

### PLANNER IPA 2022 - 2023

No	Code	Program	Division	Training Ambassador	Category	Duration	Date
Governance and Leadership Cluster [GLC]							
1	GS01010	Policy Monitoring and Evaluation	I & II	Pg Ali Noor	Governance	4 Days	04 - 07 July 2022
2	GS01020	Introduction to Public Policy	II & III (C3)	Pg Ali Noor	Governance	2 Days	08 - 09 June 2022
3	GS03090	Introduction to Cost Benefit Analysis in Policy Making	I & II	Fayyadah	Governance	3 Days	14 - 16 June 2022
4	GS04100	Foresight and Horizon Scanning	Superscale, I & II	Hj Husseini	Governance	3 Days	08 - 10 August 2022
5	GE12110	Rukun Akhlak dan Etika Kerja Perkhidmatan Awam	II, III, IV & V	Aqmal Khalilah	Governance	3 Days	11 - 13 July 2022 03 - 05 October 2022 09 - 11 January 2023 06 - 08 February 2023
6	GE12120	Bimbingan Penggerak Negara Zikir	II, III, IV & V	Aqmal Khalilah   Fayyadah	Governance	3 Days	07 - 09 June 2022 13 - 15 September 2022 13 - 15 February 2023
7	GS02080	Leading Change Management - <b>NEW</b>	II	Hj Husseini	Leadership	3 Days	03 - 05 January 2023
8	GS02030	Women in Leadership	II	Asdianah	Leadership	3 Days	10 - 12 January 2023
9	GS02040	Enhancing Self - Leadership	II & III (C3)	Hj Husseini	Leadership	3 Days	13 - 15 December 2022
10	GS02050	Strategic Leadership	I & II	Hj Husseini	Leadership	3 Days	14 - 16 November 2022
11	GS02060	Frontline Leadership	II & III (C3)	Hj Husseini	Leadership	2 Days	07 - 08 September 2022
12	GS02070	Leading With Strategic Intelligence	I & II	Aqmal Khalilah	Leadership	2 Days	10 - 11 August 2022
13	GE12130	Penerapan Etika Melalui Kepimpinan Organisasi	I & II	Pg Ali Noor	Leadership	2 Days	12 - 13 September 2022 14 - 15 November 2022
Innovation and Info-Communication Technology Cluster [IICTC]							
14	IS05020	Data Analytics for Public Sector	I, II & III	Afiqah	ICT	3 Days	03 - 05 October 2022
15	IO11160	Applying 4IR in Organisation	I, II & III	Adyna	ICT	2 Days	30 - 31 August 2022 05 - 06 December 2022
16	IS04010	Data Analysis and Decision Making with Microsoft Excel	II & III	Adyna	ICT	5 Days	10 - 15 October 2022
17	IC06040	Developing Database Using Microsoft Access With Visual Basic	II & III	Afiqah	ICT	5 Days	05 - 10 December 2022
18	IC06050	Project Management using Microsoft Project (IT)	II & III	Adyna	ICT	5 Days	05 - 10 September 2022
19	IS05030	IT Security Awareness for End Users	II, III, IV & V	Afiqah	ICT	1 Days	09 June 2022 11 August 2022 01 September 2022 14 November 2022
20	IC06060	Pengolahan Data dan Maklumat (Mailmerge)	III, IV & V	Norarina	ICT	2 Days	14 - 15 June 2022 09 - 10 August 2022 15 - 16 November 2022
21	IC06070	Basic Microsoft Excel - <b>NEW</b>	II, III, IV & V	Norarina	ICT	2 Days	05 - 06 July 2022 11 - 12 October 2022
22	IC06080	Microsoft Powerpoint For Beginners - <b>NEW</b>	II, III, IV & V	Adyna	ICT	2 Days	27 - 28 July 2022 10 - 11 January 2023
23	IC06090	Microsoft Word For Beginners - <b>NEW</b>	IV & V	Aimi Akmal	ICT	2 Days	24 - 25 January 2023 01 - 02 March 2023
24	IC07100	Organisational Process Improvement	I, II & III	Aimi Akmal	Innovation	4 Days	06 - 09 June 2022
25	IC07110	Kumpulan Kerja Cemerlang "Team-based"	I, II, III, IV & V	Afiqah	Innovation	4 Days	27 - 30 June 2022 12 - 15 September 2022
26	IO10120	Strategic Organisational Development and Transformation	I, II & III	Norarina	Innovation	4 Days	01 - 04 August 2022
27	IO10130	Design Thinking	I, II & III	Aimi Akmal	Innovation	3 Days	31 August - 03 September 2022
28	IO10140	Blue Ocean Strategy	I, II & III	Aimi Akmal	Innovation	3 Days	25 - 27 October 2022
29	IO10150	Critical Thinking, Problem Solving and Decision Making	I, II & III	Aimi Akmal	Innovation	3 Days	14 - 17 September 2022 13 - 15 February 2023
30	IO11170	Ignite Creativity, Driving Innovation	I, II & III	Norarina	Innovation	3 Days	26 - 28 September 2022 28 - 30 November 2022
Management Cluster [MC]							
31	MP08160	Power of Negotiation	I, II & III (C3)	Munyati	Communication	3 Days	28 - 30 June 2022 13 - 15 September 2022
32	MP08170	Komunikasi Berkesan	III, IV & V	Siti Suriah	Communication	3 Days	07 - 09 June 2022 02 - 04 August 2022 04 - 06 October 2022 03 - 05 January 2023
33	MP08180	Penyampaian Berkesan	I, II & III (C3)	Dk Erna	Communication	4 Days	01 - 04 August 2022 03 - 06 October 2022 09 - 12 January 2023
34	MP08190	Tatacara Persuratan Rasmi	II, III, IV & V	Marhayati	Communication	3 Days	14 - 16 June 2022 05 - 07 July 2022 13 - 15 September 2022 06 - 08 December 2022 07 - 09 February 2023 07 - 09 March 2023
35	MP08200	Corporate Communication and Branding	I, II & III (C3)	Shawal	Communication	3 Days	26 - 28 September 2022 05 - 07 December 2022
36	MP08210	Preparing Report and Working Paper Made Easy	I, II & III (C3)	Marhayati	Communication	4 Days	13 - 16 June 2022 03 - 06 October 2022
37	MP09240	Kerja Berpasukan	I, II, III, IV & V	Shawal	Communication	3 Days	11 - 13 October 2022 06 - 08 December 2022 14 - 16 February 2023

