



PROGRAM LATIHAN 2014

Institut Latihan Kehakiman
dan Perundangan (ILKAP)

Jabatan Perdana Menteri

Diterbitkan oleh:

Institut Latihan Kehakiman dan Perundangan (ILKAP)

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PRAKATA KETUA PENGARAH ILKAP

Aspirasi ILKAP semenjak penubuhannya ialah menerajui kecemerlangan dalam pembangunan modal insan untuk penjawat awam dalam bidang kehakiman dan perundangan. Ini adalah selaras dengan objektif ILKAP untuk meningkatkan kemahiran dan kepakaran pegawai-pegawai kehakiman, perundangan dan penguatkuasaan undang-undang melalui latihan yang strategik dan sistematik.

Setiap tahun Program Latihan ILKAP diperkasakan dengan pemantapan kurikulum kursus secara berterusan melalui pengenalan kursus-kursus baharu dan penambahbaikan kursus yang sedia ada. Bagi tahun 2014, ILKAP menawarkan beberapa kursus bertauliah dengan kerjasama institusi tempatan dan antarabangsa untuk memastikan latihan perundangan yang diberikan mencapai tahap kualiti yang diiktiraf. Ini adalah untuk meningkatkan kompetensi dan kecekapan pegawai kehakiman dan perundangan secara berterusan selaras dengan slogan ILKAP bagi tahun 2014 iaitu **KECEMERLANGAN DALAM PEMBINAAN KEUPAYAAN**.

Saya ingin merakamkan penghargaan dan terima kasih di atas dedikasi warga ILKAP yang telah mengembeling tenaga, ilmu pengetahuan dan kebijaksanaan untuk merangka Program Latihan ILKAP 2014. Akhir kata, setinggi-tinggi penghargaan dan terima kasih saya kepada Lembaga Pengurusan ILKAP dan pihak *stakeholder* atas sokongan berterusan yang diberikan untuk menjayakan program latihan ILKAP.

PUAN LEE LAY CHOO
KETUA PENGARAH ILKAP





**SENARAI
KURSUS**

Program Pengurusan Tinggi dan Profesional

- 1 Kursus Protokol, Etiket Sosial dan Makan Beradab
- 2 Bengkel Kemahiran Perundingan (*Negotiation Skills*)
- 3 Bengkel Pengurusan dan Pengendalian Tatatertib
- 4 Bengkel Penulisan Alasan Kehakiman
- 5 *Course on Creative Thinking in Instant Problem Solving*
- 6 Kursus Pengurus Pertengahan dalam Kerjaya dan Perancangan Strategik Akademik
- 7 Kursus Pengurusan Tekanan dan Masa
- 8 Kursus Transformasi Minda, Motivasi dan Kepimpinan
- 9 Kursus untuk Majistret
- 10 Seminar Etika Pegawai Kehakiman
- 11 Seminar Khas untuk Pengerusi Mahkamah Perusahaan
- 12 Seminar mengenai Kemahiran Kakitangan – Memperkasakan (*Empowerment*) dan Pengaruh Positif di Tempat Kerja
- 13 Seminar Plan Transformasi Kerajaan
- 14 Seminar untuk Hakim Mahkamah Sesyen
- 15 *Workshop on Arbitration*

Program Pendakwaan

- 1 Bengkel Strategi Perbicaraan dan Rayuan
- 2 Bengkel Tatacara Reman, Inkues dan Proses Menggali Semula Mayat
- 3 *Course "Gift of the Gab" : The Effective Skills of Advocacy Bil. 1/2014*
- 4 *Course "Gift of the Gab" : The Effective Skills of Advocacy Bil. 2/2014*
- 5 *Course on Effective Prosecution of Criminal Cases (Deputy Public Prosecutor)*
- 6 *Course on Environmental Crime*
- 7 *Course on Psychology of Effective Communication and Persuasion in Court*
- 8 Kursus Keterangan Elektronik Bil. 1/2014
- 9 Kursus Keterangan Elektronik Bil. 2/2014
- 10 Kursus Mengenai Undang-Undang Keselamatan - Akta Kesalahan Keselamatan (Langkah-Langkah Khas) 2012 [Akta 747] , Kanun Keseksaan (Pindaan) 2012 (No.2) [Akta A1430] dan Akta Pasukan Kesukarelawan Malaysia 2012 [Akta 752]
- 11 Kursus Pascasabitian
- 12 Kursus Pelupusan Barang Kes (Jenayah dan Sivil)

- 13 Kursus Pendakwaan Asas (Pelbagai Jabatan) Bil. 1/2014
- 14 Kursus Pendakwaan Asas (Pelbagai Jabatan) Bil. 2/2014
- 15 Kursus Pendakwaan Asas (Pelbagai Jabatan) Bil. 3/2013
- 16 Kursus Pendakwaan Jenayah Siber
- 17 Kursus Pendakwaan Lanjutan (Pelbagai Jabatan) Bil. 1/2014
- 18 Kursus Pendakwaan Lanjutan (Pelbagai Jabatan) Bil. 2/2014
- 19 Kursus Pendakwaan Lanjutan (Pelbagai Jabatan) Bil. 3/2014
- 20 Kursus Pendakwaan bagi Kesalahan-Kesalahan di bawah Akta Syarikat 1965 [Akta 125], Akta Pasaran Modal dan Perkhidmatan 2001 [Akta 671] dan Akta Suruhanjaya Sekuriti 1993 [Akta 498]
- 21 Kursus Siasatan dan Keterangan Tempat Kejadian
- 22 Kursus Siasatan dan Pendakwaan di Bawah Akta Pencegahan Pengubahan Wang Haram dan Pencegahan Pembiayaan Keganasan 2001 [Akta 613] dan Cabarannya

Program Sivil

- 1 *Course on Construction Law for Legal Officers*
- 2 *Course on Expert Evidence in the Civil and Criminal Cases*
- 3 *Course on Federal and State Powers over Land and Environment*
- 4 *Course on Intellectual Property Law – Right dan Issues*
- 5 *Course on Parliamentary Procedure and Practices*
- 6 *Course on Practical Approach in Executing Judgement of The Court*
- 7 Kursus *Medico-Legal* untuk Pegawai Undang-Undang
- 8 Kursus Mengenai Hak-Hak Wanita dalam Undang-Undang Islam dan Undang-Undang Sivil
- 9 Kursus Peranan Sains Forensik dalam Kes-Kes Sivil dan Jenayah (Polis Diraja Malaysia/Jabatan Kimia)
- 10 Kursus Orang Asli : Hak dan Isu Undang-Undang
- 11 Kursus Pemahaman Hak Asasi Manusia Menurut Undang-Undang Sivil dan Hukum Syarak
- 12 Kursus Pentadbiran Harta Pusaka Mengikut Perspektif Sivil dan Syariah
- 13 Seminar Fenomena Pemikiran Islam Liberal dan Pluralisme Agama : Implikasinya Kepada Kedudukan Islam Sebagai Agama Bagi Persekutuan
- 14 *Seminar on Administration of Justice for Child Safety, Care and Protection*
- 15 *The Readiness of Association of Southeast Asian Nations (ASEAN) in Realizing ASEAN Economic Community (AEC) in 2015*

- 16 *Workshop : Practical Approach on Financial Statements and Company's Annual Report for Legal Officers*
- 17 *Workshop on Malaysian Competition Policy Regime : Developed or Developing Country*
- 18 *Workshop on Managing Investor-State Dispute Settlement (ISDS)*
- 19 *Workshop on Non Conforming Measures (NCM) For Services and Investment*
- 20 *Workshop on Privatisation (PFI)*
- 21 *Workshop on The Techniques of Legal Opinion Writing (Foreign Expert)*

Program Litigasi Sivil

- 1 Bengkel Latihan Kepeguaman (Kaedah Hampel) ATC UK
- 2 Bengkel Pengendalian Kes Kemalangan Jalan Raya
- 3 Bengkel Pengendalian Kos di Bawah Kaedah-kaedah Mahkamah 2012
- 4 Bengkel Penyediaan Pliding bagi Kes-Kes Sivil
- 5 *Course on Current Trend in Islamic Banking in Malaysia*
- 6 *Course on Statutory Duties and Statutory Powers*
- 7 Kursus Akreditasi Mediasi (*Singapore Mediation Centre*)
- 8 Kursus Kecuaian Agensi Penguatkuasaan
- 9 Kursus Kesan Insolvensi Ke Atas Pengurusan dan Urus Niaga Hartanah
- 10 Kursus Khas Jabatan Bantuan Guaman (Pegawai Undang-Undang)
- 11 Kursus Khas Jabatan Insolvensi Malaysia (Pegawai Undang-Undang)
- 12 Kursus Penggubalan, Kemungkiran dan Penamatan Kontrak Kerajaan
- 13 Kursus Prosedur Pra-Perbicaraan
- 14 Kursus Tatacara Kebankrapan dan Penggugulan Syarikat

Program Bahasa

- 1 Kursus Jurubahasa (Penterjemahan Lisan dan Dokumentar)
- 2 *Course on Functional English (Support Staff)*
- 3 *Course on Reforming The Law : Challenges and Opportunities Today*
- 4 *Course on Statutory Interpretation*
- 5 Kursus Diploma Penterjemahan Profesional Sesi Khas (Modul Undang-Undang)
- 6 Kursus Gubalan Undang-Undang Asas (Pegawai Undang-Undang)
- 7 Kursus Gubalan Undang-Undang Asas (Pelbagai Jabatan) Bil. 1/2014

- 8 Kursus Gubalan Undang-Undang Asas (Pelbagai Jabatan) Bil. 2/2014
- 9 Kursus Jurubahasa (Kaedah dan Tatacara Mahkamah)
- 10 Kursus Penggunaan Bahasa dalam Perundangan (Tatabahasa, Peristilahan, Penterjemahan dan Penyuntingan Terjemahan)
- 11 *Workshop on Effective Legal Research*
- 12 *Workshop on Techniques and Skills for Revision and Reprint*
- 13 *Workshop on Techniques of Good Legal Report Writing*

Program Induksi

- 1 Bengkel Pemahaman Asas Statut bagi Penolong Pegawai Undang-Undang
- 2 Bengkel Pendaftar Mahkamah Rendah
- 3 Bengkel Pengurusan Fail dan Rekod (Kumpulan Sokongan Perkhidmatan Kehakiman dan Perundangan)
- 4 Bengkel Penolong Pegawai Undang-Undang (Perundangan dan Mahkamah)
- 5 Bengkel Penyediaan Rekod Rayuan Jenayah bagi Pembantu Tadbir Undang-Undang L17 (Mahkamah)
- 6 Bengkel Penyelidikan Undang-Undang Untuk Penolong Pegawai Undang-Undang
- 7 Kursus Integriti dan Etika untuk Penolong Pegawai Undang-Undang (Perundangan dan Mahkamah)
- 8 Kursus Khas Penolong Pegawai Undang-Undang Jabatan Bantuan Guaman
- 9 Kursus Orderli
- 10 Program Tranformasi Minda Bil. 1/2014
- 11 Program Tranformasi Minda Bil. 2/2014
- 12 Program Tranformasi Minda Bil. 3/2014

JADUAL PROGRAM LATIHAN ILKAP

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
JANUARI						
1	Bengkel Pendaftar Mahkamah Rendah	Induksi	20 - 22	Esah / Mazalina	Ordinan	Pendaftar Mahkamah Rendah
2	Bengkel Penolong Pegawai Undang-Undang (Perundangan dan Mahkamah)	Induksi	20 - 22	Nor'Ain / Nur Syahirah	Kaedah	Penolong Pegawai Undang-Undang
3	Bengkel Penyediaan Rekod Rayuan Jenayah bagi Pembantu Tadbir Undang-Undang L17 (Mahkamah)	Induksi	20 - 22	Ainul Mardiyah / Zerina	Perlembagaan	Pembantu Tadbir Undang-Undang L17 (Mahkamah)
4	Kursus Pendakwaan Asas (Pelbagai Jabatan) Bil. 1/2014	Pendakwaan	20 - 24	Hajarul Falena/ Wan Aimi	Enakmen / Moot Court 2	Pegawai Pendakwa Jabatan Kerajaan, PBT dan Badan Berkanun
FEBRUARI						
5	Kursus Jurubahasa (Penterjemahan Lisan dan Dokumentar)	Bahasa	4 - 6	Esah / Normilah	Peraturan	Jurubahasa Mahkamah
6	Kursus Khas Jabatan Bantuan Guaman (Pegawai Undang-Undang)	Litigasi Civil	4 - 6	Mohamed Wafi / Wan Aimi	Kaedah	Pegawai Undang-Undang Jabatan Bantuan Guaman
7	Kursus Orderli	Induksi	10 - 12	Ruzilawati / Mubarak	Biilik Komp. 2, ITITC	Kumpulan Sokongan Kehakiman dan Perundangan

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
8	Kursus Protokol, Etik Sosial dan Makan Beradab	PTP	10 - 12	Husni Fairos / Nur Syahirah	MTCP	Pegawai Kehakiman dan Perundangan
9	Bengkel Pemahaman Asas Statut bagi Penolong Pegawai Undang-Undang	Induksi	17 - 18	Mohamed Wafi / Normilah	Kanun	Penolong Pegawai Undang- Undang (Pekhidmatan Kehakiman dan Perundangan)
10	Bengkel Pengurusan Fail dan Rekod (Kumpulan Sokongan Perkhidmatan Kehakiman dan Perundangan)	Induksi	17 - 19	Nadirah / Zuraidah	Bilik Komp. 4, ITITC	Kumpulan Sokongan Kehakiman dan Perundangan
11	Kursus Pendakwaan Lanjutan (Pelbagai Jabatan) Bil. 1/2014	Pendakwaan	17 - 21	Gan Peng Kun / Husna	Perlembagaan	Pegawai Pendakwa dari Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun

MAC

12	Course on <i>Functional English (Support Staff)</i>	Bahasa	3 - 5	Nor'Ain / Wan Aimi	Kaedah	Kumpulan sokongan (Gred II)
13	Kursus Integriti dan Etika untuk Penolong Pegawai Undang-Undang (Perundangan dan Mahkamah)	Induksi	3 - 5	Nadirah / Husna	Bilik Komp. 2, ITITC	Penolong Pegawai Undang- Undang (Perundangan dan Mahkamah)

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BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
14	Kursus Pendakwaan Asas (Pelbagai Jabatan) Bil. 2/2014	Pendakwaan	3 - 7	Mohamed Wafi / Zuraidah	Perlembagaan	Pegawai Pendakwa Jabatan Kerajaan, PBT dan Badan Berkanun
15	Kursus Transformasi Minda, Motivasi dan Kepimpinan	PTP	10 - 12	Nik Ahmad / Mariah	Ordinan	Pegawai Kehakiman dan Perundangan
16	Kursus Khas Jabatan Insolvensi Malaysia (Pegawai Undang-Undang)	Litigasi Sivil	10 - 12	Nor Azlina / Nolisa	Kanun	Pegawai Undang-Undang Jabatan Insolvensi Malaysia
17	Seminar Khas untuk Pengerusi Mahkamah Perusahaan	PTP	11 - 13	Mariani / Nor Jafizah	MTCP	Pengerusi Mahkamah Perusahaan
18	Kursus Peranan Sains Forensik dalam Kes-Kes Sivil dan Jenayah (Polis Diraja Malaysia/Jabatan Kimia)	Sivil	17 - 20	Hanani Hayati / Zerina	Kaedah	Pegawai Kehakiman dan Perundangan
19	Kursus Akreditasi Mediasi (Singapore Mediation Centre)	Litigasi Sivil	24 - 28	Nordin / Afidah	MTCP	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll
20	Kursus Jurubahasa (Kaedah dan Tatacara Mahkamah)	Bahasa	24 - 26	Hajarul Falenna / Nur Syahirah	Ordinan	Jurubahasa Mahkamah

Kursus yang dibuka kepada Pihak Swasta

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
21	Kursus Gubalan Undang-Undang Asas (Pelbagai Jabatan) Bil. 1/2014	Bahasa	25 - 27	Esah / Mazalina	Kanun	Pegawai Penguat Kuasa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
22	Bengkel Penulisan Alasan Kehakiman	PTP	31 Mac - 1 April	Dr. Intan / Halimaton	Kaedah	Hakim Mahkamah Sesyen dan Majistret
APRIL						
23	Program Tranformasi Minda Bil. 1/2014	Induksi	7 - 15	Hasila / Mazalina / Zuraidah	Theatrette	Pegawai Kehakiman dan Perundangan
24	Kursus Pendakwaan Jenayah Siber	Pendakwaan	7 - 9	Gan Peng Kun / Normilah	MTCP	Pegawai Kehakiman dan Perundangan
25	<i>Workshop on Techniques and Skills for Revision and Reprint</i>	Bahasa	7 - 9	Haryati / Nolisa	Ordinan	Pegawai dan Penolong Pegawai Undang-Undang, Bahagian Penyemakan dan Pembaharuan Undang-Undang

