



INNOVATION AND INFO-COMMUNICATION TECHNOLOGY

MANAGEMENT, HUMAN RESOURCE, COMMUNICATION AND CUSTOMER SERVICE

DIGITALISATION	P/J/26 - 27/SDPCOC/NJ/09	norarina.chuchu@ipa.gov.bn	11 JUN	10 SEPT				
	Introduction to Digital Work with Microsoft 365 BAHARU							
	P/J/26 - 27/SDPC/NJ/19	norafiqah.mdali@ipa.gov.bn	16 APR	25 JUN	13 OGOS			
	Pengenalan Asas IT							
	P/J/26 - 27/SDPC/NJ/20	wafiyuddin.bakar@ipa.gov.bn	24-25 JUN	2-3 SEPT	7-8 OKT			
	Digital Literacy							
	P/J/26 - 27/SDPEPC/NJ/21	norarina.chuchu@ipa.gov.bn	8-9 JUL					
	Introduction to Microsoft Sharepoint							
	P/J/26 - 27/SDPC/NJ/22	norarina.chuchu@ipa.gov.bn	11-12 NOV					
	Introduction to Basic Programming							
INNOVATION	P/J/26 - 27/SDPEPC/NJ/10	wafiyuddin.bakar@ipa.gov.bn	8-10 SEPT					
	Online Tools for Innovators BAHARU							
	P/J/26 - 27/SDPCOC/NJ/18	akmal.massod@ipa.gov.bn	15-16 & 18 JUN					
	Organisational Process Improvement							
	P/J/26 - 27/SDPEPCOC/NJ/35	norafiqah.mdali@ipa.gov.bn	29-1 JUN	13-15 JUL	13-15 OKT			
	Design Thinking							
	P/J/26 - 27/SDPC/NJ/36	norarina.chuchu@ipa.gov.bn	23-24 JUN	11-12 OGOS				
	Problem Solving and Decision Making							
	P/J/26 - 27/SDPCOC/NJ/37	norafiqah.mdali@ipa.gov.bn	20-23 APR	20-23 JUL	23-26 NOV			
	Kumpulan Inovasi & Kreatif Perkhidmatan Awam							
CREATIVE MEDIA	P/J/26 - 27/SDPC/NJ/17	akmal.massod@ipa.gov.bn	21-23 JUL	1-3 SEPT				
	Mobile Apps Design & Development							
	P/J/26 - 27/SDPEPC/NJ/25	adyna.zain@ipa.gov.bn	15-16 JUN	23-24 SEPT				
	Infographic for Beginners							
	P/J/26 - 27/SDPEPC/NJ/26	wafiyuddin.bakar@ipa.gov.bn	12-13 JAN					
	Video Creation For Beginners							
	P/J/26 - 27/SDPEPC/NJ/27	adyna.zain@ipa.gov.bn	28-30 APRIL					
	Creating Diagrams with Microsoft Visio							
	P/J/26 - 27/SDPCOC/NJ/16	adyna.zain@ipa.gov.bn	6-9 & 11 JUL					
	Project Management Essentials							
PROJECT MANAGEMENT	P/M/26 - 27/SDPEPC/NJ/38	hussein.hussein@ipa.gov.bn	9-12 NOV					
	Crisis Management BAHARU							
	P/M/26 - 27/SDPEPCOC/NJ/39	norazlee.ramlee@ipa.gov.bn	21 APR	9 JUN	18 OGOS	12 OKT	24 NOV	3 FEB
	Introduction to Risk Management BAHARU							
	P/M/26 - 27/SDOC/NJ/40	norazlee.ramlee@ipa.gov.bn	5 MEI	14 JUL	1 SEPT	17 NOV	19 JAN	2 FEB
	Establishment of Workplace Safety & Health Committee BAHARU							
	P/M/26 - 27/SDOC/NJ/41	norazlee.ramlee@ipa.gov.bn	14 APRIL	12 MEI	2 JUN	7 JUL	17 OGOS	15 SEPT
	National Health & Safety Induction at the Workplace BAHARU							
	P/M/26 - 27/SDPCOC/NJ/49	marhayati.omar@ipa.gov.bn	8-11 JUN					
	Introduction to Research Methods							
BUSINESS MANAGEMENT	P/M/26 - 27/SDPCOC/NJ/50	erna.suhaili@ipa.gov.bn	1-2 JUL	8-9 SEPT				
	Performance Management Using KPI							
	P/M/26 - 27/SDPEOC/NJ/51	suriah.kadir@ipa.gov.bn	8-9 JUL					
	Strategic Management and Strategic Planning							
	P/M/26 - 27/PEPCOC/NJ/52	erna.suhaili@ipa.gov.bn	5-8 OKT					
	Kemahiran Kesetiausahaan							
	P/M/26 - 27/SDOC/NJ/53	madeehah.hjshahmin@ipa.gov.bn	6-7 JUL					
	Kemahiran Penyeliaan							
	P/M/26 - 27/PC/NJ/54	suriah.kadir@ipa.gov.bn	3-4 JUN	12-13 OGOS	1 & 3 OKT	11-12 NOV	1-2 FEB	
	Pembantu Pejabat Cemerlang							
CUSTOMER SERVICE	P/M/26 - 27/SDPCOC/NJ/55	erna.suhaili@ipa.gov.bn	9-11 JUN	13-15 OKT	1-3 DIS	19-21 JAN		
	Menangani Perubahan							
	P/M/26 - 27/SDPE/NJ/56	hussein.hussein@ipa.gov.bn	16-17 SEPT					
	Change Management							

