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வெளிநாட்டு வளங்கள் திணைக்களம்
Department of External Resources

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මහලේකම් කාර්යාලය (3 වැනි මහල), තැ.පෙ. 277, කොළඹ 00100, ශ්‍රී ලංකාව

நிதி அமைச்சு
செயலகம் (3 ஆம் மாடி), த. பெ. இல. 277, கொழும்பு 00100, இலங்கை

Ministry of Finance
The Secretariat (3rd Floor), P.O. Box 277, Colombo 00100, Sri Lanka

Web Site: www.erd.gov.lk

e-mail: info@erd.gov.lk

මගේ අංකය
எனது இல
My No

TA/MY/S/13/21

මගේ අංකය
உமது இல
Your No

දිනය
திகதி
Date

08 April 2021

Secretaries/ All Ministries
Secretaries / All State Ministries
Chief Secretaries/ All Provincial Councils
All Heads of Departments / Institutions

Attn: Officer- in-charge of Foreign Training

Dear Sir / Madam

English Proficiency for Middle Level Officials

- From: 23 May – 17 June 2021 (Online)

The Government of Malaysia has invited nominations from eligible Government Officials in Sri Lanka for the above online programme. Copies of the programme details are enclosed.

We strongly recommend participation of suitable officers for this course and would be thankful if the nominations are submitted with the following documents on or **before 27 April 2021**.

- Dully filled Application Form (can be downloaded at https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course along with certified copies of the certificates of Academic and Professional Qualifications (in two sets)
- A copy of the passport
- Duly filled ERD form (could be downloaded from www.erd.gov.lk)

(For further enquiries please contact following officers of Technical Assistance Division;
Ms. M.R.C.K Senanayake, Deputy Director – 0112484703 or Ms. Darshika Madurapperuma, Development Officer – 0112484995)

Your early response in this regard is highly appreciated.

Yours faithfully

Udeni Udugahapattuwa
Additional Director General
for Director General

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பணிப்பாளர் நாயகம்
Director General

94-11-2484693

කාර්යාලය
அலுவலகம்
Office

94-11-2484500
94-11-2484600

ලැයිස් අංකය
தொலை நகல்
Fax

94-11-2447633
94-11-2387153
94-11-2434876

ABOUT US

MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCOP)



The Malaysian Technical Cooperation Programme (MTCOP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-

South Cooperation in particular, the Technical Cooperation among Developing Countries (TCDC). The MTCOP emphasizes on the development of human resources through the provision of trainings in various areas which are essential for a country's development such as the public administration, good governance, health, education, agriculture, sustainable development, poverty alleviation, economy and finance, ICT and environment. Annually, Malaysia offered more than 65 capacity-building and technical assistance programmes under the MTCOP, which have benefited more than 34,000 participants from 74 countries.

OBJECTIVES OF MTCOP

- To share the development experience with other countries.
- To strengthen bilateral relations between Malaysia and other developing countries.
- To promote South-South Cooperation (SSC) and
- To promote the technical cooperation among developing countries.

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (INTAN)



The National Institute of Public Administration (INTAN) is the training arm of the Public Service Department, the central human resource development agency of the Malaysian

government. INTAN provides quality training for all categories of civil servants from both federal and state levels. It aims at increasing participants' level of knowledge and skills and in enhancing positive attitudes towards upgrading their ability to plan, administer, manage and evaluate national development programmes. This is in line with its mission of developing a competent public sector workforce through quality learning.

Visit our website at www.intanbkn.intan.gov.my

APPLY NOW!

mtcpcoms.kln.gov.my/mtcpcoms/online/list_course

CLOSING DATE

3 MAY 2021

Application after closing date will not be entertained.



CONTACT US

MTCP INTAN Secretariat

+603 2084 7327

mtcp@intanbkn.intan.gov.my

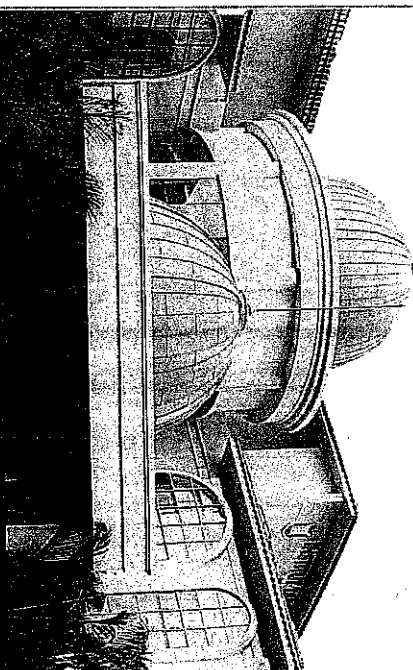
intan.international@gmail.com



MALAYSIAN TECHNICAL COOPERATION PROGRAMME

2021

(ONLINE COURSE)