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BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
26	<i>Course on Current Trend in Islamic Banking in Malaysia</i>	Litigasi Sivil	7 - 9	Nordin / Afidah	Kaedah	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
27	Kursus Keterangan Elektronik Bil. 1/2014	Pendakwaan	7 - 9	Nik Ahmad / Mariah	Kanun	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
28	Kursus Pendakwaan Lanjutan (Pelbagai Jabatan) Bil. 2/2014	Pendakwaan	14 - 16	Ainul Mardiyah/ Zerina	Perlembagaan	Pegawai Pendakwa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
29	Kursus Pengurus Pertengahan dalam Kerjaya dan Perancangan Strategik Akademik	PTP	14 - 16	Dr. Suzana / Husna	Bilik Komp.2, ITITC	Penolong Pegawai Undang-Undang (Kehakiman dan Perundangan)

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BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
30	Seminar mengenai Kemahiran Kakitangan – Memperkasakan (<i>Empowerment</i>) dan Pengaruh Positif di Tempat Kerja	PTP	14 - 15	Nor Azlina / Wan Aimi	Kanun	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
31	<i>Course "Gift of the Gab : The Effective Skills of Advocacy"</i> Bil. 1/2014	Pendakwaan	14 April - 30 Mei	Mariani / Nor Jafizah	Kaedah	Pegawai Perundangan
32	Kursus Penggunaan Bahasa dalam Perundangan (Tatabahasa, Peristilahan, Penterjemahan dan Penyuntingan Terjemahan)	Bahasa	21 - 23	Hanani Hayati / Normawati	Kanun	Pegawai dan Penolong Pegawai Undang-Undang Bahagian Gubalan dan Bahagian Penyemakan dan Pembaharuan Undang-Undang, Peguam, Pensyarah Undang-Undang, dll.
MEI						
33	Seminar untuk Hakim Mahkamah Sesyen	PTP	5 - 7	Dr. Intan / Halimaton	MTCP	Hakim Mahkamah Sesyen
34	Kursus Gubalan Undang-Undang Asas (Pegawai Undang-Undang)	Bahasa	5 - 7	Hajarul Falena / Nolisa	Bilik Komp. 1, ITITC	Pegawai Perundangan dari Jabatan Peguam Negara

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BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
35	Kursus Pemahaman Hak Asasi Manusia Menurut Undang-Undang Sivill dan Hukum Syarak	Sivill	5 - 7	Haryati / Normilah	Kanun	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
36	Kursus Keterangan Elektronik Bil. 2/2014	Pendakwaan	5 - 8	Nor Azlina / Nur Syahirah	Kaedah	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
37	Kursus Prosedur Pra Perbicaraan	Pendakwaan	5 - 8	Hasila / Mazalina	Perlembagaan	Pegawai Kehakiman dan Perundangan
38	Kursus Pendakwaan Asas (Pelbagai Jabatan) Bil. 3/2013	Pendakwaan	12 - 16	Husni Fairos / Zuraidah	Bilik Komp. 4, ITITC	Pegawai Pendakwa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
39	<i>Course on Parliamentary Procedure and Practices</i>	Sivill	12 - 14	Nik Ahmad / Mariah	MTCP	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

 Kursus yang dibuka kepada Pihak Swasta

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
40	Kursus Siasatan dan Keterangan Tempat Kejadian	Pendakwaan	12 - 14	Ainul Mardiyah / Zerina	Perlembagaan	Pegawai Kehakiman dan Perundangan
41	<i>Workshop on Non Conforming Measures (NCM) For Services and Investment *</i>	Sivil	19 - 21	Ahmad Sanusi / Wan Aimi	Kanun	Pegawai Kehakiman dan Perundangan
42	Seminar Etika Pegawai Kehakiman	PTP	21	Nordin / Afidah	Theatrette	Pegawai Kehakiman dan Perundangan
43	Kursus Siasatan dan Pendakwaan di Bawah Akta Pencegahan Pengubahan Wang Haram dan Pencegahan Pembiayaan Keganasan 2001 [Akta 613] dan Cabarannya	Pendakwaan	26 - 28	Hanani Hayati / Normawati	Kaedah	Pegawai Kehakiman dan Perundangan
JUN						
44	<i>Workshop on Managing Investor - State Dispute Settlement (ISDS)</i>	Sivil	2 - 4	Dr. Intan / Halimaton	MTCP	Pegawai Kehakiman dan Perundangan

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BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
45	Bengkel Tatacara Reman, Inkuies dan Proses Menggali Semula Mayat	Pendakwaan	2 - 4	Husni Fairos / Zerina	Perlembagaan	Pegawai Kehakiman dan Perundangan, Pegawai Penguat Kuasa dari Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
46	<i>Workshop on Effective Legal Research</i>	Bahasa	2 - 4	Dr. Suzana / Husna	Bilik Komp. 1, ITITC	Pegawai Kehakiman dan Perundangan
47	Program Transformasi Minda Bil. 2/2014	Induksi	2 - 10	Hasila / Mazalina / Zuraidah	Theatrette	Pegawai Kehakiman dan Perundangan
48	Kursus Diploma Penterjemahan Profesional Sesi Khas (Modul Undang-Undang)	Bahasa	2 - 19	Hanani Hayati / Normawati	Kaedah	Pegawai Kehakiman dan Perundangan
49	Kursus untuk Majistret	PTP	9 - 11	Ainul Mardiyah / Syahirah	Kanun	Majistret
50	Kursus Penggubalan, Kemungkiran dan Penamatan Kontrak Kerajaan	Litigasi Sivil	9 - 11	Haryati / Normilah	Perlembagaan	Pegawai Kehakiman dan Perundangan
51	<i>Course on Environmental Crime</i>	Pendakwaan	9 - 11	Mariani / Nor Jafizah	Kaedah	Pegawai Kehakiman dan Perundangan

 Kursus yang dibuka kepada Pihak Swasta

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
52	Bengkel Pengendalian Kos di Bawah Kaedah-kaedah Mahkamah 2012	Litigasi Civil	9 - 11	Ahmad Sanusi / Nur Syahirah	Kaedah	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
53	Bengkel Latihan Kepeguaman (Kaedah Hampel) ATC UK	Litigasi Civil	9 - 13	Nordin / Afidah	MTCP	Pegawai Kehakiman dan Perundangan
54	Bengkel Pengendalian Kes Kemalangan Jalan Raya	Litigasi Civil	16 - 18	Gan Peng Kun / Wan Aimi	Perlembagaan	Pegawai Kehakiman dan Perundangan
55	Kursus Pengurusan Tekanan dan Masa	PTP	16 - 19	Hanani Hayati / Normilah	Kaedah	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
56	Bengkel Pengurusan dan Pengendalian Tatatertib	PTP	16 - 18	Hajarul Falena / Nolisa	Kanun	Pegawai Kehakiman dan Perundangan

Kursus yang dibuka kepada Pihak Swasta

JADUAL PROGRAM LATIHAN ILKAP

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
57	Kursus Pendakwan bagi Kesalahan-Kesalahan di bawah Akta Syarikat 1965 [Akta 125], Akta Pasaran Modal dan Perkhidmatan 2001 [Akta 671] dan Akta Suruhanjaya Sekuriti 1993 [Akta 498]	Pendakwaan	16 - 18	Ahmad Sanusi / Husna	Ordinan	Pegawai Kehakiman dan Perundangan, Pegawai Penguat Kuasa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
58	<i>Course on Expert Evidence in the Civil and Criminal Cases</i>	Sivil	16 - 20	Mazlan / Mubarak	MTCP	Pegawai Kehakiman dan Perundangan
59	<i>Course on Intellectual Property Law – Right dan Issues</i>	Pendakwaan	23 - 27	Nor Azlina / Zerina	Perlembagaan	Pegawai Kehakiman dan Perundangan
60	<i>Course on Statutory Duties and Statutory Powers</i>	Litigasi Sivil	23 - 27	Nik Ahmad / Mariah	MTCP	Pegawai Kehakiman dan Perundangan
61	<i>Course on Federal and State Powers over Land and Environment</i>	Sivil	23 - 27	Ainul Mardiyah/ Syahirah	Kanun	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

 Kursus yang dibuka kepada Pihak Swasta

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
62	Bengkel Penyediaan Plying bagi Kes-Kes Sivil	Litigasi Sivil	23 - 27	Haryati / Normawati	Ordinan	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
63	<i>Workshop on Techniques of Good Legal Report Writing</i>	Bahasa	24 - 26	Dr. Suzana / Husna	Bilik Komp. 1, ITITC	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
OGOS						
64	Kursus Tatacara Kebankrapan dan Penggulangan Syarikat	Litigasi Sivil	11 - 13	Haryati / Nolisa	Kanun	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
65	Kursus <i>Medico-Legal</i> untuk Pegawai Undang-Undang	Sivil	11 - 13	Husni Fairos / Zerina	Ordinan	Pegawai Kehakiman dan Perundangan
66	<i>Course on Psychology of Effective Communication and Persuasion in Court</i>	Pendakwaan	11 - 13	Mariani / Nor Jafizah	Kaedah	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Kursus yang dibuka kepada Pihak Swasta

JADUAL PROGRAM LATIHAN ILKAP

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
67	Kursus Gubalan Undang-Undang Asas (Pelbagai Jabatan) Bil. 2/2014	Bahasa	11 - 13	Ahmad Sanusi / Zuraidah	Bilik Komp. 4, ITITC	Pegawai Penguat Kuasa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
68	<i>Course on Creative Thinking in Instant Problem Solving</i>	PTP	11 - 13	Nik Ahmad / Mariah	Kanun	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
69	<i>Seminar on Administration of Justice for Child Safety, Care and Protection</i>	Sivil	20	Nor Azlina / Wan Aimi	Theatrette	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
70	<i>Workshop on Arbitration</i>	PTP	18 - 20	Dr. Intan / Halimaton	MTCP	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
71	<i>Course on Reforming The Law : Challenges and Opportunities Today</i>	Bahasa	18 - 21	Dr. Suzana / Nadirah	Bilik Komp. 2, ITITC	Pegawai Kehakiman dan Perundangan

Kursus yang dibuka kepada Pihak Swasta

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
72	Kursus Pascasabitan	Pendakwaan	18 - 21	Gan Peng Kun / Nur Syahirah	Kanun	Pegawai Kehakiman dan Perundangan
73	Kursus Mengenai Hak-Hak Wanita dalam Undang-Undang Islam dan Undang-Undang Sivill	Sivill	25 - 27	Nordin / Nor Afidah	Ordinan	Pegawai Kehakiman dan Perundangan
74	Bengkel Penyelidikan Undang-Undang Untuk Penolong Pegawai Undang-Undang	Induksi	25 - 27	Nor'Ain / Normawati	Kaedah	Penolong Pegawai Undang- Undang (Kehakiman dan Perundangan)
75	Bengkel Strategi Perbincaraan dan Rayuan	Pendakwaan	25 - 27	Norsiah / Juliana	MTCP	Pegawai Kehakiman dan Perundangan
76	Kursus Mengenai Undang-Undang Keselamatan - Akta Kesalahan Keselamatan (Langkah-Langkah Khas) 2012 [Akta 747] , Kanun Keseksaan (Pindaan) 2012 (No.2) [Akta A1430] dan Akta Pasukan Kesukarelawan Malaysia 2012 [Akta 752]	Pendakwaan	25 - 27	Hajarul Falenna/ Normilah	Perlembagaan	Pegawai Kehakiman dan Perundangan, Pegawai Penguat kuasa Jabatan Kerajaan, Badan Berkanun, PBT, Peguam, Pensyarah Undang- Undang, dll.
77	Kursus Kecuaian Agensi Penguatkuasaan	Litigasi Sivill	25 - 27	Hasila / Mazalina	Bilik Komp. 2, ITITC	Pegawai Kehakiman dan Perundangan

Kursus yang dibuka kepada Pihak Swasta

JADUAL PROGRAM LATIHAN ILKAP

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
SEPTEMBER						
78	<i>Workshop on The Techniques of Legal Opinion Writing (Foreign Expert)</i>	Sivil	2 - 4	Ahmad Sanusi / Zerina	Bilik Komp. 1, ITITC	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
79	Bengkel Kemahiran Perundingan (<i>Negotiation Skills</i>)	PTP	2 - 4	Dr. Intan / Halimaton	MTCP	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll
80	Kursus Orang Asli : Hak dan Isu Undang-Undang	Sivil	2 - 4	Gan Peng Kun / Nur Syahirah	Kanun	Pegawai Kehakiman dan Perundangan
81	<i>Course on Statutory Interpretation</i>	Bahasa	8 - 12	Dr. Suzana / Nadirah	Bilik Komp. 2, ITITC	Pegawai Kehakiman dan Perundangan
82	Kursus Kesan Insolvensi Ke Atas Pengurusan dan Urus Niaga Hartanah	Litigasi Sivil	8 - 10	Nor Azlina / Nolisla	Ordinan	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll
83	<i>Course on Construction Law for Legal Officers</i>	Sivil	8 - 10	Hasila / Mazalina	Ordinan	Pegawai Kehakiman dan Perundangan

■ Kursus yang dibuka kepada Pihak Swasta

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
84	Seminar Fenomena Pemikiran Islam Liberal dan Pluralisme Agama : Implikasinya Kepada Kedudukan Islam Sebagai Agama Bagi Persekutuan	Sivil	10	Nordin / Afidah	Theatrette	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll
85	<i>Course "Gift of the Gab : The Effective Skills of Advocacy"</i> Bil. 2/2014	Pendakwaan	10 Sept - 28 Okt	Mariani / Nor Jafizah	Kaedah	Pegawai Perundangan
86	Kursus Khas Penolong Pegawai Undang-Undang Jabatan Bantuan Guaman	Induksi	22 - 24	Nadirah / Zuraidah	Bilik Komp. 2, ITITC	Penolong Pegawai Undang-Undang Jabatan Bantuan Guaman
87	<i>Course on Effective Prosecution of Criminal Cases (Deputy Public Prosecutor)</i>	Pendakwaan	22 - 24	Husni Fairos / Wan Aimi	Ordinan	Timbalan Pendakwa Raya
OKTOBER						
88	Seminar Plan Transformasi Kerajaan	PTP	7	Ainul Mardiyah / Wan Aimi	Theatrette	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
89	Program Tranformasi Minda Bil. 3/2014	Induksi	7 - 15	Hasila / Mazalina / Zuraidah	Bilik VC, ITITC	Pegawai Kehakiman dan Perundangan

Kursus yang dibuka kepada Pihak Swasta

JADUAL PROGRAM LATIHAN ILKAP

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
90	Kursus Pendakwaan Lanjutan (Pelbagai Jabatan) Bil. 3/2014	Pendakwaan	13 - 17	Haryati / Normawati	Kanun	Pegawai Penguat Kuasa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
91	Kursus Pelupusan Barang Kes (Jenayah dan Sivil)	Pendakwaan	13 - 17	Hajarul Falenna / Nolisla	Kaedah	Pegawai Kehakiman dan Perundangan
92	<i>The Readiness of Association of Southeast Asian Nations (ASEAN) in Realizing ASEAN Economic Community (AEC) in 2015</i>	Sivil	27 - 29	Ahmad Sanusi / Zerina	MTCP	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
93	<i>Workshop on Malaysian Competition Policy Regime : Developed or Developing Country</i>	Sivil	27 - 29	Husni Fairos / Normilah	Ordinan	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll
NOVEMBER						
94	Kursus Pentadbiran Harta Pusaka Mengikut Perspektif Islam	Sivil	10 - 12	Dr. Suzana / Husna	Bilik Komp. 1, ITITC	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

■ Kursus yang dibuka kepada Pihak Swasta

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
95	<i>Course on Practical Approach in Executing Judgement of The Court</i>	Sivil	10 - 12	Dr. Intan / Halimaton	MTCP	Pegawai Kehakiman dan Perundangan
96	<i>Workshop : Practical Approach on Financial Statements and Company's Annual Report for Legal Officers</i>	Sivil	10 - 12	Nik Ahmad / Mariah	Perlembagaan	Pegawai Kehakiman dan Perundangan
97	<i>Workshop on Privatisation (PF)</i>	Sivil	10 - 12	Hanani / Normawati	Bilik Komp. 4, ITITC	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang- Undang, dll.

PERSIDANGAN ILKAP

BIL.	KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
1	Persidangan Kebangsaan ILKAP	ILKAP	4 - 5	Jawatankuasa Persidangan Kebangsaan ILKAP	-	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang- Undang dll.