38	MPo8220	Communicate with Influence - <b>NEW</b>	I & II	Siti Suriah	Communication	2 Days	14 - 15 June 2022
39	MPo8230	Business Etiquette: Social Skills for Success - <b>NEW</b>	II & III	Dk Erna	Communication	3 Days	24 - 26 January 2023
40	MPo9250	Effective Stakeholder Engagement	I, II & III (C3)	Shawal	Customer Service	3 Days	08 - 10 August 2022 24 - 26 January 2023
41	MO10270	Pengurusan Perkhidmatan Pelanggan Yang Cemerlang	II & III (C3)	Shawal	Customer Service	3 Days	22 - 24 November 2022 06 - 08 December 2022
42	MO10280	Perkhidmatan Pelanggan Yang Berkualiti - Frontliners	IV & V	Dk Erna	Customer Service	3 Days	11 - 13 October 2022 07 - 09 February 2023 07 - 09 March 2023
43	MPo9260	Marketing Masterclass - <b>NEW</b>	II & III	Ak Mahyuddin	Customer Service	3 Days	12 - 14 July 2022
44	MCo6010	Coaching and Mentoring At Workplace	I, II & III (C3)	Hadini	Human Resource	4 Days	06 - 09 June 2022 01 - 04 August 2022
45	MCo7040	Using Key performance Indicators to Measure Organisational Performance	II & III (C3)	Hadini	Human Resource	3 Days	05 - 07 July 2022 11 - 13 October 2022
46	MO10290	Human Resource Management	I, II & III (C3)	Hadini	Human Resource	4 Days	26 - 29 September 2022
47	MO11310	Competency Development	I, II & III (C3)	Munyati	Human Resource	4 Days	30 January - 02 February 2023
48	MO11320	Training of Trainers	I, II & III (C3)	Munyati	Human Resource	5 Days	06 - 11 August 2022 04 - 09 March 2023
49	MCo6020	Effective Project Management	II & III (C3)	Siti Suriah	Management	3 Days	10 - 12 January 2023
50	MCo6030	Minda Harmoni	II, III, IV & V	Shawal	Management	3 Days	13 - 15 June 2022 20 - 22 September 2022
51	MCo7050	Kemahiran Penyeliaan	III	Siti Suriah	Management	2 Days	05 - 06 September 2022
52	MCo7060	Secretarial Skills	II, III & IV	DK Erna	Management	3 Days	09 - 11 August 2022 06 - 08 September 2022
53	MCo7070	Induksi Perkhidmatan Awam	II (B2), III, IV & V	Siti Suriah	Management	5 Days	08 - 13 August 2022 10 - 15 October 2022 12 - 17 December 2022 11 - 16 February 2023
54	MCo7080	Persediaan Persaraan	I, II, III, IV & V	Hadini	Management	6 Days	11 - 18 June 2022 03 - 10 September 2022 03 - 10 December 2022 04 - 11 February 2023
55	MCo7090	Meraih Jalan Kejayaan	II (B2) & III	Hadini	Management	3 Days	01 - 03 November 2022
56	MCo7130	Pembantu Pejabat	V	Munyati	Management	2 Days	11 - 12 July 2022 03 - 04 August 2022 05 - 06 October 2022
57	MC 07150	Productivity Improvement	I, II & III (C3)	Munyati	Management	3 Days	05 - 07 July 2022 11 - 13 October 2022
58	MCo7140	Menangani Perubahan	III, IV & V	Dk Erna	Management	3 Days	13 - 15 September 2022 13 - 15 December 2022
59	MO10300	Break the Pattern	I, II & III	Marhayati	Management	3 Days	08 - 10 November 2022