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MANAGEMENT, HUMAN RESOURCE, COMMUNICATION AND CUSTOMER SERVICE

CYBERSECURITY	P/J/26 - 27/SDPC/NJ/23	norafiqah.mdali@ipa.gov.bn	8 JUN					
	IT Security Awareness for Executives							
	P/J/26 - 27/SDPC/NJ/24	norafiqah.mdali@ipa.gov.bn	4 MEI	22 JUN	2 JUL	27 OGOS		
	IT Security Awareness for End Users							
	P/J/26 - 27/SDPC/NJ/28	wafiyuddin.bakar@ipa.gov.bn	10-11 JUN	22-23 JUL	26-27 OGOS	9-10 NOV		
	Microsoft Word (Basic)							
	P/J/26 - 27/SDPEPC/NJ/29	adyna.zain@ipa.gov.bn	29-30 APR	22-23 SEPT	1-2 DIS			
	Microsoft PowerPoint (Basic)							
	P/J/26 - 27/SDPC/NJ/30	wafiyuddin.bakar@ipa.gov.bn	6-7 MEI	13-14 JUL	7-8 SEPT	20-21 JAN		
	Mail Merge Menggunakan Microsoft Word (Intermediate)							
OFFICE APPLICATION	P/J/26 - 27/SDPCOC/NJ/31	norarina.chuchu@ipa.gov.bn	14-15 APR	12-13 MEI	6-7 JUL	8-9 SEPT		
	Microsoft Excel (Basic)							
	P/J/26 - 27/SDPC/NJ/32	norarina.chuchu@ipa.gov.bn	9-10 JUN	6-7 OKT				
	Microsoft Excel (Intermediate)							
	P/J/26 - 27/SDPC/NJ/33	akmal.massod@ipa.gov.bn	11-12 MEI	3-4 NOV				
	Microsoft Access (Basic)							
	P/J/26 - 27/SDPC/NJ/34	akmal.massod@ipa.gov.bn	18-20 JAN					
	Microsoft Access (Intermediate)							
	P/J/26 - 27/SDPEPCOC/NJ/11	azarina.maksin@ipa.gov.bn	9 JUN	2 JUL				
	Effective Prompting with Generative AI BAHARU							
DATA ANALYTICS AND AI	P/J/26 - 27/SDPC/NJ/12	norafiqah.mdali@ipa.gov.bn	15-16 JUN	1-2 SEPT				
	Artificial Intelligence and Machine Learning Fundamentals							
	P/J/26 - 27/SDPC/NJ/13	wafiyuddin.bakar@ipa.gov.bn	7-9 JUL	15-17 SEPT				
	Data Analytics Using Machine Learning for Public Sector							
	P/J/26 - 27/SDPC/NJ/14	azarina.maksin@ipa.gov.bn	23-25 JUN	21-23 JUL				
	Microsoft Power BI - Data Analytics and Visualisations							
	P/J/26 - 27/SDPC/NJ/15	wafiyuddin.bakar@ipa.gov.bn	18-20 OGOS	17-19 NOV				
	Data Analysis and Decision Making							