Kursus yang dibuka kepada Pihak Swasta





**PROGRAM
PENGURUSAN
TINGGI &
PROFESIONAL**

PROGRAM PENGURUSAN TINGGI DAN PROFESIONAL

KURSUS PROTOKOL, ETIKET SOSIAL DAN MAKAN BERADAB

Tarikh | 10 - 12 Februari

Objektif I

- Memperkenalkan elemen-elemen protokol dan etiket
- Memberi panduan kepada peserta dalam menguruskan dan mengendalikan majlis rasmi dan tidak rasmi serta mesyuarat mengikut protokol dan etiket yang betul
- Memberi panduan kepada peserta berkenaan etiket sosial, keterampilan diri dan makan beradab dalam sesuatu majlis rasmi dan tidak rasmi

Kandungan I

- Pengurusan dan pengendalian majlis rasmi Kerajaan
- Susunan Keutamaan Persekutuan
 - Susunan Keutamaan Persekutuan bertarikh 22 Januari 1998
- Susunan Keutamaan Persekutuan bersama Negeri
- Gelaran dan panggilan hormat
 - Salutasi
- Penulisan
 - Gelaran panggilan hormat
- Menulis surat rasmi
- Susunan tempat duduk
- Simulasi
- Pengenalan kepada amalan protokol
- Pengacaraan majlis
- Simulasi
- Peranan –
 - Pegawai Protokol
 - Pegawai Pengiring
 - Pegawai Liaison
 - Penyambut Tetamu
- Etiket sosial
 - Etiket dalam pelbagai situasi

- Kesopanan dan komunikasi dalam perbualan sosial
- Kesopanan dan kesempurnaan berpakaian
- Tertib menghadiri majlis jamuan –
 - Kesopanan di meja makan
 - Tertib di meja makan
- Penyediaan meja makan
 - Simulasi
- Imej dan keterampilan diri
 - Peggayaan Kesesuaian pakaian
 - Rasmi
 - Pejabat
- Keselesaan diri

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

KURSUS TRANSFORMASI MINDA, MOTIVASI DAN KEPIMPINAN

Tarikh | 10 - 12 Mac

Objektif I

- Membangunkan transformasi kepimpinan

Kandungan I

- Mengapa kita perlu berubah?
 - Persekitaran sejagat, kebangsaan dan pengurusan
 - Cabaran dalam tranformasi
- Bidang transformasi
 - Kecekapan pimpinan
 - Kebolehan berfikir
 - Kebolehan mengurus
 - Kebolehan komunikasi

- Pelaksanaan transformasi
 - Perancangan dan penugasan kuasa
 - Mengelak dari melakukan kesalahan
- Kajian kes

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh I 3 hari

SEMINAR KHAS UNTUK PENERUSI MAHKAMAH PERUSAHAAN

Tarikh I 11 - 13 Mac

Objektif I

- Meningkatkan pengetahuan dan kemahiran peserta dalam bidang undang-undang perusahaan dan pekerjaan

Kandungan I

- Ekuiti dan *good conscience*
- Pemecatan: salah laku dan hukuman
- Perjanjian kolektif (pakar konsultan)
- Sesi dialog bersama YB Menteri Sumber Manusia
- Perjanjian Kolektif (Pengerusi Mahkamah Perusahaan Malaysia)
- Lebihan dan pemberhentian pekerja
- Siasatan domestik
- Media sosial dan tempat kerja
- Majikan yang terdedah
- Perlindungan kepada pekerja menurut perlembagaan
- Undang-Undang Perusahaan : isu semasa

- Pekerjaan dual dan pelbagai
- Mahkamah Perusahaan: *A Past Chairman's Point*

Peserta Kursus I

- Pengerusi-Pengerusi Mahkamah Perusahaan

Tempoh I 3 hari

BENGKEL PENULISAN ALASAN KEHAKIMAN

Tarikh I 31 Mac - 1 April

Objektif I

- Meningkatkan kemahiran peserta dalam penulisan alasan penghakiman

Kandungan I

- Alasan Penghakiman
 - Takrif "*decision*" – Seksyen 3 Akta Mahkamah Kehakiman 1964 [Akta 91]
 - Kepentingan menulis alasan penghakiman
 - Keadaan di mana alasan penghakiman diperlukan atau tidak diperlukan
 - Arahan Amalan Ketua Pendaftar dan Pekeliling Ketua Pendaftar
- Penulisan alasan penghakiman bagi kes jenayah
 - Perbicaraan penuh
 - di akhir kes pendakwaan
 - di akhir kes pembelaan
- Rayuan terhadap hukuman
- Struktur asas penulisan –
 - Pertuduhan terhadap Orang Kena Tuduh
 - Fakta kes
 - Penilaian kepada isu fakta

PROGRAM PENGURUSAN TINGGI DAN PROFESIONAL

- Penyelidikan dan aplikasi undang-undang
- Pendapat dan alasan penghakiman
- Keputusan mahkamah
- Penulisan alasan penghakiman bagi kes sivil
 - Perbicaraan penuh
 - Permohonan
 - Penghakiman terus
 - Pembatalan
- Struktur asas penulisan
 - Fakta kes plaintif dan faka kes defendan
 - Isu yang dipertikaikan
 - Penilaian kepada isu fakta
 - Penyelidikan dan aplikasi undang-undang
 - Pendapat dan alasan penghakiman
 - Keputusan mahkamah
- Latih Amal – persembahan alasan penghakiman

Peserta Kursus I

Hakim Mahkamah Sesyen dan Majistret

Tempoh I 2 hari

KURSUS PENGURUS PERTENGAHAN DALAM KERJAYA DAN PERANCANGAN STRATEGIK AKADEMIK

Tarikh I 14 - 16 April

Objektif I

- Untuk meningkatkan keupayaan dan kemampuan pegawai-pegawai dalam pengurusan

Kandungan I

- Isu dan cabaran semasa
 - Penyampaian perkhidmatan dalam Perkhidmatan kehakiman dan perundangan
- Kemahiran yang diperlukan bagi pengurus pertengahan
 - Kemahiran kepimpinan
 - Nilai dan etika dalam perkhidmatan
 - Kemahiran komunikasi
 - Kemahiran pengurusan masa
- Kemampuan membuat keputusan
 - Teknik membuat keputusan
 - *SWOT analysis*
- Latih amal dalam membuat keputusan
- Pengurusan organisasi
 - Pengurusan sumber manusia
- Pengurusan organisasi
 - Pengurusan kewangan dan aset
- Pengurusan stress
- Diskusi panel
 - Pembangunan kerjaya dan akademik

Peserta Kursus I

- Pembantu Undang-Undang (Perkhidmatan Kehakiman dan Perundangan)

Tempoh I 3 hari

SEMINAR MENGENAI KEMAHIRAN KAKITANGAN – MEMPERKASAKAN (EMPOWERMENT) DAN PENGARUH POSITIF DI TEMPAT KERJA

Tarikh I 14 - 15 April

Objektif I

- Meningkatkan pengetahuan dan pemahaman peserta berkenaan

pemeriksaan ke arah membina tenaga kerja yang berkesan dan menanamkan pengaruh positif dalam sesuatu organisasi

- Mentransformasikan persekitaran kerja kepada suatu organisasi yang berjaya

Kandungan I

- Pemeraksanaan: gambaran keseluruhan
 - Konsep
 - Skop kuasa dan mandat
 - Pemeraksanaan diri
- Perjalanan Pemeraksanaan
 - Strategi penglibatan tenaga kerja
 - Memperkasa untuk membuat inovasi dan transformasi
 - Kajian kes
- Membina pasukan yang perkasa di tempat kerja dan pengaruh yang positif
 - Pemeraksanaan pekerja di tempat kerja
 - Pengaruh positif di tempat kerja - *"invisible employee"*
 - Perbincangan kumpulan
- Cerita kejayaan:
 - Transformasi organisasi
 - Dinamik organisasi yang berjaya
- Pengajaran
 - Perbincangan kumpulan
- Kajian

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh I 2 hari

SEMINAR UNTUK HAKIM MAHKAMAH SESYEN

Tarikh I 5 - 7 Mei

Objektif I

- Memberi pendedahan kepada peserta mengenai seksyen 65 Akta Mahkamah Rendah 1948 (Pindaan 2010) [Akta A1382] dan bidang kuasa Mahkamah Sesyen
- Memberi pendedahan kepada peserta berkenaan Kaedah-Kaedah Mahkamah 2012
- Meningkatkan pengetahuan peserta mengenai perkembangan terbaru dalam Kanun Tatacara Jenayah
- Memberi pendedahan kepada peserta mengenai tugas-tugas Hakim Mahkamah Sesyen

Kandungan I

- Inovasi di tempat kerja hakim
- Kedudukan am:
 - *Injunctive relief*
 - Deklarasi
 - Pelaksanaan spesifik/ *rescission/ cancellation/ rectification*
- Had kuasa untuk:
 - Relif injunksi
 - Pelaksanaan spesifik
 - Deklarasi
 - Akta Mahkamah Rendah 1948 (Pindaan 2010) [Akta A1382] - seksyen 65
 - Kaedah-Kaedah Mahkamah 2012
 - Akta Mahkamah Kehakiman [Akta 91]
 - Akta Relief Spesifik 1950 [Akta 137]
 - Akta Prosiding Kerajaan 1956 [Akta 359]

PROGRAM PENGURUSAN TINGGI DAN PROFESIONAL

- Prosedur untuk memohon injunksi (Aturan 29 Kaedah-Kaedah Mahkamah 2012)
- Prosedur untuk memohon deklarasi dan pelaksanaan spesifik/ rescission/ cancellation/ rectification
- Rundingan pra-bicara
- Pengurusan kes
 - Peranan mahkamah
- Rundingan akuan
- Pampasan
- Persidangan perbicaraan ringkas
- Kaedah-Kaedah Mahkamah 2012
- Fi
- Pindaan kepada Kanun Tatacara Jenayah (Proses pra-perbicaraan)
- Peranan Yayasan Bantuan Guaman Kebangsaan
- Penulisan alasan penghakiman yang berkesan
- Pengantaraan alternatif penyelesaian pertikaian yang berkesan

Peserta Kursus I

- Hakim Mahkamah Sesyen

Tempoh I 3 hari

SEMINAR ETIKA PEGAWAI KEHAKIMAN

Tarikh I 21 Mei

Objektif I

- Meningkatkan kefahaman peserta mengenai etika kehakiman di dalam dan di luar pejabat
- Memberi pengetahuan mengenai kepentingan etika kehakiman
- Memberi pendedahan kepada peserta mengenai isu semasa berkaitan dengan etika kehakiman

Kandungan I

- Prinsip-prinsip Dasar Etika Tingkah Laku Pegawai Kehakiman
 - Kod Etika bagi Ketua Pendaftar Mahkamah Persekutuan
 - Kod Etika Hakim
 - *The Bangalore Principles of Judicial Conduct 2002*
- Mengaplikasikan Prinsip-Prinsip Etika di dalam dan di luar pejabat
 - *The Do's and Don'ts*
- Kajian Kes dan simulasi
- Isu dan cabaran semasa
 - Isu etika perundangan yang berhubung dengan laman social - Facebook, Twitter, Blog dll.

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh I 1 hari

KURSUS UNTUK MAJISTRET

Tarikh I 9 - 11 Jun

Objektif I

- Meningkatkan pengetahuan peserta berhubung dengan skop tugas dan tanggungjawab sebagai Majistret

Kandungan I

- Pembentukan peribadi
- Peranan dan bidang kuasa Majistret
- Kaedah-Kaedah Mahkamah 2012 – fi mahkamah
 - Pengiraan faedah deposit
 - Fi dokumen
 - Fi dokumen secara *E-filing* (masalah yang timbul sekiranya fi tidak mencukupi)

- Pindaan terkini kepada Kanun Tatacara Jenayah
 - Proses pra-perbicaraan
 - Rundingan pra-bicara
 - Pengurusan kes
 - Rundingan akuan
 - Pampasan
 - Panduan Hukuman bagi rundingan akuan
 - Proses perbicaraan
- Persidangan penghakiman terus
- Reman
 - Tujuan, tempoh dan prosedur
 - Seksyen 117 Kanun Tatacara Jenayah
 - Seksyen 4(1)(b) Akta Penagih Dadah (Rawatan dan Pemulihan) 1983 [Akta 283]
 - Hak tahanan reman
 - Kategori tahanan reman
 - Hak untuk diwakili
 - Yayasan Bantuan Guaman Kebangsaan
 - Pekeliling Pendaftar Bil. 2/2012
 - Tugas dan kuasa Majistret dalam reman
 - Keperluan reman atau lanjutan reman
 - Perwakilan peguam
 - Faktor-faktor yang perlu dipertimbangkan
 - Minit reman dan tatacara menangani aduan
 - Permasalahan dan isu dalam reman
- Inkues
 - Majistret sebagai koroner
 - Tatacara
 - Keputusan koroner
 - Faktor yang diambil kira untuk membuat suatu dapatan
 - Jenis dapatan
 - Cara penulisan dapatan
- Semakan
- Prosiding yang Melibatkan Kanak-Kanak
 - Kanak-kanak sebagai saksi
 - Akta Kanak-Kanak 2001 [Akta 611]
- Ekshibit (kes Jenayah dan Sivil)
 - Jenis ekshibit
 - Pengendalian ekshibit di mahkamah sebelum perbicaraan
 - Pengendalian ekshibit di mahkamah semasa perbicaraan
 - Pengendalian ekshibit di mahkamah selepas perbicaraan (pelupusan ekshibit)
 - Prosedur rayuan dan penyediaan Rekod Rayuan secara manual dan *E-filing* (kes sivil dan jenayah)
 - Teknik merekod prosiding di mahkamah dan menulis alasan penghakiman
 - Penulisan alasan penghakiman yang praktikal dan efektif (kes sivil dan jenayah)
- Prosedur pengurusan kes jenayah dan perbicaraan
- Proses pengantaraan mahkamah
 - Kajian kes

Peserta Kursus I

- Majistret

Tempoh I 3 hari

PROGRAM PENGURUSAN TINGGI DAN PROFESIONAL

BENKEL PENGURUSAN DAN PENGENDALIAN TATATERTIB

Tarikh | 16 - 18 Jun

Objektif I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

KURSUS PENGURUSAN TEKANAN DAN MASA

Tarikh | 16 - 19 Jun

Objektif I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-undang dll.

Tempoh | 4 hari

KURSUS PEMIKIRAN KREATIF DALAM PENYELESAIAN MASALAH

Tarikh | 11 - 13 Ogos

Objektif I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-undang dll.

Tempoh | 2 hari

BENKEL TIMBANG TARA

Tarikh | 18 - 20 Ogos

Objektif I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-undang dll.

Tempoh | 3 hari

BENKEL KEMAHIRAN PERUNDINGAN (NEGOTIATION SKILLS)

Tarikh | 2 - 4 September

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

SEMINAR PLAN TRANSFORMASI KERAJAAN

Tarikh | 7 Oktober

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Badan Berkanun dan pihak swasta

Tempoh | 1 hari





**PROGRAM
PENDAKWAAN**

PROGRAM PENDAKWAAN

KURSUS PENDAKWAAN ASAS (PELBAGAI JABATAN) BIL.1, BIL.2 DAN BIL.3

Tarikh I Bil. 1/2014 20 - 24 Januari
Bil. 2/2014 3 - 7 Mac
Bil. 3/2014 12 - 16 Mei

Objektif I

- Meningkatkan kefahaman peserta mengenai peranan dan bidang kuasa mereka sebagai pegawai pendakwa
- Meningkatkan pengetahuan peserta mengenai pengendalian pendakwaan dan tatacara berhubungannya
- Meningkatkan keyakinan diri pegawai pendakwa

Kandungan I

- Integriti dan pembentukan peribadi
- Akta Keterangan 1950 [Akta 56]
- Peranan dan tugas Pegawai Pendakwa
- Perbicaraan terus
- Penggengalan kepada struktur, bidang kuasa dan etika mahkamah
- Kanun Tatacara Jenayah [Akta 593]
- Kajian Kes
- Penyediaan pertuduhan dan fakta kes
- Teknik pemeriksaan saksi
- Pengendalian ekshibit
- Teknik penghujahan
- Perbicaraan Mock

Peserta Kursus I

- Pegawai Pendakwa dari Jabatan Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun

Tempoh I 5 hari

KURSUS PENDAKWAAN LANJUTAN (PELBAGAI JABATAN) BIL.1, BIL.2 DAN BIL.3

Tarikh I Bil. 1/2014 17 - 21 Februari
Bil. 2/2014 12 - 16 April
Bil. 3/2014 13 - 17 Oktober

Objektif I

- Meningkatkan kemahiran dan keyakinan peserta dalam mengendalikan perbicaraan jenayah
- Memberikan keyakinan kepada peserta supaya dapat mengendalikan perbicaraan dengan berkesan
- Meningkatkan kemahiran kepeguaman

Kandungan I

- Integriti dan akauntabiliti
- Kanun Tatacara Jenayah [Akta 593]
- Kajian kes
- Persediaan perbicaraan
- Penelitian kertas siasatan
- Perbincangan dengan saksi
- Isu yang barang kali
- Pembelaan yang barang kali
- Perbicaraan Mock

Peserta Kursus I

- Pegawai Pendakwa dari Jabatan Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun

Tempoh I 5 hari

KURSUS PENDAKWAAN JENAYAH SIBER

Tarikh | 7 - 9 April

Objektif I

- Meningkatkan pengetahuan dan pemahaman peserta tentang jenayah siber bagi membolehkan peserta menjalankan siasatan, penguatkuasaan dan pendakwaan dengan berkesan

Kandungan I

- Pengenalan kepada teknologi maklumat
- Jenayah siber: undang-undang di Malaysia
- Transaksi elektronik dan jenayah komputer
- Harta intelek yang berhubungan dengan undang-undang siber
- Isu-isu berkaitan dengan bidang kuasa dalam jenayah siber
- Pengesanan dan pendakwaan jenayah siber
- Telekomunikasi, perlindungan dan operasi
- Lawatan ke agensi-agensi yang berkaitan dengan teknologi maklumat

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

KURSUS KETERANGAN ELEKTRONIK BIL.1 DAN BIL.2

Tarikh | Bil. 1/2014 7 - 9 April
Bil. 2/2014 5 - 8 Mei

Objektif I

- Meningkatkan pemahaman dan pengetahuan peserta dalam pelbagai aspek keterangan elektronik
- Meningkatkan kemahiran peserta dalam pengendalian kes yang berhubungan dengan keterangan elektronik

Kandungan I

- Gambaran keseluruhan keterangan elektronik
- Pengumpulan keterangan elektronik dari perspektif Polis Diraja Malaysia
- Pengumpulan keterangan elektronik dari perspektif Suruhanjaya Komunikasi dan Multimedia Malaysia
- Pemeriksaan dan penganalisan keterangan elektronik
- Penerimaan keterangan elektronik
- Pengemukaan keterangan elektronik
- Perbicaraan Mock
- Lawatan

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-undang dll.

