



LEARNING AND DEVELOPMENT PROGRAMS

APRIL 2023 - MARCH 2024

Centre of Excellence in Learning and Development
Towards Public Service Excellence

PROGRAM CATEGORIES			APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR
PROFESSIONAL CERTIFICATION	DIVISION	TRAINING AMBASSADOR	2023						2024					
Pensijilan Perkeranian Bengkel Perkeranian Asas	IV	madeehah.hjsuhaimin@ipa.gov.bn		6 - 13			12 - 19		28 - 4					
Pensijilan Perkeranian Bengkel Pembangunan Diri	IV	madeehah.hjsuhaimin@ipa.gov.bn			12 - 15			12 - 16			5 - 9			
Pensijilan Perkeranian Bengkel Penggunaan ICT	IV	madeehah.hjsuhaimin@ipa.gov.bn		29 - 8	4 - 13				4 - 14				5 - 17	
NEBOSH International General Certificate in Occupational Health and Safety	II, III & IV	syaafiy.soffian@ipa.gov.bn												
CIPD UK Level 5 Associate Diploma in Organisational Learning & Development	I & II	syaafiy.soffian@ipa.gov.bn												
CIPD UK Level 3 Foundation Certificate in People Practice (FCPP)	I & II	syaafiy.soffian@ipa.gov.bn												
CIPD UK Level 5 Associate Diploma in People Management (ADPM)	I & II	syaafiy.soffian@ipa.gov.bn												
Developing Leadership Capabilities through Coaching & Mentoring	I & II	syaafiy.soffian@ipa.gov.bn												
Association of Chartered Certified Accountants (ACCA)	II	syaafiy.soffian@ipa.gov.bn												
Projects In Controlled Environments (Prince2) / Project Management Professionals (PMP)® Certification	II & III	norafiqah.mdali@ipa.gov.bn												
Defensive Driving	II,III, IV & V	syaafiy.soffian@ipa.gov.bn												
LEADERSHIP AND EXECUTIVE CIVIL SERVICE LEADERSHIP PIPELINE (CSLP)	DIVISION	TRAINING AMBASSADOR	2023						2024					
Young Executive Program (YEP)	II	husseini.hussein@ipa.gov.bn												
Executive Development Programme For Middle Management Officers (EDPMMO)	II	aqmal.said@ipa.gov.bn												
Executive Development Programme For Senior Government Officers (EDPSGO)	I	alinoor.ismail@ipa.gov.bn												
LEADERSHIP AND EXECUTIVE GOVERNANCE	DIVISION	TRAINING AMBASSADOR	2023						2024					
Policy Monitoring and Evaluation	I & II	alinoor.ismail@ipa.gov.bn				10 - 13								
Introduction to Public Policy	II & III (C3)	alinoor.ismail@ipa.gov.bn			12 - 13									
Introduction to Cost Benefit Analysis in Policy Making	II & III (C3)	husseini.hussein@ipa.gov.bn			6 - 8									
Penerapan Etika Melalui Kepimpinan Organisasi	I & II	alinoor.ismail@ipa.gov.bn							30 - 31	6 - 7				
Rukun Akhlak Dan Etika Kerja Perkhidmatan Awam	II, III, IV & V	aqmal.said@ipa.gov.bn				3 - 5	1 - 3	5 - 7				22 - 24		
Penerapan Negara Zikir Dalam Perkhidmatan Awam	II, III, IV & V	aqmal.said@ipa.gov.bn		8 - 10			14 - 16					22 - 24		
LEADERSHIP AND EXECUTIVE LEADERSHIP	DIVISION	TRAINING AMBASSADOR	2023						2024					
Leading Change	II	asdianah.ahmad@ipa.gov.bn				4 - 6								
Enhancing Self-Leadership	II & III (C3)	husseini.hussein@ipa.gov.bn					8 - 10							
Leading with Strategic Intelligence	I & II	munirah.mohammad@ipa.gov.bn		29- 30										
Leading People	I & II	munirah.mohammad@ipa.gov.bn			5 - 6		1 - 2							
Strategic Management	I & II	husseini.hussein@ipa.gov.bn						12 - 14						
INFO-COMMUNICATION TECHNOLOGY (ICT)	DIVISION	TRAINING AMBASSADOR	2023						2024					
Microsoft Excel For Data Analysis and Decision Making	II & III	adyna.zain@ipa.gov.bn				10 - 12								
Data Analysis Using SPSS	II & III	azarina.moksin@ipa.gov.bn			12 - 14									
Data Analysis Using Stata	II & III	azarina.moksin@ipa.gov.bn				11 - 13								
Microsoft Access (Intermediate)	II & III	ashikin.pgarriffin@ipa.gov.bn					11 - 14							
Applying 4IR In Organisation	I, II & III	adyna.zain@ipa.gov.bn					8 - 9			27 - 28				
Data Analytics for Public Sector	I, II & III	azarina.moksin@ipa.gov.bn				4 - 6								
Data Analytics and Visualisations with Microsoft Power BI	II & III	azarina.moksin@ipa.gov.bn							3 - 5					
Microsoft Project For Project Management	II & III	ashikin.pgarriffin@ipa.gov.bn			5 - 10									
Mobile Apps Design	II & III	akmal.massod@ipa.gov.bn						12 - 14						
Flowchart Making and Diagramming Using Microsoft Visio	II & III	akmal.massod@ipa.gov.bn					8 - 10							
