data Analysis for Decision-Making				
Data Analytics for Public Sector		Program Jati Diri		