Tempoh | 3 hari

PROGRAM PENDAKWAAN

KURSUS “GIFT OF THE GAB : THE EFFECTIVE SKILLS OF ADVOCACY” BIL. 1/2014 DAN BIL. 2/2014

Tarikh | Bil.1/2014 14 April - 30 Mei
Bil.2/2014 10 Sep - 28 Oktober

Objektif I

- Memberi latihan kepeguaman secara komprehensif kepada pegawai muda di Jabatan Peguam Negara yang merangkumi pendekatan secara holistik dari persediaan pra-perbicaraan, kepeguaman perbicaraan, penghujahan dan kepeguaman di peringkat rayuan

Kandungan I

- Pengenalan
- Analisis kes dan pra-persediaan perbicaraan
- Pembukaan dan rangka hujah
- Pemeriksaan utama dan kenyataan saksi
- Pemeriksaan balas
- Keterangan pakar
- Hujah undang-undang dan hujahan penutup
- Rayuan

Peserta Kursus I

- Pegawai Perundangan

Tempoh | 33 hari

KURSUS SIASATAN DAN KETERANGAN TEMPAT KEJADIAN

Tarikh | 12 - 14 Mei

Objektif I

- Memberi pendedahan kepada peserta mengenai jenis keterangan tempat kejadian dan prosedur siasatan di tempat kejadian
- Meningkatkan pengetahuan peserta berkaitan dengan mengemukakan keterangan tempat kejadian dalam proses perbicaraan

Kandungan I

- Pengenalan kepada siasatan di tempat kejadian
- Pengesanan keterangan dan jenis keterangan
- Peranan ahli kimia di tempat kejadian
- Peranan ahli pathologi di tempat kejadian
- Peranan pakar digital forensik di tempat kejadian
- Mengemukakan keterangan tempat kejadian dalam perbicaraan jenayah
- Perbicaraan *mock*

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

KURSUS SIASATAN DAN PENDAKWAAN DI BAWAH AKTA PENCEGAHAN PENGUBAHAN WANG HARAM DAN PENCEGAHAN PEMBIAYAAN KEGANASAN 2001 [AKTA 613] DAN CABARANNYA

Tarikh | 26 - 28 Mei

Objektif I

- Memberi pendedahan kepada peserta mengenai perubahan wang haram dan pembiayaan keganasan di Malaysia
- Memberi dan meningkatkan pengetahuan peserta mengenai pengesanan, penyiasatan dan penguatkuasaan kes perubahan wang haram dan pembiayaan keganasan
- Meningkatkan kemahiran peserta dalam mengendalikan kes perubahan wang haram dan pembiayaan keganasan

Kandungan I

- Akta Pencegahan Pengubahan Wang Haram dan Pencegahan Pembiayaan Keganasan 2001 [Akta 613]
- Perisikan dan penyiasatan dari perspektif Bank Negara Malaysia dan Polis Diraja Malaysia
- Pendakwaan
- Persediaan perbicaraan *mock*
- Perbicaraan *mock*
- Perbincangan
- Kajian kes

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

BENGKEL TATACARA REMAN, INKUES DAN PROSES MENGGALI SEMULA MAYAT

Tarikh | 2 - 4 Jun

Objektif I

- Memberi pendedahan dan meningkatkan pengetahuan peserta tentang prosedur reman, inkues dan menggali semula mayat

Kandungan I

- Reman: Tujuan, tempoh dan prosedur
- Peranan dan kuasa Majistret dalam reman
- Siasatan kematian mengejut
- Inkues
- Peranan Majistret sebagai koroner
- Kajian kes

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan dan Pegawai Penguat Kuasa

Tempoh | 3 hari

PROGRAM PENDAKWAAN

KURSUS MENGENAI JENYAH ALAM SEKITAR

Tarikh | 9 - 11 Jun

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan, dan Pegawai Penguat Kuasa

Tempoh | 3 hari

KURSUS PENDAKWAAN BAGI KESALAHAN-KESALAHAN DI BAWAH AKTA SYARIKAT 1965 [AKTA 125], AKTA PASARAN MODAL DAN PERKHIDMATAN 2001 [AKTA 671] DAN AKTA SURUHANJAYA SEKURITI 1993 [AKTA 498]

Tarikh | 16 - 18 Jun

Objektif |

- Memberi pemahaman dan meningkatkan pengetahuan peserta mengenai kesalahan di bawah undang-undang syarikat dan pasaran modal
- Memberi latihan kepada peserta mengenai kesalahan di bawah Akta Syarikat 1965 [Akta 125], Akta Pasaran Modal dan Perkhidmatan

2001 [Akta 671] dan Akta Suruhanjaya Sekuriti 1993 [Akta 498] untuk pendakwaan yang berjaya dan berkesan

Kandungan |

- Gambaran keseluruhan Akta Syarikat 1965 [Akta 125]
- Kesalahan umum di bawah Akta Syarikat 1965 [Akta 125]
- Kajian Kes
- Gambaran keseluruhan Akta Pasaran Modal dan Perkhidmatan 2001 [Akta 671] dan Akta Suruhanjaya Sekuriti 1993 [Akta 498]
- Kesalahan yang melibatkan pasaran modal
- Persediaan perbicaraan *mock*
- Perbicaraan *mock*
- Cabaran dan isu dalam pendakwaan jenayah kewangan

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Pegawai Penguat Kuasa dari Jabatan Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun

Tempoh | 3 hari

KURSUS PSIKOLOGI KOMUNIKASI BERKESAN DALAM MAHKAMAH

Tarikh | 11 - 13 Ogos

Objektif I

- Memberi pengetahuan dan pemahaman kepada peserta mengenai prinsip psikologi yang terpakai dalam komunikasi dan pemujukan berkesan di mahkamah
- Memberi peserta kebolehan untuk menyampai, berkomunikasi dan memujuk secara berkesan di mahkamah
- Memberi pendedahan dan meningkatkan kemahiran peserta mengenai teknik komunikasi dan pemujukan di mahkamah

Kandungan I

- Prinsipal psikologi
- Proses berkomunikasi
- Pemujukan
- Kepentingan mendengar
- Apa yang menjadikan penghujahan bertulis berkesan
- Apa yang menjadikan grafik berkesan
- Perbicaraan adalah "*battles of hearts and minds*"
- Persembahan kumpulan
- Simulasi

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang dll.

Tempoh | 3 hari

KURSUS PASCASABITAN

Tarikh | 18 - 21 Ogos

Objektif I

- Meningkatkan pengetahuan peserta dalam memahami kesan dan prosedur pascasabit

Kandungan I

- Jenis hukuman dan pelaksanaannya (Bab XXVII Kanun Tatacara Jenayah)
- Hukuman pemenjaraan
- Proses selepas hukuman
- Proses pengampunan
- Parol
- Khidmat komuniti
- Peruntukan di bawah Akta Kanak-Kanak 2001 [Akta 611]

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

PROGRAM PENDAKWAAN

BENGKEL STRATEGI PERBICARAAN DAN RAYUAN

Tarikh | 25 - 27 Ogos

Objektif I

- Meningkatkan kemahiran peserta dalam mengenal isu dan menentukan strategi dalam persediaan hujahan bertulis
- Meningkatkan pengetahuan peserta dalam kepeguaman perbicaraan dan rayuan

Kandungan I

- Kepeguaman dan strategi dalam perbicaraan dan rayuan
- Kepeguaman berkesan
- Analisis keterangan
- Rundingan pra-bicara
- Rundingan akuan
- Pengurusan kes
- Persediaan untuk perbicaraan
- Ucapan pembukaan
- Pemeriksaan utama dan pemeriksaan balas
- Penghujahan
- Rayuan dan menggubal petisyen rayuan
- Latih amal
- Perbicaraan *mock*

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

KURSUS MENGENAI UNDANG- UNDANG KESELAMATAN - AKTA KESALAHAN KESELAMATAN (LANGKAH-LANGKAH KHAS) 2012 [AKTA 747], KANUN KESEKSAAN JENAYAH (PINDAAN) 2012 (NO.2) [AKTA A1430] DAN AKTA PASUKAN KESUKARELAWAN MALAYSIA 2012 [AKTA 752]

Tarikh | 25 - 27 Ogos

Objektif I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, dan Pegawai Penguat Kuasa

Tempoh | 3 hari

KURSUS PENDAKWAAN BERKESAN BAGI KES JENAYAH (TIMBALAN PENDAKWA RAYA)

Tarikh | 22 - 24 September

Objektif |

- Meningkatkan kemahiran peserta dalam persediaan pendakwaan kes jenayah
- Meningkatkan kemahiran peserta dari segi pengendalian dan strategi pendakwaan kes

Kandungan |

- Persediaan kes
- Mengenal pasti kekuatan dan kelemahan suatu kes
- Prosiding mencabar / saksi belot
- Keterangan dengar cakap / seksyen 27 Akta Keterangan 1950 [Akta 56]
- Pra-perbicaraan
- Penghujahan yang berkesan – komunikasi berkesan di mahkamah
- Tugas kumpulan

Peserta Kursus |

- Timbalan Pendakwa Raya

Tempoh | 3 hari

KURSUS PELUPUSAN BARANG KES (JENAYAH DAN SIVIL)

Tarikh | 13 - 17 Oktober

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan dan Pegawai Penguat Kuasa

Tempoh | 5 hari





**PROGRAM
LITIGASI SIVIL**

PROGRAM LITIGASI SIVIL

KURSUS KHAS JABATAN BANTUAN GUAMAN (PEGAWAI UNDANG-UNDANG)

Tarikh | 4 - 6 Februari

Objektif |

- Memberikan pendedahan kepada peserta tentang pelbagai aspek kes litigasi sivil yang dikendalikan oleh Jabatan Bantuan Guaman

Kandungan |

- Garis panduan dan teknik pengendalian kes
- Prosedur bagi kes-kes yang dikendalikan oleh Jabatan Bantuan Guaman
- Kemahiran kepeguaman

Peserta Kursus |

- Pegawai undang-undang dari Jabatan Bantuan Guaman

Tempoh | 3 hari

KURSUS AKREDITASI MEDIASI (SINGAPORE MEDIATION CENTRE)

Tarikh | 24 - 28 Mac

Objektif |

- Akan ditetapkan

Kandungan |

- Akan ditetapkan

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 5 hari

KURSUS KHAS JABATAN INSOLVENSII (PEGAWAI UNDANG-UNDANG)

Tarikh | 10 - 12 Mac

Objektif |

- Meningkatkan pengetahuan dan kemahiran peserta dalam mengurus dan mengendalikan kes kebangkrutan dan penggulungan syarikat

Kandungan |

- Garis panduan dan teknik pengendalian kes
- Prosedur di bawah Akta Kebankrapan 1967 [Akta 360]
- Prosedur di bawah Akta Syarikat 1965 [Akta 125]

Peserta Kursus |

- Pegawai Undang-Undang dari Jabatan Insolvency Malaysia

Tempoh | 3 hari

KURSUS TREND SEMASA PERBANKAN ISLAM DI MALAYSIA

Tarikh | 7 - 9 April

Objektif |

- Memberi pendedahan kepada peserta tentang perbankan Islam dan rangka pengawal seliaannya
- Memberi pendedahan kepada peserta mengenai isu remedi yang berkaitan dengan litigasi pertikaian yang melibatkan perbankan Islam di mahkamah sivil
- Memberi pendedahan kepada peserta tentang mediasi dalam litigasi pertikaian yang melibatkan perbankan Islam

Kandungan |

- Gambaran keseluruhan mengenai perbankan Islam
- Perbankan Islam di Malaysia
- Isu berkaitan dengan litigasi kes yang melibatkan perbankan Islam
- Remedi
- Proses pra-perbicaraan dan perbicaraan
- Diskusi panel
- Penguatkuasaan
- Pengantaraan
- Latih amal

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh | 3 hari

KURSUS PROSEDUR PRA- PERBICARAAN

Tarikh | 5 - 8 Mei

Objektif |

- Meningkatkan kefahaman dan pengetahuan peserta mengenai prosedur pra-perbicaraan

Kandungan |

- Pliding
- Permohonan dan prosiding dalam Kamar
- Permohonan Interlokutori
- Teknik penyediaan permohonan dan affidavit
- Pengurusan kes
- Latih amal

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 4 hari

KURSUS PENGGUBALAN, KEMUNGKIRAN DAN PENAMATAN KONTRAK KERAJAAN

Tarikh | 9 - 11 Jun

Objektif |

- Memberi kefahaman kepada peserta mengenai penggubalan kontrak Kerajaan berdasarkan undang-undang yang terpakai
- Memberikan pendedahan kepada peserta mengenai kesan kemungkiran dan penamatan kontrak Kerajaan

PROGRAM LITIGASI SIVIL

- Memberi pendedahan kepada peserta mengenai remedi yang ada bagi penamatan kontrak Kerajaan

Kandungan I

- Kontrak Kerajaan
- Jenis kontrak Kerajaan
- Terma dan syarat kontrak Kerajaan
- Kemungkinan kontrak
- Penamatan kontrak dan Remedi
- Perbincangan kumpulan
- Latih amal

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh I 3 hari

BENGKEL PENGENDALIAN KOS DI BAWAH KAEDAH-KAEDAH MAHKAMAH 2012

Tarikh I 9 - 11 Jun

Objektif I

- Meningkatkan pengetahuan dan kemahiran peserta mengenai pengendalian kos

Kandungan I

- Takrif dan jenis kos
- Peruntukan undang-undang yang berkaitan dengan kos di bawah
- Kaedah-Kaedah Mahkamah 2012
- Pengawar dan kos
- Penyediaan bil kos
- Notis penetapan kos
- Latih amal

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh I 3 hari

BENGKEL LATIHAN KEPEGUAMAN (KAEDAH HAMPEL) ATC UK

Tarikh I 9 - 13 Jun

Objektif I

- Memberi pendedahan kepada peserta mengenai teknik pengendalian saksi dan metodologi berhujah di mahkamah
- Memberi pendedahan kepada peserta mengenai teknik penghujahan penutup yang berkesan

Kandungan I

- Pengendalian saksi
- Penghujahan penutup
- Permohonan dan penghujahan balas
- Rayuan meringankan hukuman

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh I 5 hari

BENKEL PENGENDALIAN KES KEMALANGAN JALAN RAYA

Tarikh | 16 - 18 Jun

Objektif |

- Meningkatkan pengetahuan peserta berkaitan prinsip utama dalam pengendalian kes kemalangan jalan raya
- Meningkatkan pengetahuan peserta mengenai penyediaan dokumentasi berkaitan dengan kes kemalangan jalan raya

Kandungan |

- Liabiliti
- Ganti rugi
- Tuntutan ganti rugi
- Penilaian kes
- Persediaan untuk perbicaraan
- Pengendalian dan perbicaraan kes kemalangan jalan raya
- Keterangan saksi
- Teknik penghujahan
- Latih amal

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

KURSUS MENGENAI TUGAS DAN KUASA STATUTORI

Tarikh | 23 - 27 Jun

Objektif |

- Meningkatkan kefahaman peserta mengenai tugas dan kuasa statutori
- Memberi pendedahan kepada peserta tentang statut yang berkaitan dengan tugas dan kuasa statutori

Kandungan |

- Pengenalalan kepada tugas dan kuasa statutori
- Semakan kehakiman
- Latih amal

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 5 hari

BENKEL PENYEDIAAN PLIDING DALAM KES SIVIL

Tarikh | 23 - 27 Jun

Objektif |

- Memberikan pendedahan kepada peserta tentang penyediaan pliding dengan teratur
- Memberikan pendedahan kepada peserta tentang teknik dan kemahiran dalam penyediaan pliding agar perbicaraan berjalan dengan lancar
- Memberi pendedahan kepada peserta mengenai proses penyediaan tuntutan balas semasa pemfailan pembelaan

PROGRAM LITIGASI SIVIL

- Meningkatkan pengetahuan peserta tentang undang-undang yang berkaitan prinsip pembatalan pliding

Kandungan I

- Pliding
- Penyediaan Penyataan Tuntutan - latihan amal
- Penyediaan Penyataan Pembelaan dan Tuntutan Balas - latihan amal
- Pembatalan Pliding - latihan amal

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh I 5 hari

KURSUS TATACARA KEBANKRAPAN DAN PENGGULUNGAN SYARIKAT

Tarikh I 11 - 13 Ogos

Objektif I

- Meningkatkan kefahaman, pengetahuan dan kemahiran peserta berkaitan kebangkrutan dan penggulungan syarikat
- Memberi pendedahan kepada peserta tentang isu dan cabaran berkaitan prosedur kebangkrutan dan penggulungan syarikat

Kandungan I

- Gambaran keseluruhan mengenai kebangkrutan dan penggulungan syarikat
- Faktor untuk dipertimbangkan sebelum prosiding kebangkrutan
- Prosiding kebangkrutan