Video Creation Using PowToon	II & III	azarina.moksin@ipa.gov.bn											5 - 6	
IT Security Awareness for End Users	II, III, IV & V	ashikin.pgarriffin@ipa.gov.bn				10	3		12			31		
IT Security Awareness for Executive Management	I & II	ashikin.pgarriffin@ipa.gov.bn			27				2					
Microsoft Access (Basic)	II & III	ashikin.pgarriffin@ipa.gov.bn				3 - 5								
Mail Merge Menggunakan Microsoft Word (Intermediate)	III, IV & V	norarina.chuchu@ipa.gov.bn				4 - 5			10 - 11	28 - 29				
Microsoft Excel (Basic)	II, III, IV & V	norarina.chuchu@ipa.gov.bn			13 - 14			5 - 6		1 - 2				
Microsoft PowerPoint (Basic)	II, III, IV & V	adyna.zain@ipa.gov.bn			6 - 7			11 - 12					13 - 14	
Microsoft Word (Basic)	IV & V	akmal.massod@ipa.gov.bn				26 - 27				6 - 7			27 - 28	
Digital Literacy	II, III, IV & V	ashikin.pgarriffin@ipa.gov.bn							9 - 10			22 - 23		6 - 7
Introduction to Basic Programming	II & III	azarina.moksin@ipa.gov.bn										9 - 10		
Infographic for Beginners	II & III	norarina.chuchu@ipa.gov.bn											13 - 15	
Microsoft Excel (Intermediate)	II & III	norafiqah.mdali@ipa.gov.bn										30 - 31		4 - 5
Introduction to Microsoft SharePoint	II & III	norarina.chuchu@ipa.gov.bn												5
INNOVATION	DIVISION	TRAINING AMBASSADOR	2023						2024					
Organisational Process Improvement	I, II & III	akmal.massod@ipa.gov.bn			5 - 8									
Strategic Organisational Development and Transformation	I, II & III	norarina.chuchu@ipa.gov.bn					7 - 10							
Problem Solving and Decision Making	I, II & III	norafiqah.mdali@ipa.gov.bn					31 - 2			28 - 30				
Kumpulan Inovasi Dan Kreatif Perkhidmatan Awam	I, II, III, IV & V	akmal.massod@ipa.gov.bn						11 - 14			4 - 7	22 - 25		
Design Thinking	I, II & III	norafiqah.mdali@ipa.gov.bn							2 - 4					
MANAGEMENT	DIVISION	TRAINING AMBASSADOR	2023						2024					
Kemahiran Penyeliaan	III	madeehah.hjsuhaimin@ipa.gov.bn					2 - 3							
Secretarial Skills	II & III	suriah.kadir@ipa.gov.bn			5 - 7	10 - 12		4 - 6						
Minda Harmoni	II, III, IV & V	shawal.sharikh@ipa.gov.bn		9 - 11			1 - 3					2 - 4		
Asas Kemahiran Kaunseling	II, III, IV & V	hadini.ibrahim@ipa.gov.bn			1 & 3					6 - 7				
Induksi Perkhidmatan Awam	II (B2), III, IV & V	suriah.kadir@ipa.gov.bn			12 - 17							8 - 13		
Induksi Perkhidmatan Awam (Refresher)	II (B2), III, IV & V	suriah.kadir@ipa.gov.bn					7 - 8 9 - 10		4 - 5	1 - 2				
Persediaan Persaraan	I,II,III,IV & V	hadini.ibrahim@ipa.gov.bn			5 - 10			11 - 16			2 - 7	22 - 27		4 - 9
Pembantu Pejabat	V	hadini.ibrahim@ipa.gov.bn				1 & 3	3 & 5			1 - 2			14 - 15	
Menangani Perubahan	II, III & IV	erna.suhaili@ipa.gov.bn			13 - 15		15 - 17		3 - 5					
HUMAN RESOURCE	DIVISION	TRAINING AMBASSADOR	2023						2024					
Using Key Performance Indicators to Measure Organisational Performance	II & III (C3)	shawal.sharikh@ipa.gov.bn			6 - 8			5 - 7						
Training of Trainers	I, II & III (C3)	erna.suhaili@ipa.gov.bn				8 - 13		4 - 9						
Change Management	I, II & III	shawal.sharikh@ipa.gov.bn				12 - 13								
COMMUNICATION	DIVISION	TRAINING AMBASSADOR	2023						2024					
Komunikasi Berkesan	II, III & IV	suriah.kadir@ipa.gov.bn					1 - 3	12 - 14			5 - 7		5 - 7	5 - 7
Menguasai Penyampaian	I, II & III (C3)	erna.suhaili@ipa.gov.bn					7 - 10					8 - 11	12 - 15	
Tatacara Persuratan Rasmi	I, II & III	marhayati.omar@ipa.gov.bn		9 - 10		4 - 5	8 - 9	5 - 6	10 - 11	28 - 29		23 - 24		
Penyediaan Laporan dan Kertas Kerja	I, II & III (C3)	hadini.ibrahim@ipa.gov.bn				4 - 6			10 - 12					
Kerja Berpasukan	I, II, III, IV & V	shawal.sharikh@ipa.gov.bn			13 - 15		8 - 10		3 - 5			9 - 11		
CUSTOMER SERVICE	DIVISION	TRAINING AMBASSADOR	2023						2024					
Pengurusan Perkhidmatan Pelanggan Yang Cemerlang	II & III (C3)	shawal.sharikh@ipa.gov.bn				4 - 6			10 - 12					
Perkhidmatan Pelanggan Yang Berkualiti - Frontliners	IV & V	erna.suhaili@ipa.gov.bn				4 - 6		4 - 6		28 - 30		23 - 25		



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 MENYERTA 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

INSTITUT PERKHIDMATAN AWAM
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