	P/M/26 - 27/SD/NJ/42	suriah.kadir@ipa.gov.bn	3-4, 8, 8 & 9 JUN	31-03 & 5 OGOS-SEPT	23-26 & 28 NOV			
	Induksi Perkhidmatan Awam							
EFFECTIVE HUMAN RESOURCES	P/M/26 - 27/SD/NJ/43	suriah.kadir@ipa.gov.bn	2-3 DIS	3-4 FEB				
	Induksi Perkhidmatan Awam (Refresher)							
	P/M/26 - 27/SDOC/NJ/44	hadini.librahim@ipa.gov.bn	9, 11-14 & 16 MEI	20, 22-25 & 27 JUN	18, 20-23 & 25 JUL	7-10, 12 & 14 SEPT		
	Persediaan Persaraan							
	P/M/26 - 27/SDPEOC/NJ/45	erna.suhaili@ipa.gov.bn	25-28 & 30 JAN					
	Train The Trainers							
	P/M/26 - 27/PEPCOC/NJ/46	hadini.librahim@ipa.gov.bn	15-16 JUN	10-11 OGOS	26-27 OGOS			
	Asas Kemahiran Kaunseling							
	P/M/26 - 27/SDPC/NJ/47	erna.suhaili@ipa.gov.bn	7-9 APR	18, 20 & 22 JUN	12 & 14-15 SEPT			
	Detox Minda							
EFFECTIVE COMMUNICATION	P/M/26 - 27/SDPEPCOC/NJ/48	norazlee.ramlee@ipa.gov.bn	23-25 JUN	16-17 SEPT	22-24 SEPT	26-28 JAN		
	Kerja Berpasukan							
	P/M/26 - 27/SDOC/NJ/63	norazlee.ramlee@ipa.gov.bn	16 APR	14 MEI	18 JUN	16 JUL	27 OGOS	17 SEPT
	Rangka Kerja Pembangunan Kapabiliti Perkhidmatan Awam (PSCDF)							
	P/M/26 - 27/PE/NJ/57	erna.suhaili@ipa.gov.bn	14-16 APR	12-14 MEI	11-13 OGOS	3-5 NOV	7-9 DIS	
	Pemantapan Komunikasi Efektif							
	P/M/26 - 27/SDPEPCOC/NJ/58	suriah.kadir@ipa.gov.bn	20-23 APR	13-14, 16 & 18 JUL	2-5 NOV			
	Menguasai Penyampaian							
	P/M/26 - 27/SDPEPCOC/NJ/59	hussein.hussein@ipa.gov.bn	10-13 OGOS	5-8 OKT	14-17 DIS	11-14 JAN		
	Penyediaan Laporan dan Kertas Kerja							
CUSTOMER SERVICE	P/M/26 - 27/SDPEPCOC/NJ/60	marhayati.omar@ipa.gov.bn	23 APR	25 APR	2 JUL	4 JUL	10 SEPT	12 SEPT
	Tatacara Persuratan Rasmi (Klinikal)							
	P/M/26 - 27/PEPC/NJ/61	hussein.hussein@ipa.gov.bn	6-8 JUL	8-10 SEPT				
	Pengurusan Perkhidmatan Berkesan							
P/M/26 - 27/SDPEPC/NJ/62	hussein.hussein@ipa.gov.bn	4-6 MEI	17-19 OGOS	13-15 OKT	4-5 & 7 JAN	1-3 FEB		
Perkhidmatan Pelanggan Profesional								