- Kesan prosiding kebangkrutan
- Penggulungan syarikat
- Prosiding penggulungan syarikat
- Tatacara penggulungan syarikat di mahkamah
- Pelikuidasi
- Isu dan cabaran berkaitan kebangkrutan dan penggulungan syarikat
- Perbincangan kumpulan

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh I 3 hari

KURSUS KECUAIAN AGENSI PENGUATKUASAAN

Tarikh I 25 - 27 Ogos

Objektif I

- Meningkatkan pengetahuan peserta mengenai undang-undang kecuaiian oleh agensi penguatkuasaan
- Memberi pendedah kepada peserta mengenai cabaran dan isu yang berkaitan dengan kecuaiian oleh agensi penguatkuasaan

Kandungan I

- Pengenalan kepada undang-undang kecuaiian
- Peranan dan tanggungjawab agensi penguatkuasaan
- Perbincangan kumpulan
- Kajian kes kecuaiian agensi penguatkuasaan

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan Pegawai Penguatkuasaan

Tempoh I 3 hari

KURSUS KESAN INSOLVENS KE ATAS PENGURUSAN URUS NIAGA HARTANAH

Tarikh I 8 - 10 September

Objektif I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan I

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh I 3 hari





PROGRAM
SIVIL

PROGRAM SIVIL

KURSUS PERANAN SAINS FORENSIK DALAM KES-KES SIVIL DAN JENAYAH (POLIS DIRAJA MALAYSIA / JABATAN KIMIA)

Tarikh | 17 - 20 Mac

Objektif I

- Memahami sains forensik untuk pengendalian kes-kes sivil dan jenayah
- Meningkatkan pengetahuan dalam pengendalian kes berdasarkan sains forensik

Kandungan I

- Pengenalan kepada sains forensik dalam kes sivil dan jenayah
- Penganalisan ekshibit menggunakan sains forensik
- Laporan dan keterangan pakar
- Pemeriksaan dokumen
- Analisis DNA forensik
- Forensik - toksikologi, intoksikasi alkohol, kriminalistik dan narkotik
- Pengurusan tempat kejadian
- Pengeesanan jenayah - Peranan Polis Diraja Malaysia (Makmal Forensik) dalam proses pengesanan jenayah
- Peranan Pendaftaran Pusat mengenai Penjenayah berkenaan dengan penyimpanan data dan maklumat mengenai penjenayah
- Peranan sains forensik dalam pengendalian kes-kes sivil dan jenayah di Malaysia daripada perspektif Timbalan Pendakwa Raya
- Lawatan ke Makmal Forensik

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 4 hari

KURSUS HAK ASASI MANUSIA MENURUT UNDANG-UNDANG SIVIL DAN HUKUM SYARAK

Tarikh | 5 - 7 Mei

Objektif I

- Memberi pemahaman kepada peserta mengenai hak asasi manusia mengikut undang-undang sivil dan syariah

Kandungan I

- Hak Asasi Manusia
- Hak Terpilih:
 - hak untuk hidup
 - larangan penyeksaan
 - hak untuk kebebasan dan keselamatan
 - hak untuk perbicaraan yang adil
 - hak untuk menghormati kehidupan peribadi
 - hak untuk kebebasan berfikir, perasaan hati dan agama
 - hak untuk kebebasan bersuara
 - hak untuk sama rata / tiada diskriminasi
 - hak-hak suaka pelarian
- Perspektif Undang-undang Hak Asasi Manusia - Undang-Undang sivil
- Kritikan dari perspektif Islam dan maklum balas terhadap kritikan

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

KURSUS PROSEDUR DAN AMALAN PARLIMEN

Tarikh | 12 - 14 Mei

Objektif I

- Meningkatkan kefahaman peserta mengenai proses Parlimen dan amalan di Malaysia

Kandungan I

- Pengenalan kepada Parlimen Malaysia
- Bidang Tugas Majlis Parlimen
- Keistimewaan Parlimen
- Notis Usul
- Peraturan Perbahasan di Dewan Parlimen
- Proses membentangkan rang undang-undang di dalam Dewan Parlimen
- Rang Undang-undang Perbekalan
- Bil-bil lain
- Jawatankuasa di bawah Parlimen
- Konvensyen Parlimen
- Lawatan ke Parlimen

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh | 3 hari

BENKEL KETIDAKPATUHAN DALAM SEKTOR PERKHIDMATAN DAN PELABURAN

Tarikh | 19 - 21 Mei

Objektif I

- Meningkatkan pengetahuan dan pemahaman peserta tentang Langkah Ketidakpatuhan (NCM) dalam sektor perkhidmatan dan pelaburan
- Membolehkan peserta merundingkan NCM di dalam Perjanjian Perdagangan Bebas
- Untuk memastikan proses penggubalan tidak melanggar skop perjanjian berkenaan NCM pada masa depan

Kandungan I

- Konsep dan bentuk NCM
- Mengelakkan pelanggaran
- Merangka / penulisan skop NCM yang dipersetujui NCM
- Peruntukan yang berkaitan dalam Bab Pelaburan
- NCM dalam Perjanjian Perkongsian Ekonomi Tertutup Trans-Pasifik (TPPA) berkenaan sektor perkhidmatan dan pelaburan pendekatan dan proses

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Pegawai dari Kementerian/Jabatan/ Agensi yang berkenaan

Tempoh | 3 hari

PROGRAM SIVIL

KURSUS KETERANGAN PAKAR DALAM KES SIVIL DAN JENAYAH

Tarikh | 16 - 20 Jun

Objektif I

- Memberi kefahaman kepada peserta tentang undang-undang yang diguna pakai bagi keterangan pakar
- Memberi pendedahan kepada peserta tentang cara yang paling efektif dalam memahami keterangan saksi pakar
- Memberi maklumat kepada peserta tentang pelbagai aspek keterangan pakar

Kandungan I

- Keterangan pakar dan undang-undang yang terpakai
- Jenis-jenis saksi pakar
- Kebolehterimaan keterangan pakar
- Perbezaan keterangan fakta dan keterangan pendapat
- Kepentingan keterangan pakar dan pakar laporan saksi
- Kajian kes
- Perbicaraan *mock*

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Pegawai dari Polis Diraja Malaysia

Tempoh | 4 hari

KURSUS KUASA PERSEKUTUAN DAN NEGERI KE ATAS TANAH DAN ALAM SEKITAR

Tarikh | 23 - 27 Jun

Objektif I

- Meningkatkan pengetahuan peserta tentang kuasa-kuasa Persekutuan dan Negeri terhadap tanah dan alam sekitar
- Untuk membincangkan permasalahan semasa yang timbul mengenai isu pertindihan kuasa serta penguatkuasaan berkaitan dengan kuasa Persekutuan dan Negeri terhadap tanah dan alam sekitar

Kandungan I

- Pengenalan kepada kuasa-kuasa Persekutuan dan Negeri terhadap tanah dan alam sekitar
- Tanggungjawab Kementerian yang berkaitan dan Kerajaan Negeri dalam melaksanakan undang-undang yang berkaitan dengan tanah dan alam sekitar
- Prosedur pelaksanaan serta penguatkuasaan undang-undang yang berkaitan dengan tanah dan alam sekitar
- Isu-isu berkaitan dengan kuasa Persekutuan dan Negeri terhadap tanah dan alam sekitar

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh | 5 hari

KURSUS UNDANG-UNDANG HARTA INTELEK - HAK & ISU

Tarikh | 23 - 27 Jun

Objektif I

- Untuk memberi kefahaman kepada peserta mengenai undang-undang yang terpakai ke atas harta intelek

Kandungan I

- Harta Intelek di Malaysia dan undang-undang yang terpakai
- Isu-isu semasa mengenai hak cipta
- Gambaran keseluruhan undang-undang persaingan
- Aspek antarabangsa mengenai harta intelek
- Tafsiran dan kesahihan spesifikasi paten

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh | 5 hari

KURSUS MEDICO-LEGAL BAGI PEGAWAI UNDANG-UNDANG

Tarikh | 11 - 13 Ogos

Objektif I

- Memberi pendedahan kepada peserta mengenai isu-isu yang baru berkaitan *Medico-Legal*
- Memberi kefahaman kepada peserta mengenai peranan saksi pakar dalam kes-kes *Medico-Legal*

- Memberi bimbingan, pengetahuan dan keyakinan kepada peserta dalam mengendalikan kes-kes *Medico-Legal* dengan berkesan

Kandungan I

- Undang-undang dan amalan yang berkaitan dengan kecuaiian perubatan
- Persetujuan dan kerahsiaan
- Prosedur dalam mengarahkan pakar, penyediaan laporan pakar dan glosari istilah perubatan
- Mempertahankan kes-kes kecuaiian perubatan
- Rekod perubatan dan laporan perubatan
- Autopsi
- Forensik pergigian
- Pembentangan dan penilaian pakar dalam mahkamah
- Perbicaraan *mock*

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

SEMINAR PENTADBIRAN KEADILAN UNTUK KESELAMATAN DAN PERLINDUNGAN KANAK KANAK

Tarikh | 20 Ogos

Objektif I

- Meningkatkan pengetahuan peserta mengenai pentadbiran keadilan dalam hal penjagaan kanak-kanak, keselamatan dan perlindungan

dari perspektif undang-undang di Malaysia dan undang-undang antarabangsa

- Meningkatkan pengetahuan peserta tentang hak-hak kanak-kanak sebagai mangsa dan sebagai pesalah
- Menyediakan landasan kepada peserta untuk membincangkan isu-isu undang-undang dan isu-isu semasa mengenai keadilan kanak-kanak

Kandungan I

- Takrif “Kanak-kanak” - perspektif dalam negara dan antarabangsa
- Undang-undang dan prosedur berkaitan dengan pentadbiran keadilan untuk keselamatan dan perlindungan kanak-kanak
- Keselamatan dan perlindungan kanak-kanak – perspektif badan penguatkuasaan
- Perkembangan pentadbiran keadilan untuk keselamatan dan perlindungan kanak-kanak di Malaysia

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Pegawai-pegawai dari Cybersecurity, Institut Penyelidikan Kanak-Kanak Malaysia (MCRI), Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (Jabatan Kebajikan Masyarakat) dan UNICEF
- Peguam
- Pensyarah Undang-Undang

Tempoh I 1 hari

KURSUS MENGENAI HAK-HAK WANITA DALAM UNDANG-UNDANG ISLAM DAN UNDANG-UNDANG SIVIL

Tarikh I 25 - 27 Ogos

Objektif I

- Memberi kefahaman kepada peserta mengenai hak-hak wanita menurut undang-undang sivil dan syariah

Kandungan I

- Hak Wanita di bawah undang-undang Malaysia dan undang-undang antarabangsa
- Membincangkan hak-hak wanita dalam Islam di bawah enam tajuk utama:
 - Rohani
 - Ekonomi
 - Sosial
 - Pendidikan
 - Undang-undang
 - Politik
- Perbandingan hak-hak wanita di bawah undang-undang sivil dan syariah

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Pegawai dari Kementerian Wanita, Keluarga dan Pembangunan Masyarakat
- Pegawai dari Jabatan Kebajikan Masyarakat

Tempoh I 3 hari

BENKEL TEKNIK PENULISAN PANDANGAN UNDANG-UNDANG (PAKAR LUAR NEGARA)

Tarikh | 2 - 4 September

Objektif |

- Membolehkan peserta menyediakan pandangan undang-undang yang baik, berstruktur dan logik berdasarkan undang-undang yang berkaitan dan pemikiran analitikal
- Memberikan pendedahan kepada peserta dengan teknik penulisan pandangan undang-undang yang efektif

Kandungan |

- Pengenalan kepada penulisan pandangan undang-undang
- Strategi dan teknik penulisan pandangan undang-undang
- Mengenal pasti fakta yang relevan
- Mengenal pasti isu-isu perundangan
- Penyelidikan undang-undang berkaitan
- Menulis hujahan pendahuluan, kandungan dan kesimpulan yang mantap
- Menstruktur hujahan undang-undang
- Kajian kes
- Latihan penyediaan pendapat undang-undang

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

KURSUS ORANG ASLI : HAK DAN ISU UNDANG-UNDANG

Tarikh | 2 - 4 September

Objektif |

- Meningkatkan pemahaman peserta mengenai undang-undang berkaitan orang asli

Kandungan |

- Orang Asli-sejarah dan identiti
- Deklarasi Bangsa-Bangsa Bersatu mengenai Hak Orang Asli (UNDRIP) dan undang-undang yang terpakai di Malaysia
- Hak orang asli di bawah UNDRIP
- Diskusi '*armchair*' "Sejauh mana hak orang asli di bawah UNDRIP dilindungi di Malaysia?"

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh | 3 hari

PROGRAM SIVIL

COURSE ON CONSTRUCTION LAW FOR LEGAL OFFICERS

Tarikh | 8 - 10 September

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

SEMINAR FENOMENA PEMIKIRAN ISLAM LIBERAL DAN PLURALISME AGAMA: IMPLIKASINYA KEPADA KEDUDUKAN ISLAM SEBAGAI AGAMA BAGI PERSEKUTUAN

Tarikh | 10 September

Objektif |

- Meningkatkan pengetahuan peserta mengenai konsep pemikiran Islam liberal dan pluralisme agama
- Memberi pendedahan kepada peserta mengenai implikasi pemikiran Islam liberal dan pluralisme agama terhadap kedudukan Islam sebagai agama Persekutuan

Kandungan |

- Pengenalan kepada konsep pemikiran Islam liberal dan pluralisme agama

- Ciri-ciri utama pemikiran Islam liberal
- Ciri-ciri utama Pluraisme Agama
- Kedudukan Islam sebagai agama bagi Persekutuan
- Implikasi pemikiran Islam liberal dan pluralisme agama
- Isu-isu berhubung pemikiran Islam liberal dan pluralisme agama

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Pegawai dari Kementerian/Jabatan/Agensi yang berkaitan

Tempoh | 1 hari

KURSUS KESEDIAAN ASSOCIATION OF SOUTHEAST ASIAN NATIONS DALAM MEREALISASIKAN ASEAN ECONOMIC COMMUNITY PADA 2015

Tarikh | 27 - 29 Oktober

Objektif |

- Meningkatkan pengetahuan peserta tentang *Association of Southeast Asian Nations* (ASEAN)
- Memberi pendedahan kepada peserta tentang isu-isu yang berkaitan dengan kesediaan ASEAN dalam merealisasikan *ASEAN Economic Community* (AEC) pada 2015

Kandungan |

- Gambaran keseluruhan mengenai (ASEAN) dan status kesediaan negara-negara yang terlibat

- Ciri-ciri AEC
 - Pasaran tunggal dan berasaskan pengeluaran
 - Rantau ekonomi yang sangat kompetitif
 - Rantau dengan pembangunan ekonomi yang saksama
 - Rantau yang bersepadu sepenuhnya dengan ekonomi global
- Kesediaan ASEAN dalam mencapai AEC : prospek dan cabaran
- Cabaran kepada Negara Anggota
- Cabaran kepada sektor swasta

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh I 3 hari

BENGGEL REJIM DASAR PERSAINGAN MALAYSIA

Tarikh I 27 - 29 Oktober

Objektif I

- Meningkatkan pengetahuan peserta tentang Dasar Persaingan Malaysia
- Memberi pendedahan kepada peserta mengenai kesan rejim Dasar Persaingan Malaysia terhadap negara maju dan negara membangun

Kandungan I

- Undang-undang berkaitan dasar persaingan di Malaysia
- Perjanjian anti-rasuah
- Penyalahgunaan kedudukan dominan
- Kajian perbandingan dengan

negara-negara lain berkaitan dasar persaingan

- Kawalan penggabungan
- Latih amal

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh I 3 hari

KURSUS PENTADBIRAN HARTA PUSAKA MENGIKUT PERSPEKTIF ISLAM

Tarikh I 10 - 12 November

Objektif I

- Untuk meningkatkan pengetahuan peserta dalam pentadbiran harta pusaka mengikut perspektif Islam
- Untuk membincangkan permasalahan semasa yang berkaitan dengan pengurusan harta di Malaysia

Kandungan I

- Pengenalan kepada Sistem Pengurusan Harta
- Sumber undang-undang pusaka
- Waris dan penentuan kadar
- Wasiat, Hibah, Penama wakaf dan harta sepencarian
- Proses pentadbiran Harta Pusaka
- Konsep Harta Pusaka Kecil dan pentadbiran
- Forum mengenai isu-isu yang berhubung dengan pelaksanaan pentadbiran harta di Mahkamah Syariah

PROGRAM SIVIL

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh | 3 hari

PENDEKATAN PRAKTIKAL DI DALAM PELAKSANAAN PENGHAKIMAN MAHKAMAH

Tarikh | 10 - 12 November

Objektif |

- Memberi pendedahan kepada peserta tentang pendekatan praktikal dalam penguatkuasaan penghakiman mahkamah

Kandungan |

- Penghakiman dan perintah mahkamah
- Aspek penting dalam penguatkuasaan penghakiman
- Cabaran dan tindakan penyelesaian dalam penguatkuasaan penghakiman dan perintah mahkamah
- Kajian kes – kes Admiralti
- Penguatkuasaan terhadap Kerajaan dan Syarikat Berkaitan Kerajaan