ENGLISH PROFICIENCY FOR MIDDLE LEVEL OFFICIALS

BY
NATIONAL INSTITUTE OF
PUBLIC ADMINISTRATION (INTAN)
PUBLIC SERVICE DEPARTMENT
MALAYSIA

ABOUT THE COURSE

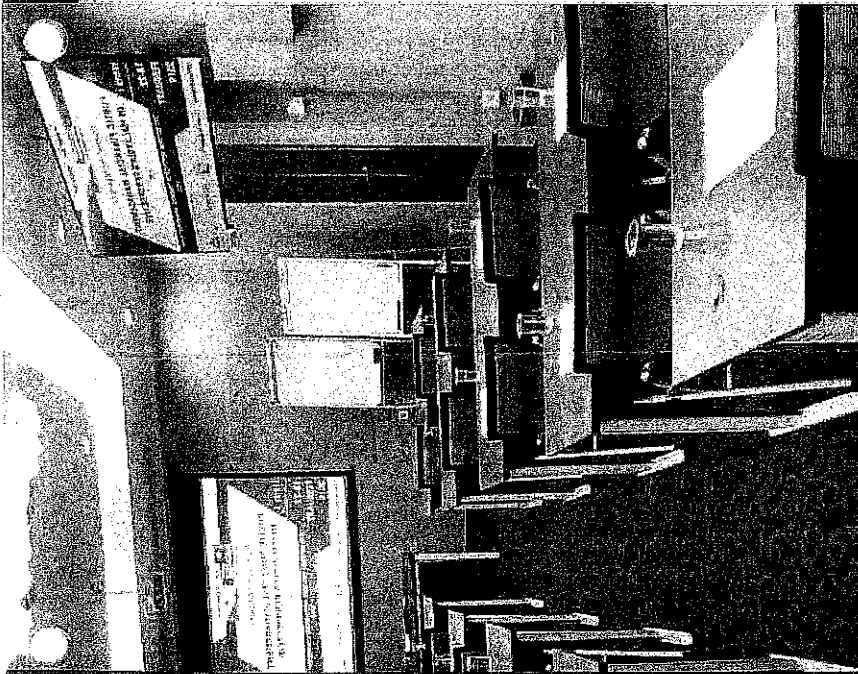
This course is designed to boost the English proficiency level of Middle-Level Government Officials at CEFR B2 level for them to be able to plan, solve problems and make decisions with a degree of fluency and spontaneity in spoken and written communication.

This programme uses a two-pronged approach which combines receptive and productive skills at varying levels. Specifically focusing on productive skills, namely speaking and writing for professional purposes and communicative settings, this programme also aims at increasing efficiency in receptive skills like reading and listening.

The course is expected to run for four weeks (90 hours) with three weeks of directed learning and one week of independent learning for participants to complete certain tasks assigned.

LEARNING OUTCOMES

- After completion of the course, participants can:
- ❖ employ effective strategies for enhancing receptive skills,
 - ❖ express themselves with a degree of fluency in written and verbal forms when communicating with colleagues/clients for social and professional purposes,
 - ❖ perform impactful communication such as presentations; and
 - ❖ using various online platforms efficiently for performing various communicative tasks.



HOW TO APPLY?

- Application should be made using prescribed MTCP forms available at: mtcpcoms.kin.gov.my/mtcpcoms/online/list_c course
 - The application must be completed and endorsed by the Ministry of Foreign Affairs/Focal Points responsible for MTCP Programme in the applicant's country, then submitted through the applicant's government with Note Verbale to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission/Embassy.
 - Successful applicants will be notified via email.
 - Online training link, schedule and other course details will be emailed to successful candidate.
- IMPORTANT:**
INCOMPLETE AND/OR UNENDORSED FORMS WILL NOT BE PROCESSED.

TRAINING OUTLINE

1.30 PM – 6.30 PM (MYT) (UTC/GMT +8)

PRE-COURSE PREPARATION: 17 - 18 MAY 2021

Needs Analysis	17 May 2021
Diagnostic Test	18 May 2021

COURSE DURATION: 23 MAY - 17 JUNE 2021

WEEK	DATE	TOPIC
1	23 - 27 May	Reading, Listening & Pronunciation
2	30 May - 3 June	Business Writing & Communication
3	6 - 10 June	Preparation & Consultation
4	13 - 17 June	Speaking & Oral Presentation

WHO SHOULD APPLY?

- Open to MTCP Recipient Countries/Regions that are within 6 hours difference in time-zone with Kuala Lumpur, Malaysia
(ASEAN, ASIAN, AFRICA* & EUROPE)**
 - * Egypt, Djibouti, Ethiopia, Somalia, Eritrea, Kenya, Tanzania, Uganda, Rwanda, Burundi, Zimbabwe, Comoros, Malawi, Mauritius, Zambia, South Africa, Botswana, Madagascar, Swaziland
 - ** Turkey, Ukraine & Georgia
- Middle-Level Government Officers at CEFR B2 Level
- Has never participated in any MTCP courses
- Satisfactory level of digital literacy, equipped with the relevant ICT tools such as laptop/desktop, web camera, microphone, speaker etc. & familiar with online learning platforms like Zoom, Google Meet etc.