GOVERNANCE AND LEADERSHIP

CERTIFICATION

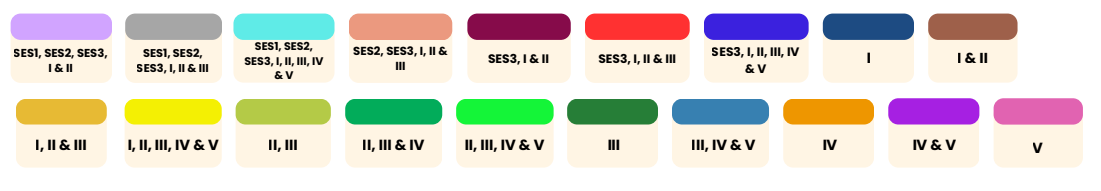
FLAGSHIP

SIGNATURE

TOP UP PROGRAM

GOVERNANCE	P/G/26 - 27/SD/NJ/01	aslanah.ahmad@ipa.gov.bn	15-17 SEPT						
	Policy Development and Analysis								
	P/G/26 - 27/SDPEPCOC/NJ/02	shawal.sharikh@ipa.gov.bn	10-12 NOV						
	Policy Monitoring and Evaluation								
	P/G/26 - 27/SDPC/NJ/03	aqmat.said@ipa.gov.bn	2-3 SEPT	16-17 NOV					
	Urustadhir Islam - Maqasid Syariah								
	P/G/26 - 27/SDPEPC/NJ/04	aslanah.ahmad@ipa.gov.bn	11-13 MEI	8-9 & 11 JUL	7-9 SEPT	16-18 NOV			
	Penerapan Negara Zikir dalam Perkhidmatan Awam								
	P/G/26 - 27/SDPC/NJ/05	aqmat.said@ipa.gov.bn	20-22 APR	22-24 JUN	20-22 JUL	1-3 SEPT	5-7 OKT	9-11 NOV	11-13 JAN
	Rukun Akhlak dan Etika Kerja Perkhidmatan Awam								
LEADERSHIP	P/G/26 - 27/SDOC/NJ/06	aqmat.said@ipa.gov.bn	8-9 JUN	12-13 OKT					
	Public Sector Leadership and Management								
	P/G/26 - 27/SDPEPCOC/NJ/07	shawal.sharikh@ipa.gov.bn	6-8 JUL	12-14 OKT					
	Strategic Leadership and Innovation								
	P/G/26 - 27/SDPEPCOC/NJ/08	shawal.sharikh@ipa.gov.bn	6-7 & 8 MEI	5-7 OKT					
	Memperkasakan Kepimpinan Diri								
	C/M/26 - 27/SDPCOC/NJ/01	hadini.librahim@ipa.gov.bn	3-4 OGOS	13-14 JAN					
	Defensive Driving								
	C/M/26 - 27/SD/NJ/02	hadini.librahim@ipa.gov.bn	5-9 & 12-16 OKT						
	NEBOSH International General Certificate in Occupational Health and Safety								
PENGUJIAN PERKHIDMATAN	C/M/26 - 27/SDPE/J/03-1	madeehah.hjshahmin@ipa.gov.bn	6, 8-11 & 13 JUN	1-3, 5 & 7-8 SEPT	2-5, 7 & 9 NOV				
	Bengkel Perkeranian Asas								
	C/M/26 - 27/SDPE/J/03-2	madeehah.hjshahmin@ipa.gov.bn	27-30 APR	20-23 JUL	29 & 1-3 SEPT - OKT				
	Bengkel Pembangunan Diri								
	C/M/26 - 27/SDPE/J/03-3	madeehah.hjshahmin@ipa.gov.bn	15-16, 18, 20-23 & 25 APR	1-2, 4, 6-9 & 11 JUL	9-10, 12, 14-17 & 19 SEPT	14, 16-19, 21 & 23-24 NOV			
	Bengkel Penggunaan ICT								
	C/N/26 - 27/SDPC/J/04	wafiyuddin.bakar@ipa.gov.bn   norafiqah.mdali@ipa.gov.bn	8-11 JUN	31-3 OGOS-SEPT	30-3 NOV-DIS	18-21 JAN			