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

WORKSHOP : PRACTICAL APPROACH ON FINANCIAL STATEMENTS AND COMPANY'S ANNUAL REPORT FOR LEGAL OFFICERS

Tarikh | 10 - 12 November

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

WORKSHOP ON PRIVATISATION (PFI)

Tarikh | 10 - 12 November

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari



**PROGRAM
BAHASA**

PROGRAM BAHASA

KURSUS JURUBAHASA (PENTERJEMAHAN LISAN DAN DOKUMENTAR)

Tarikh | 4 - 6 Februari

Objektif I

- Memberi pengetahuan dan pendedahan kepada peserta tentang teknik dan proses penterjemahan dan interpretasi
- Meningkatkan kecekapan dan kemahiran peserta dalam menterjemah dan menginterpretasi

Kandungan I

- Pengenalan kepada Sistem Perundangan Malaysia (bidang kuasa Mahkamah)
- Teknik penterjemahan lisan
- Teknik penterjemahan dokumentar
- Pengenalan kepada penterjemahan dokumen perundangan
- Teknik interpretasi lisan
- Cabaran interpretasi lisan secara langsung dalam mahkamah
- Latih amal

Peserta Kursus I

- Jurubahasa Mahkamah

Tempoh | 3 hari

KURSUS BAHASA INGGERIS FUNGSIAN (KAKITANGAN SOKONGAN)

Tarikh | 3 - 5 Mac

Objektif I

- Membolehkan peserta melakukan komunikasi secara bersemuka dan komunikasi melalui telefon secara berkesan dengan menggunakan Bahasa Inggeris fungsian
- Membina keyakinan diri peserta melalui lakon peranan dan simulasi

Kandungan I

- Ujian-sebelum (apakah tahap penguasaan Bahasa Inggeris anda?)
- Kepentingan komunikasi interpersonal
- Komunikasi secara bersemuka
 - menyapa
 - mengundur diri
 - meminta dan memberi arahan
 - meminta maklumat
 - mengendalikan rungutan
- Komunikasi melalui telefon
 - membuat dan menerima panggilan telefon
 - mengambil pesanan
 - memindahkan panggilan
 - membuat dan membatalkan temujanji
- Simulasi/lakon peranan
- Ujian-selepas

Peserta Kursus I

- Kakitangan sokongan (Gred II)

Tempoh | 3 hari

KURSUS JURUBAHASA (KAEDAH DAN TATACARA MAHKAMAH)

Tarikh | 24 - 26 Mac

Objektif I

- Memberi kefahaman kepada peserta tentang peranan dan fungsi jurubahasa
- Memberi kefahaman kepada peserta tentang tatacara sivil dan jenayah di Mahkamah Tinggi dan Mahkamah Rendah

Kandungan I

- Pembentukan peribadi
- Pengenalan kepada Sistem Perundangan Malaysia (bidang kuasa Mahkamah)
- Tugas dan peranan jurubahasa
- Tatacara sivil
- Tatacara jenayah
- Latih amal

Peserta Kursus I

- Jurubahasa Mahkamah

Tempoh | 3 hari

KURSUS GUBALAN UNDANG-UNDANG ASAS (PELBAGAI JABATAN)

Tarikh | Bil. 1/2014 25 - 27 Mac
Bil. 2/2014 11 - 13 Ogos

Objektif I

- Memberi pengetahuan kepada peserta mengenai prinsip asas penggubalan undang-undang
- Membolehkan peserta menggubal draf undang-undang

Kandungan I

- Pengenalan kepada perundangan
- Arahan penggubalan
- Struktur lazim perundangan: suatu perbandingan
- Proses pembuatan perundangan
- Penggubalan perundangan: faktor yang perlu dipertimbangkan
- Penggubalan berkesan: *sailing the "7Cs"*
- Pengenalan kepada Akta Tafsiran 1948 dan 1967
- Penggubalan perundangan dalam dwibahasa
- Latih amal

Peserta Kursus I

- Pegawai dari pelbagai Jabatan Kerajaan, Badan Berkanun dan Pihak Berkuasa Tempatan

Tempoh | 3 hari

KURSUS PENGGUNAAN BAHASA DALAM PERUNDANGAN (TATABAHASA, PERISTILAHAN, PENTERJEMAHAN DAN PENYUNTINGAN TERJEMAHAN)

Tarikh | 21 - 23 April

Objektif I

- Meningkatkan kefahaman dan kemahiran peserta dalam pemakaian tatabahasa dan peristilahan yang betul bagi tujuan penterjemahan dan penyuntingan terjemahan teks perundangan

Kandungan I

- Menterjemah teks perundangan
- Pembakuan Bahasa Melayu

- Masalah umum penggunaan tatabahasa dalam teks perundangan
- Peristilahan Bahasa Melayu dalam teks perundangan
- Pengenalan kepada teori, teknik dan asas penyuntingan terjemahan teks perundangan
- Laras bahasa undang-undang
- Latih amal

Peserta Kursus I

- Pegawai Perundangan dan Penolong Pegawai Undang-Undang dari Bahagian Gubalan dan Bahagian Penyemakan dan Pembaharuan Undang-Undang, Peguam, Pensyarah Undang-Undang, dll.

Tempoh I 3 hari

BENKEL TEKNIK KEMAHIRAN UNTUK SEMAKAN DAN CETAKAN SEMULA

Tarikh I 7 - 9 April

Objektif I

- Meningkatkan kemahiran peserta dalam menjalankan kerja semakan dan cetakan semula undang-undang
- Meningkatkan kemahiran peserta dalam melaksanakan kuasa-kuasa Pesuruhjaya Penyemak Undang-Undang di bawah Akta Penyemakan Undang-Undang 1968 [Akta 1]
- Meningkatkan kemahiran peserta tentang cara membaca dan memahami sesuatu undang-undang pindaan

Kandungan I

- Pengenalan kepada semakan dan cetakan semula undang-undang
- Kuasa-kuasa Pesuruhjaya Penyemak Undang-Undang di bawah Akta Penyemakan Undang-Undang 1968 [Akta 1] (Semakan)
- Kuasa-kuasa Pesuruhjaya Penyemak Undang-Undang di bawah Akta Penyemakan Undang-Undang 1968 [Akta 1] (Cetakan semula)
- Cetakan semula undang-undang
- Versi cetakan
- Versi atas talian
- Sesi perbincangan: masalah dan cabaran dalam kerja semakan dan cetakan semula undang-undang
- Latih amal, pembentangan dan rumusan

Peserta Kursus I

- Pegawai Perundangan dan Penolong Pegawai Undang-Undang dari Bahagian Penyemakan dan Pembaharuan Undang-Undang, Jabatan Peguam Negara

Tempoh I 3 hari

KURSUS GUBALAN UNDANG-UNDANG ASAS (PEGAWAI UNDANG-UNDANG)

Tarikh | 5 - 7 Mei

Objektif |

- Memberi pengetahuan kepada peserta mengenai prinsip asas penggubalan undang-undang
- Membolehkan peserta menggubal draf undang-undang

Kandungan |

- Pengenalan kepada perundangan
- Arahan penggubalan
- Struktur lazim perundangan: suatu perbandingan
- Proses pembuatan perundangan
- Penggubalan perundangan: faktor yang perlu dipertimbangkan
- Penggubalan berkesan: *sailing the "7Cs"*
- Pengenalan kepada Akta Tafsiran 1948 dan 1967
- Penggubalan perundangan dalam dwibahasa
- Tugas dan peranan Bahagian Penyemakan dan Pembaharuan Undang-Undang, Jabatan Peguam Negara
- Latih amal

Peserta Kursus |

- Pegawai Perundangan dari Jabatan Peguam Negara

Tempoh | 3 hari

KURSUS PENYELIDIKAN UNDANG-UNDANG BERKESAN

Tarikh | 2 - 4 Jun

Objektif |

- Meningkatkan kemahiran peserta dalam penyelidikan undang-undang

Kandungan |

- Pengenalan kepada penyelidikan undang-undang
- Strategi dan teknik penyelidikan undang-undang
- Tafsiran statut dan kepentingan penyelidikan undang-undang
- Penyelidikan undang-undang berkaitan dengan Perlembagaan Persekutuan dan Pelembagaan Negeri
- Penyelidikan undang-undang secara manual dan elektronik
- Kajian kes
- Penyediaan pendapat undang-undang

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 3 hari

PROGRAM BAHASA

KURSUS DIPLOMA PENTERJEMAHAN PROFESIONAL SESI KHAS (MODUL UNDANG-UNDANG)

Tarikh | 2 - 19 Jun

Objektif I

- Menambah keupayaan peserta untuk menjadi penyelidik bebas
- Mempelajari teknik dan strategi untuk penyelidikan undang-undang berkesan termasuk sejarah perundangan undang-undang Malaysia
- Menambah keupayaan peserta untuk mengambil pendekatan strategik dalam isu-isu semasa dan perbandingan penyelidikan undang-undang bagi mencari sumber-sumber utama dan pengaplikasian undang-undang yang relevan

Kandungan I

- Kepentingan penyelidikan undang-undang
- Prinsip-prinsip asas dalam penyelidikan undang-undang berkesan
- Strategi carian
- Metodologi dan proses penyelidikan
- Jenis-jenis penyelidikan undang-undang
- Penyelidikan undang-undang secara manual
- Penyelidikan undang-undang secara atas talian
- Penyelidikan undang-undang sejarah
- Kepentingan sejarah perundangan
- Kajian kes
- Latih amal
- Pembentangan dan rumusan

Peserta Kursus I

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 14 hari

BENGKEL PENYELIDIKAN UNDANG-UNDANG BERKESAN

Tarikh | 2 - 4 Jun

Objektif I

- Membolehkan peserta memperoleh ilmu, kemahiran dan keyakinan menterjemah
- Meningkatkan keupayaan dan kecekapan peserta untuk menterjemah
- Membolehkan peserta menghasilkan terjemahan yang berkualiti dalam genre masing-masing
- Membolehkan peserta menjadi penterjemah yang profesional dan berwibawa
- Membolehkan peserta memberi khidmat sebagai penterjemah sepanjang hayat

Kandungan I

- Asas teori penterjemahan
- Perbandingan struktur Bahasa Inggeris dan Bahasa Melayu
- Proses penterjemahan
- Kaedah penterjemahan
- Pengaruh budaya dalam penterjemahan
- Peristilahan
- Sistem ejaan
- Sintaksis
- Morfologi
- Latih amal
- Peperiksaan (teori dan amali)

Peserta Kursus |

- Pegawai Undang-Undang Jabatan Peguam Negara

Tempoh | 3 hari

BENKEL TEKNIK PENULISAN LAPORAN PERUNDANGAN YANG BAIK

Tarikh | 24 - 26 Jun

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Semakan Kurikulum Kursus

Peserta Kursus |

- Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.

Tempoh | 3 hari

KURSUS PEMBAHARUAN UNDANG-UNDANG: CABARAN DAN PELUANG MASA KINI

Tarikh | 18 - 21 Ogos

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Pegawai Perkhidmatan Kehakiman dan Perundangan

Tempoh | 4 hari

KURSUS TAFSIRAN STATUT

Tarikh | 8 - 12 September

Objektif |

- Mendedahkan peserta kepada kaedah peraturan am dalam tafsiran statut
- Manambahkan pengetahuan dan kefahaman peserta dalam mentafsir statut

Kandungan |

- Mengapa tafsiran statut penting bagi penggubal undang-undang
- Kaedah primer dalam tafsiran statut
- Kaedah sekunder dalam tafsiran statut
- Bantuan dalaman dalam tafsiran
- Bantuan luaran dalam tafsiran
- Anggapan dalam tafsiran statut
- Maxim dan prinsip dalam tafsiran statut
- Hak-hak kemanusiaan dan tafsiran statut
- Kajian kes
- Latih amal

Peserta Kursus |

- Pegawai Undang-Undang dan Penolong Pegawai Undang-Undang dari Bahagian Gubalan dan Bahagian Penyemakan dan Pembaharuan Undang-undang, Jabatan Peguam Negara

Tempoh | 5 hari





**PROGRAM
INDUKSI**

PROGRAM INDUKSI

BENKEL PENDAFTAR MAHKAMAH RENDAH

Tarikh | 20 - 22 Januari

Objektif |

- Meningkatkan pengetahuan peserta mengenai peranan dan tanggungjawab Pendaftar Mahkamah Rendah
- Meningkatkan pengetahuan peserta dalam pengurusan dan pentadbiran pejabat

Kandungan |

- Etika kerja dan pembentukan peribadi
- Bidang kuasa Mahkamah dan Pendaftar Mahkamah Rendah di bawah Kaedah-Kaedah Mahkamah 2012 [P.U(A) 205/2012] dan Kanun Tatacara Jenayah
- Peranan dan tanggungjawab Pendaftar Mahkamah Rendah –
 - Pentadbiran pejabat dan pengurusan kewangan
 - Pengurusan fail, dokumen, bilik fail dan bilik kebal
 - *E-filing*
 - Menguruskan statistik Mahkamah Rendah
- Tugas Pendaftar di bawah bidang-kuasa sivil dan bidang kuasa jenayah Mahkamah Sesyen
- Tugas pendaftar di bawah bidang kuasa jenayah Mahkamah Rendah
- Pengenalan kepada pengurusan rekod dan fail
- Latih amal –
 - Waran geledah dan bon jamin
 - Permohonan jenayah
 - Taksiran kos

Peserta Kursus |

- Pendaftar Mahkamah Rendah

Tempoh | 3 Hari

BENKEL PENOLONG PEGAWAI UNDANG-UNDANG (PERUNDANGAN DAN MAHKAMAH)

Tarikh | 20 - 22 Januari

Objektif |

- Meningkatkan pengetahuan peserta mengenai peranan dan tugas mereka sebagai Penolong Pegawai Undang-Undang (PPUU)
- Meningkatkan kefahaman peserta mengenai pengurusan dan pentadbiran pejabat

Kandungan |

- Pembentukan peribadi
- Sistem Perundangan Malaysia
- Peranan PPUU dalam pengendalian kes jenayah
- Penggubalan perundangan dan penyemakan undang-undang
- Peranan PPUU dalam pengendalian kes sivil
- Teknik pencarian maklumat undang-undang
- Terma-terma asas kontrak Kerajaan
- Penyediaan dan pengurusan bajet
- Panduan pengurusan pejabat
- Pengurusan sumber manusia
- Latih amal

Peserta Kursus |

- Penolong Pegawai Undang-Undang (Kehakiman & Perundangan)

Tempoh | 3 Hari

BENKEL PENYEDIAAN REKOD RAYUAN JENAYAH BAGI PEMBANTU TADBIR UNDANG-UNDANG L 17 (MAHKAMAH)

Tarikh | 20 - 22 Januari

Objektif |

- Meningkatkan pengetahuan dan kemahiran peserta berkenaan penyediaan rekod rayuan jenayah

Kandungan |

- Pengenalan kepada Sistem Perundangan Malaysia
- Peruntukan undang-undang berhubung dengan Rayuan Jenayah
- Prosedur penyediaan rekod rayuan jenayah di Mahkamah Rendah (rayuan ke Mahkamah Tinggi)
- Prosedur penyediaan rekod rayuan jenayah di Mahkamah Tinggi & Mahkamah Persekutuan (Rayuan ke Mahkamah Rayuan & Mahkamah Persekutuan)
- Latih amal

Peserta Kursus |

- Pembantu Tadbir Undang-Undang (L17)

Tempoh | 3 Hari

KURSUS ORDERLI

Tarikh | 10 - 12 Februari

Objektif |

- Untuk meningkatkan pengetahuan dan pemahaman peserta berkaitan tugas dan tanggungjawab seorang orderli dalam organisasi
- Untuk mengukuhkan kemahiran

interpersonal

- Untuk memberi pendedahan kepada peserta berkaitan kepentingan integriti dan etika

Kandungan |

- Pengurusan integriti
- Pengenalan kepada struktur Mahkamah
- Tugas dan tanggungjawab Orderli
- Isu-isu perkhidmatan
- Pengurusan dan keselamatan fail
- Motivasi
- Komunikasi berkesan
- Latih amal

Peserta Kursus |

- Orderli

Tempoh | 3 hari

BENKEL ASAS PEMAHAMAN STATUT BAGI PENOLONG PEGAWAI UNDANG-UNDANG

Tarikh | 17 - 18 Februari

Objektif |

- Memberi pendedahan asas kepada peserta berkaitan pemahaman statut

Kandungan |

- Pengenalan kepada statut
- Proses pembuatan undang-undang
- Pembacaan statut
- Bahan bantuan tafsiran
- Latih amal

Peserta Kursus |

- Penolong Pegawai Undang-Undang (Kehakiman & Perundangan)

Tempoh | 2 Hari

PROGRAM INDUKSI

BENKEL PENGURUSAN FAIL DAN REKOD (KUMPULAN SOKONGAN PERUNDANGAN DAN MAHKAMAH)

Tarikh | 17 - 19 Februari

Objektif |

- Memperkenalkan dan meningkatkan pengetahuan peserta mengenai sistem pengurusan rekod dan fail Kerajaan secara fizikal dan elektronik
- Memperkenalkan dan melaksanakan sistem pengelasan fail secara sistematik dan selamat
- Meningkatkan pengetahuan peserta mengenai keselamatan dan perlindungan rekod menurut perspektif perundangan

Kandungan |

- Pengurusan rekod
- Sumber rujukan
- Sistem fail
- Pengenalan kepada Akta Rahsia Rasmi 1972 [Akta 88]
- Pengurusan keselamatan rekod
- Perlindungan keselamatan maklumat ICT
- Tatacara klasifikasi dan klasifikasi semula rahsia rasmi
- Tatacara pendaftaran kes (manual dan elektronik)
- Pengurusan fail Mahkamah (manual dan elektronik)
- Pengurusan bilik fail di Mahkamah (manual dan elektronik)
- Pelupusan fail
- Pelupusan fail dari perspektif Jabatan Peguam Negara
- Lawatan ke Mahkamah Jalan Duta Kuala Lumpur
- Latih amal

Peserta Kursus |

- Penolong Pegawai Undang-undang (Perundangan dan Mahkamah)

Tempoh | 3 hari

KURSUS INTEGRITI DAN ETIKA UNTUK PENOLONG PEGAWAI UNDANG-UNDANG (PERUNDANGAN DAN MAHKAMAH)

Tarikh | 3 - 5 Mac

Objektif |

- Untuk meningkatkan pengetahuan peserta dan menerapkan nilai-nilai murni dan etika kerja yang positif dalam perkhidmatan awam
- Untuk meningkatkan dan mempraktikkan integriti sebagai penjawat awam
- Untuk melahirkan perkhidmatan berkualiti sepanjang masa

Kandungan |

- Isu berkaitan integriti
- Pengurusan integriti dalam perkhidmatan awam
- Kod dan etika dalam Mahkamah
- Penggunaan media elektronik berintegriti
- Peningkatan nilai-nilai moral penjawat awam kearah kecemerlangan dalam perkhidmatan
- Perbincangan kumpulan

Peserta Kursus |

- Penolong Pegawai Undang-Undang (Kehakiman dan Perundangan)

Tempoh | 3 hari

PROGRAM TRANSFORMASI MINDA BIL. 1, 2 DAN 3/2014

Tarikh I Bil. 1/2014 7 - 15 April
 Bil. 2/2014 2 - 10 Jun
 Bil. 3/2014 7 - 15 Oktober

Objektif I

- Untuk memberi pendedahan kepada pegawai awam mengenai konsep kenegaraan, prinsip dan falsafah pembentukan Negara, sistem pentadbiran kerajaan serta peraturan-peraturan asas perkhidmatan awam
- Untuk memupuk keperibadian, jati diri dan nilai patriotism pegawai supaya lebih berketrampilan dan berkemampuan menyesuaikan diri dalam perkhidmatan awam
- Untuk menerapkan nilai budaya kerja cemerlang agar pegawai dapat memberikan penyampaian perkhidmatan dengan cekap serta berkesan
- Untuk menyediakan pegawai dengan minda kelas pertama selaras dengan matlamat kearah Negara maju

Kandungan I

- Ujian psikologi
- Budaya kerja kelas pertama (integrasi kumpulan)
- Pengenalan kepada pengucapan awam
- Budaya kerja kelas pertama (mengutamakan masyarakat)
- Budaya kerja kelas pertama (pengurusan pelanggan)
- Budaya kerja kelas pertama (pemikiran kreatif dan inovatif)
- Budaya kerja kelas pertama (ketrampilan diri)

- Gambaran menyeluruh Perkhidmatan Awam
- Sistem pentadbiran negara
- Menjana negara sejahtera dan bahagia
- Tanggungjawab dan peranan Pegawai Awam (Peraturan & Perintah-Perintah Am)
- Peranan dan tanggungjawab Pegawai Awam (kemudahan cuti)
- Gaji, elaun dan faedah persaraan
- Pengurusan integriti dan keselamatan (isu rasuah)
- Pengurusan integriti dan keselamatan (isu integriti)
- Pengurusan integriti dan keselamatan (isu keselamatan)
- Etiket sosial – tertib menghadiri majlis jamuan
- Laluan kerjaya dalam Perkhidmatan Awam (Jabatan Peguam Negara)
- Laluan kerjaya dalam Perkhidmatan Awam (Mahkamah)
- Tanggungjawab dan peranan Pegawai Awam (Tatakelakuan & Tatatertib – Aku Janji)
- Latih amal & penilaian : pengucapan awam
- Majlis makan malam dan persembahan
- Lawatan ke Parlimen
- Ujian dan rumusan

Peserta Kursus I

- Pegawai Perkhidmatan Perundangan dan Kehakiman (L41)

Tempoh I 9 hari

PROGRAM INDUKSI

BENKEL PENYELIDIKAN UNDANG-UNDANG UNTUK PENOLONG PEGAWAI UNDANG-UNDANG

Tarikh | 25 - 27 Ogos

Objektif |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Kandungan |

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

Peserta Kursus |

- Penolong Pegawai Undang-Undang (Kehakiman dan Perundangan)

Tempoh | 3 hari

KURSUS KHAS PENOLONG PEGAWAI UNDANG-UNDANG JABATAN BANTUAN GUAMAN

Tarikh | 22 - 24 September

Objektif |

- Meningkatkan kefahaman peserta mengenai peranan dan tugas mereka sebagai Penolong Pegawai undang-Undang
- Meningkatkan kecekapan dan kemahiran peserta dalam pengendalian kes di Mahkamah;
- Memberi pendedahan kepadapeserta kepada nilai murni dan etika dalam perkhidmatan awam

Kandungan |

- Pengenalan kepada Akta Bantuan Guaman 1971 [*Akta 26*]
- Pengenalan kepada penyediaan pliding
- Pembentukan peribadi
- Penguatkuasaan Perintah Mahkamah
- Latih amal
- Perbicaraan *mock*

Peserta Kursus |

- Penolong Pegawai Undang-Undang (Jabatan Bantuan Guaman)

Tempoh | 3 hari



TRAINING PROGRAMME 2014

Judicial and
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Prime Minister's Department

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PREFACE BY THE DIRECTOR GENERAL OF ILKAP

From its inception, ILKAP aspires to achieve excellence in human capital development for the judicial and legal fraternity in the public sector. This is consistent with the objective of ILKAP to enhance the skill and expertise of judicial, legal and law enforcement officers through strategic and systematic training.

Every year, the ILKAP Training Programme is further enhanced wherein the course curriculum is strengthened continuously through the introduction of new courses and the upgrading of existing ones. For 2014, ILKAP is offering some accredited courses in collaboration with local and international institutions to ensure that the legal training provided meets recognised levels of quality. This is in the hope of continuously enhancing the competency and efficacy of judicial and legal officers, in line with ILKAP's tagline for 2014, namely **EXCELLENCE IN CAPACITY BUILDING**.

I wish to commend and thank my dedicated team of officers and staff in ILKAP who have relentlessly put in their efforts, knowledge and wisdom to design the 2014 ILKAP Training Programme. Lastly, my gratitude to ILKAP's Board of Management and the stakeholders for their continuing support in ensuring the success of ILKAP's training programme.

MS. LEE LAY CHOO
DIRECTOR GENERAL OF ILKAP





LIST OF COURSES

LIST OF COURSES

Senior Management & Professional Programme

- 1 Course on Protocols, Social and Dining Etiquette
- 2 Workshop on Negotiation Skills
- 3 Workshop of Handling and Discipline Management
- 4 Workshop on Writing Grounds of Judgement
- 5 Course on Creative Thinking in Problem Solving
- 6 Course on Middle Managers' Worklife and Academic Strategic Planning
- 7 Course of Time and Stress Management
- 8 Course on Mind Transformation, Motivation and Leadership
- 9 Course for Magistrates
- 10 Seminar on Judicial Ethics
- 11 Seminar for Industrial Court Chairman
- 12 Seminar on People Skills – Empowerment and Positive Influence at The Workplace
- 13 Course on Government's Transformation Plans
- 14 Seminar for Sessions Court Judges
- 15 Workshop on Arbitration

Prosecution Programme

- 1 Workshop on Strategy in Trial and Appeal
- 2 Workshop on Procedures on Remand, Inquest and Exhumation
- 3 Course "Gift of the Gab : The Effective Skills of Advocacy No. 1/2014
- 4 Course "Gift of the Gab : The Effective Skills of Advocacy No. 2/2014
- 5 Course on Effective Prosecution of Criminal Cases (Deputy Public Prosecutor)
- 6 Course on Enviromental Crime
- 7 Course on Psychology of Effective Communication and Persuasion in Court
- 8 Course on Electronic Evidence No.1/2014
- 9 Course on Electronic Evidence No.2/2014
- 10 Course on Safety Laws – Security offences (Special Measures) 2012 [Act 747], Penal Code (Amended) 2012 (No.2) [Act A1430] and Malaysia Volunteers Corps Act 2012 [Act 752]
- 11 Course on Post Conviction
- 12 Course on Disposal of Exhibits (Criminal and Civil)

- 13 Prosecution Course (Various Department) No.1/2014
- 14 Prosecution Course (Various Department) No.2/2014
- 15 Prosecution Course (Various Department) No.3/2014
- 16 Cyber Crimes Prosecution Course
- 17 Advanced Prosecution Course (Various Department) No.1/2014
- 18 Advanced Prosecution Course (Various Department) No.2/2014
- 19 Advanced Prosecution Course (Various Department) No.3/2014
- 20 Course on Prosecution of Offences Under Companies Act 1965 [Act 125], Capital Market and Services Act 2001 [Act 671] and Securities Commission Act 1993 [Act 498]
- 21 Course on Crime Scene Evidence and Investigation
- 22 Course on Investigation and Prosecution Under The Anti-Money Laundering and Anti-Terrorism Financing Act 2001 [Act 613] and Its Challenges

Civil Programme

- 1 Course on Construction Law for Legal Officers
- 2 Course on Expert Evidence in the Civil and Criminal Cases
- 3 Course on Federal and State Powers over Land and Environment
- 4 Course on Intellectual Property Law – Right dan Issues
- 5 Course on Parliamentary Procedure and Practices
- 6 Course on Practical Approach in Executing Judgement of The Court
- 7 Course on Medico-Legal for Legal Officers
- 8 Course on Women's Rights According to Civil and Shariah Law
- 9 Course on The Role Of Forensic Science In Civil And Criminal Cases (Royal Malaysia Police / Department Of Chemistry)
- 10 Course on Indigenous People : Right and Legal Issues
- 11 Course on Estate Administration According to Islamic and Civil Perspective
- 12 Course on Human Rights According to Civil and Shariah Law
- 13 Seminar on Liberal Islamic Thought Phenomenon and Religious Pluralism: Implications to The Position of Islam as A Religion of The Federation
- 14 Seminar on Administration of Justice for Child Safety, Care and Protection
- 15 The Readiness of Association of Southeast Asian Nations (ASEAN) in Realizing ASEAN Economic Community (AEC) in 2015
- 16 Workshop : Practical Approach on Financial Statements and Company's Annual Report for Legal Officers

LIST OF COURSES

- 17 Workshop on Malaysian Competition Policy Regime : Developed or Developing Country
- 18 Workshop on Managing Investor-State Dispute Settlement (ISDS)
- 19 Workshop on Non Conforming Measures (NCM) for Services and Investment
- 20 Workshop on Privatisation (PFI)
- 21 Workshop on The Techniques of Legal Opinion Writing

Senior Management & Professional Programme

- 1 Workshop on Advocacy Training Workshop (Hampel Method) ATC UK
- 2 Workshop on Motor Vehicle Accident
- 3 Workshop on Handling of Cost Under Rules of Court 2012
- 4 Workshop on The Preparation of Pleadings in Civil Cases
- 5 Course on Current Trend in Islamic Banking in Malaysia
- 6 Course on Statutory Duties and Statutory Powers
- 7 Course on Accreditation In Mediation (Singapore Mediation Centre)
- 8 Course on Negligence by Enforcement Agencies
- 9 Course on The Impact of Insolvency on The Management and Real Estate Transactions
- 10 Special Course for Legal Aid Department (Legal Officers)
- 11 Special Course for Malaysia Department of Insolvency (Legal Officers)
- 12 Course on Drafting, Breach and Termination of Government Contracts
- 13 Course of Pre Trial Procedures
- 14 Bankruptcy and Winding Up Procedures

Language Programme

- 1 Interpreter Course (Oral and Documentary Translation)
- 2 Course on Functional English (Support Staff)
- 3 Course on Reforming The Law : Challenges and Opportunities Today
- 4 Course on Statutory Interpretation
- 5 Course on Diploma of Professional Translation Special Session (Law Module)
- 6 Course on Basic Legal Drafting (Legal Officers)
- 7 Course on Basic Legal Drafting (Various Departments) No. 1/2014
- 8 Course on Basic Legal Drafting (Various Departments) No. 2/2014

- 9 Interpreter Course (Court Rules And Procedures)
- 10 Course on The Use of Language in Legislation (Grammar, Terminology, Translation and Editing of Translation)
- 11 Workshop on Effective Legal Research
- 12 Workshop on Techniques and Skills for Revision and Reprint
- 13 Workshop on Techniques of Good Legal Report Writing

Induction Programme

- 1 Workshop on Basic Understanding of Statutes for Legal Assistant
- 2 Workshop for Subordinate Court Registrars
- 3 Workshop on File Management (Legal and Judicial Support Group)
- 4 Workshop for Legal Assistant (Judicial and Legal)
- 5 Workshop on Preparation of Appeal Criminal Record for Legal Administrative Assistant L 17 (Court)
- 6 Workshop on Legal Research for Assistant Legal Officers
- 7 Course on Integrity and Ethics for Legal Assistant (Legal and Court)
- 8 Course for Assistant Legal Officers (Legal Aid Department)
- 9 Course for Orderly
- 10 Mind Transformational Programme (No. 1/2014)
- 11 Mind Transformational Programme (No. 2/2014)
- 12 Mind Transformational Programme (No. 3/2014)

ILKAP TRAINING PROGRAMME

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
JANUARY						
1	Workshop for Subordinate Court Registrars	Induction	20 - 22	Esah / Mazalina	Ordinan	Subordinate Court Registrars
2	Workshop for Legal Assistant (Judicial And Legal)	Induction	20 - 22	Nor'Ain / Nur Syahirah	Kaedah	Legal Assistant (Judicial and Legal Service)
3	Workshop on Preparation of Appeal Criminal Record for Legal Administrative Assistant L 17 (Court)	Induction	20 - 22	Ainul Mardiyah / Zerina	Perlembagaan	Legal Administrative Assistants L17 (Court)
4	Prosecution Course (Various Department) No.1/2014	Prosecution	20 - 24	Hajarul Falena/ Wan Aimi	Enakmen / Moot Court 2	Enforcement Officers from various Government Departments, Statutory Bodies and Local Authorities
FEBRUARY						
5	Interpreter Course (Oral and Documentary Translation)	Language	4 - 6	Esah / Normiliah	Peraturan	Court's Interpreters
6	Special Course for Legal Aid Department (Legal Officers)	Civil Litigation	4 - 6	Mohamed Wafi / Wan Aimi	Kaedah	Judicial and Legal Officers (Legal Aid Department)
7	Course for Orderly	Induction	10 - 12	Ruzilawati / Mubarak	Computer Room 2, ITITC	Legal Services and Support Group

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
8	Course on Protocols, Social and Dining Etiquette	PTP	10 - 12	Husni Fairros / Nur Syahirah	MTCP	Judicial and Legal Officers
9	Workshop on Basic Understanding of Statutes for Legal Assistant	Induction	17 - 18	Mohamed Wafi / Normilah	Kanun	Legal Assistant (Judicial and Legal Service)
10	Workshop on File Management (Legal and Judicial Support Group)	Induction	17 - 19	Nadirah / Zuraidah	Computer Room 4, ITITC	Legal Services and Support Group
11	Advanced Prosecution Course (Various Department) No.1/2014	Prosecution	17 - 21	Gan Peng Kun / Husna	Perlembagaan	Prosecuting Officers from Government Departments, Local Authorities and Statutory Bodies
MARCH						
12	Course on Functional English (Support Staff)	Language	3 - 5	Nor'Ain / Wan Aimi	Kaedah	Support Staff (Grade II)
13	Course on Integrity and Ethics for Legal Assistant (Legal and Court)	Induction	3 - 5	Nadirah / Husna	Computer Room 2, ITITC	Legal Assistant (Judicial and Legal Service)
14	Prosecution Course (Various Department) No.2/2014	Prosecution	3 - 7	Mohamed Wafi / Zuraidah	Perlembagaan	Prosecuting Officers from Government Departments, Local Authorities and Statutory Bodies

ILKAP TRAINING PROGRAMME

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
15	Course on Mind Transformation, Motivation and Leadership	PTP	10 - 12	Nik Ahmad / Mariah	Ordinan	Judicial and Legal Officers
16	Special Course for Malaysia Department of Insolvency (Legal Officers)	Civil Litigation	10 - 12	Nor Azlina / Nolisa	Kanun	Legal Officers from Malaysia Department of Insolvency
17	Seminar for Industrial Court Chairman	PTP	11 - 13	Mariani / Nor Jafizah	MTCP	Industrial Court Chairman
18	Course on The Role of Forensic Science in Civil and Criminal Cases (Royal Malaysia Police / Department of Chemistry)	Civil	17 - 20	Hanani Hayati/ Zerina	Kaedah	Judicial and Legal Officers
19	Course on Accreditation in Mediation (Singapore Mediation Centre)	Civil Litigation	24 - 28	Nordin / Afidah	MTCP	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
20	Interpreter Course (Court Rules and Procedures)	Language	24 - 26	Hajarul Falenna / Nur Syahirah	Ordinan	Court's Interpreters
21	Course on Basic Legal Drafting (Various Departments) No.1/2014	Language	25 - 27	Esah / Mazalina	Kanun	Prosecuting Officers from Government Departments, Local Authorities and Statutory Bodies