	MSEA (IPA/EGNC)								
	F/M/26 - 27/SDPE/NJ/05	hussein.hussein@ipa.gov.bn	8-11 JUN	31-3 OGOS-SEPT	30-3 NOV-DIS	18-21 JAN			
	Program Jati Diri								
SIGNATURE	S/J/26 - 27/SDPEPCOC/NJ/01	aqmat.said@ipa.gov.bn	6 MAC						
	Ramadhan Talk Series								
	S/J/26 - 27/SDPEPCOC/NJ/02	norafiqah.mdali@ipa.gov.bn	14-16 SEPT						
	Innovation and ICT Bootcamp								
	T/G/26 - 27/SDPEPCOC/NJ/13	aqmat.said@ipa.gov.bn	2 MEI	22 OGOS					
	Capacity Review Project (CRP)								
	T/J/26 - 27/SDPEPCOC/NJ/05	adyna.zain@ipa.gov.bn	3-4 NOV	4-5 JAN					
	AI - Generative AI / Mastering Prompt Engineering BAHARU								
	T/J/26 - 27/SDPC/NJ/02	azarina.maksin@ipa.gov.bn	14-16 SEPT						
	Data Analysis and Decision Making using SPSS								
TOP UP PROGRAM	T/J/26 - 27/SDPC/NJ/01	wafiyuddin.bakar@ipa.gov.bn	22-24 SEPT						
	Data Analysis and Decision Making using Stata								
	T/J/26 - 27/SDPEPCOC/NJ/03	norarina.chuchu@ipa.gov.bn	17-19 NOV						
	Innovation & Creativity BAHARU								
	T/J/26 - 27/SDPC/NJ/04	akmal.massod@ipa.gov.bn	24-26 NOV						
	Digital Transformation BAHARU								
	T/J/26 - 27/SDPC/NJ/06	norafiqah.mdali@ipa.gov.bn	8-9 DIS						
	Cyber Security / Personal Data Protection BAHARU								
	T/M/26 - 27/SDPE/NJ/07	hussein.hussein@ipa.gov.bn	21-22 DIS						
	Conflict Management and Negotiation BAHARU								
T/M/26 - 27/SDPEPCOC/NJ/09	hussein.hussein@ipa.gov.bn	28-30 SEPT							
Navigate Change with Confidence BAHARU									
T/M/26 - 27/SDPEPCOC/NJ/11	hussein.hussein@ipa.gov.bn	12-13 OKT							
Time Management and Project Effectiveness BAHARU									
T/M/26 - 27/SDPEPCOC/NJ/08	hadini.librahim@ipa.gov.bn	5-6 OGOS							
Mental Health and Wellbeing in The Workplace BAHARU									
T/M/26 - 27/SDPEPCOC/NJ/12	hadini.librahim@ipa.gov.bn	11-12 NOV							
Work Life Balance BAHARU									
T/M/26 - 27/SDPEPCOC/NJ/10	hussein.hussein@ipa.gov.bn	23-25 NOV							
Professional Etiquette BAHARU									

BAHAGIAN



LAYARI PROGRAM PEMBELAJARAN DAN PEMBANGUNAN IPA TK26/27

PROSES PERMOHONAN DAN PENYERTAAN KURSUS