■ Courses opened to private sector

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
22	Workshop on Writing Grounds of Judgment	PTP	31 Mac - 1 April	Dr. Intan / Halimatun	Kaedah	Sessions and Magistrate Court Judges
APRIL						
23	Mind Transformational Programme (No. 1/2014)	Induction	7 - 15	Hasila / Mazalina / Zuraidah	Theatrette	Judicial and Legal Officers
24	Cyber Crimes Prosecution Course	Prosecution	7 - 9	Gan Peng Kun / Normilah	MTCP	Judicial and Legal Officers
25	Workshop on Techniques and Skills for Revision and Reprint	Language	7 - 9	Haryati / Nolisa	Ordinan	Judicial and Legal Officers and Legal Assistants of Revision and Reprint Division and Lawyers, Law Lecturers, etc.
26	Course on Current Trend in Islamic Banking in Malaysia	Civil Litigation	7 - 9	Nordin / Afidah	Kaedah	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
27	Course on Electronic Evidence No.1/2014	Prosecution	7 - 9	Nik Ahmad / Mariah	Kanun	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
28	Advanced Prosecution Course (Various Department) No.2/2014	Prosecution	14 - 16	Ainul Mardiyah/ Zerina	Perlembagaan	Prosecuting Officers from Government Departments, Local Authorities and Statutory Bodies

Courses opened to private sector

ILKAP TRAINING PROGRAMME

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
29	Course on Middle Managers' Work life and Academic Strategic Planning	PTP	14 - 16	Dr. Suzana / Husna	Computer Room 2, ITITC	Legal Assistant (Judicial and Legal Services)
30	Seminar on People Skills – Empowerment and Positive Influence at The Workplace	PTP	14 - 15	Nor Azlina / Wan Aimi	Kanun	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
31	Course "Gift of The Gab : The Effective Skills of Advocacy" No. 1/2014	Prosecution	14 April - 30 Mei	Mariani / Nor Jafizah	Kaedah	Judicial and Legal Officers
32	Course on The Use of Language in Legislation (Grammar, Terminology, Translation and Editing of Translation)	Language	21 - 23	Hanani Hayati / Normawati	Kanun	Judicial and Legal Officers and Legal Assistants of Drafting Division and Revision and Reprint Division and Lawyers, Law Lecturers, etc.
MAY						
33	Seminar for Sessions Court Judges	PTP	5 - 7	Dr. Intan / Halimatun	MTCP	Session Court Judges
34	Course on Basic Legal Drafting (Legal Officers)	Language	5 - 7	Hajarul Falena / Nolisa	Computer Room 1, ITITC	Legal Officers of Attorney General's Chambers
35	Course on Human Rights According to Civil and Shariah Law	Civil	5 - 7	Haryati / Normilah	Kanun	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.

Courses opened to private sector

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
36	Course on Electronic Evidence No.2/2014	Prosecution	5 - 7	Nor Azlina / Nur Syahirah	Kaedah	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
37	Course of Pre Trial Procedures	Civil Litigation	5 - 8	Hasila / Mazalina	Perlembagaan	Judicial and Legal Officers
38	Prosecution Course (Various Department) No.3/2014	Prosecution	12 - 16	Husni Fairos / Zuraidah	Computer Room 4, ITITC	Prosecuting Officers from Government Departments, Local Authorities and Statutory Bodies
39	Course on Parliamentary Procedure and Practices	Civil	12 - 14	Nik Ahmad / Mariah	MTCP	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
40	Course on Crime Scene Evidence and Investigation	Prosecution	12 - 14	Ainul Mardiyah / Zerina	Perlembagaan	Judicial and Legal Officers
41	Workshop on Non Conforming Measures (NCM) for Services and Investment	Civil	19 - 21	Ahmad Sanusi / Wan Aimi	Kanun	Judicial and Legal Officers
42	Seminar on Judicial Ethics	PTP	21	Nordin / Afidah	Theatrette	Judicial and Legal Officers
43	Course on Investigation and Prosecution Under The Anti-Money Laundering and Anti-Terrorism Financing Act 2001 [Act 613] And Its Challenges	Prosecution	26 - 28	Hanani Hayati / Normawati	Kaedah	Judicial and Legal Officers

■ Courses opened to private sector

ILKAP TRAINING PROGRAMME

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
JUNE						
44	Workshop on Managing Investor-State Dispute Settlement (ISDS)	Civil	2 - 4	Dr. Intan / Halimatun	MTCP	Judicial and Legal Officers
45	Workshop on Procedures on Remand, Inquest and Exhumation	Prosecution	2 - 4	Husni Fairos / Zerina	Perlebagaan	Judicial and Legal Officers, Prosecuting Officers from Government Departments, Local Authorities and Statutory Bodies
46	Workshop on Effective Legal Research	Language	2 - 4	Dr. Suzana / Husna	Computer Room 1, ITTC	Judicial and Legal Officers
47	Mind Transformational Programme (No. 2/2014)	Induction	2 - 10	Hasila / Mazalina / Zuraidah	Theatrette	Judicial and Legal Officers
48	Course on Diploma of Professional Translation Special Session (Law Module)	Language	2 - 19	Hanani Hayati / Normawati	Kaedah	Judicial and Legal Officers
49	Course for Magistrates	PTP	9 - 11	Ainul Mardiyah / Syahirah	Kanun	Magistrates
50	Workshop on Handling of Cost Under Rules of Court 2012	Civil Litigation	9 - 11	Ahmad Sanusi / Nur Syahirah	Kaedah	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.

 Courses opened to private sector

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
51	Course on Drafting, Breach and Termination of Government Contracts	Civil Litigation	9 - 11	Haryati / Normilah	Perlembagaan	Judicial and Legal Officers
52	Course on Environmental Crime	Prosecution	9 - 11	Mariani / Nor Jafizah	Kaedah	Judicial and Legal Officers
53	Workshop on Advocacy Training Workshop (Hampel Method)	Civil Litigation	9 - 13	Nordin / Afidah	MTCP	Judicial and Legal Officers
54	Workshop on Motor Vehicle Accident	Civil Litigation	16 - 18	Gan Peng Kun / Wan Aimi	Perlembagaan	Judicial and Legal Officers
55	Course of Time and Stress Management	PTP	16 - 19	Hanani Hayati / Normilah	Kaedah	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
56	Workshop of Handling and Discipline Management	PTP	16 - 18	Hajarul Falena / Nolisa	Kanun	Judicial and Legal Officers
57	Course on Prosecution of Offences Under Companies Act 1965 [Act 125], Capital Market and Services Act 2001 [Act 671] and Securities Commission Act 1993 [Act 498]	Prosecution	16 - 18	Ahmad Sanusi / Husna	Ordinan	Judicial and Legal Officers, Enforcement Officers from various Government Departments, Statutory Bodies and Local Authorities
58	Course on Expert Evidence in the Civil and Criminal Cases	Civil	16 - 20	Mazlan / Mubarak	MTCP	Judicial and Legal Officers

Courses opened to private sector

ILKAP TRAINING PROGRAMME

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
59	Course on Intellectual Property Law – Right dan Issues	Civil	23 - 27	Nor Azlina / Zerina	Perlembagaan	Judicial and Legal Officers
60	Course on Statutory Duties and Statutory Powers	Civil Litigation	23 - 27	Nik Ahmad / Mariah	MTCP	Judicial and Legal Officers
61	Course on Federal and State Powers over Land and Environment	Civil	23 - 27	Ainul Mardiyah/ Syahirah	Kanun	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
62	Workshop on The Preparation of Pleadings in Civil Cases	Civil Litigation	23 - 27	Haryati / Normawati	Ordinan	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
63	Workshop on Techniques of Good Legal Report Writing	Language	24 - 26	Dr. Suzana / Husna	Computer Room 1, ITITC	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
AUGUST						
64	Bankruptcy and Winding Up Procedures	Civil Litigation	11 - 13	Haryati / Nolisa	Kanun	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
65	Course on Medico-Legal for Legal Officers	Civil	11 - 13	Husni Fairoz / Zerina	Ordinan	Judicial and Legal Officers
66	Course on Psychology of Effective Communication and Persuasion in Court	Prosecution	11 - 13	Mariani / Nor Jafizah	Kaedah	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.

Courses opened to private sector

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
67	Course on Basic Legal Drafting (Various Departments) No. 2/2014	Language	11 - 13	Ahmad Sanusi / Zuraidah	Computer Room 4, ITITC	Enforcement Officers from various Government Departments, Statutory Bodies and Local Authorities
68	Course on Creative Thinking in Instant Problem Solving	PTP	11 - 13	Nik Ahmad / Mariah	Kanun	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
69	Seminar on Administration of Justice for Child Safety, Care and Protection	Civil	20	Nor Azlina / Wan Aimi	Theatrette	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
70	Workshop on Arbitration	PTP	18 - 20	Dr. Intan / Halimaton	MTCP	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
71	Course on Reforming The Law : Challenges and Opportunities Today	Language	18 - 21	Dr. Suzana / Nadirah	Computer Room 2, ITITC	Judicial and Legal Officers
72	Course on Post Conviction	Prosecution	18 - 21	Gan Peng Kun / Nur Syahirah	Kanun	Judicial and Legal Officers
73	Course on Women's Rights According to Civil And Shariah Law *	Civil	25 - 27	Nordin / Nor Afidah	Ordinan	Judicial and Legal Officers
74	Workshop on Legal Research for Assistant Legal Officers	Induction	25 - 27	Nor'Ain / Normawati	Kaedah	Legal Assistant (Judicial and Legal Service)

Courses opened to private sector

ILKAP TRAINING PROGRAMME

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
75	Workshop on Strategy in Trial and Appeal	Prosecution	25 - 27	Norsiah / Juliana	MTCP	Judicial and Legal Officers
76	Course on Safely Law – Security Offences (Special Measures) 2012 [Act 747], Penal Code (Amended) 2012 (No.2) [Act A1430] and Malaysia Volunteers Corps Act 2012 [Act 752]	Prosecution	25- 27	Hajarul Falenna/ Normilah	Perlembagaan	Judicial and Legal Officers, Enforcement Officers from various Government Departments, Statutory Bodies and Local Authorities, Lawyers, Law Lecturers, etc.
77	Course on Negligence by Enforcement Agencies	Civil Litigation	25 - 27	Hasila / Mazalina	Computer Room 2, ITITC	Judicial and Legal Officers
SEPTEMBER						
78	Workshop on The Techniques of Legal Opinion Writing (Foreign Expert)	Civil	2 - 4	Nik Ahmad / Zerina	Computer Room 1, ITITC	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
79	Workshop on Negotiation Skills	PTP	2 - 4	Dr. Intan / Halimaton	MTCP	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
80	Course on Indigenous People : Right and Legal Issues	Civil	2 - 4	Gan Peng Kun / Nur Syahirah	Kanun	Judicial and Legal Officers
81	Course on Statutory Interpretation	Language	8 - 12	Dr. Suzana / Nadirah	Computer Room 2, ITITC	Judicial and Legal Officers


Courses opened to private sector

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
82	Course on The Impact of Insolvency on The Management and Real Estate Transactions	Civil Litigation	8 - 10	Nor Azlina / Nolisa	Ordinan	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
83	Course on Construction Law for Legal Officers	Civil	8 - 10	Hasila / Mazalina	Ordinan	Judicial and Legal Officers
84	Seminar on Liberal Islamic Thought Phenomenon and Religious Pluralism: Implications to The Position of Islam as A Religion of The Federation	Civil	10	Nordin / Afidah	Theatrette	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
85	Course "Gift of The Gab : The Effective Skills of Advocacy" Bil. 2/2014	Prosecution	10 Sept - 28 Okt	Mariani / Nor Jafizah	Kaedah	Legal Officers
86	Course for Assistant Legal Officers (Legal Aid Department)	Induction	22 - 24	Nadirah / Zuraidah	Computer Room 2, ITITC	Legal Assistant (Legal Aid Department)
87	Course on Effective Prosecution of Criminal Cases (Deputy Public Prosecutor)	Prosecution	22 - 24	Husni Fairo / Wan Aimi	Ordinan	Deputy Public Prosecutors

Courses opened to private sector

ILKAP TRAINING PROGRAMME

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
OCTOBER						
88	Seminar on Government's Transformation Plans	PTP	7	Ainul Mardiyah/ Wan Aimi	Theatrette	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
89	Mind Transformational Programme (No. 3/2014)	Induction	7 - 15	Hasila / Mazalina / Zuraidah	VC Room, ITITC	Judicial and Legal Officers
90	Advanced Prosecution Course (Various Department) No.3/2014	Prosecution	13 - 17	Haryati / Normawati	Kanun	Enforcement Officers from various Government Departments, Statutory Bodies and Local Authorities
91	Course on Disposal of Exhibits (Criminal and Civil)	Prosecution	13 - 17	Hajarul Falenna / Nolisa	Kaedah	Judicial and Legal Officers
92	The Readiness of Association of Southeast Asian Nations (ASEAN) in Realizing ASEAN Economic Community (AEC) in 2015	Civil	27 - 29	Ahmad Sanusi / Zerina	MTCP	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
93	Workshop on Malaysian Competition Policy Regime : Developed or Developing Country	Civil	27 - 29	Husni Fairos / Normilah	Ordinan	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.

 Courses opened to private sector

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
NOVEMBER						
94	Course on Estate Administration According to Islamic Perspective	Civil	10 - 12	Dr. Suzana / Husna	Computer Room 1, ITITC	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.
95	Course on Practical Approach in Executing Judgement of The Court	Civil	10 - 12	Dr. Intan / Halimatun	MTCP	Judicial and Legal Officers
96	Workshop : Practical Approach on Financial Statements and Company's Annual Report for Legal Officers	Civil	10 - 12	Nik Ahmad / Mariah	Perlembagaan	Judicial and Legal Officers
97	Workshop on Privatisation (PFI)	Civil	10 - 12	Hanani / Normawati	Computer Room 4, ITITC	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.

ILKAP'S CONFERENCE

NO.	COURSE	PROGRAMME	DATE	COORDINATOR	LECTURE ROOM	PARTICIPANTS
1	ILKAP National Law Conference	ILKAP	4 - 5 Nov	Committee of ILKAP National Law Conference	-	Judicial and Legal Officers, Lawyers, Law Lecturers, etc.

Courses opened to private sector





**SENIOR
MANAGEMENT
& PROFESSIONAL
PROGRAMME**

SENIOR MANAGEMENT & PROFESSIONAL PROGRAMME

COURSE ON PROTOCOLS, SOCIAL AND DINING ETIQUETE

Date | 10 - 12 February

Objective |

- To introduce the elements of protocol and etiquette
- To guide the participants in managing and conducting formal and informal events and meetings in accordance with the proper protocol and etiquette
- To guide the participants on social etiquette, self skills and dining ethics in a formal and informal occasions

Contents |

- Management and operation of Government's formal occasions
- Federal Priority Ordering
 - *Susunan Keutamaan Persekutuan 22 Januari 1998*
- Federal Priority Ordering with states
- Title and deferential
- Salutation
- Writing
 - Deferential title
- Writing formal letters
- Seating arrangement
- Simulation
- Introduction to protocol practice
- Occasions/events hosting
- Simulation
- Roles of –
 - Protocol officer
 - Escort officer
 - Liaison officer
 - Receptionist
- Social etiquette
 - Etiquette in various situations
 - Decency and communication in social conversation

- Modesty and perfection of dressing
- The order of the banquet –
 - Courtesy at the dinner table
 - Table manners
- Table preparation
 - Simulation
- Image and self skills
 - Styling
 - Appropriate dress
 - Formal
 - Office
- Self comfort

Course Participants |

- Judicial and Legal Officers

Duration | 3 days

COURSE ON MIND TRANSFORMATION, MOTIVATION AND LEADERSHIP

Date | 10 - 12 March

Objective |

- To develop transformational leadership
- To enhance interpersonal communication skills

Contents |

- Why we need to transform?
 - Global, national and organization environment
 - Challenges in transformation
- Areas of transformation
 - Leadership proficiencies
 - Thinking skills
 - Managing skills
 - Communication skills
- Execution of transformation

- Planning and delegation
- Avoiding mistakes
- Case study
- Review and discussion

Course Participants I

- Judicial and Legal Officers

Duration I 3 days

SEMINAR FOR INDUSTRIAL COURT CHAIRMAN

Date I 11 - 13 March

Objective I

- To enhance participants' knowledge and skills in industrial field and work

Contents I

- Equity and good conscience
- Dismissal: misconduct and punishment
- Collective agreement (expert consultant)
- Dialogue session with the Honourable Minister of Human Resources
- Collective agreement (President of Industrial Court of Malaysia)
- Redundancy and retrenchment
- Domestic inquiry
- Social media and the workplace
- The vulnerable employer
- Constitutional protection of the workman
- Industrial law: current issues
- Dual and multiple employment
- Industrial Law: A Past Chairman's Point

Course Participants I

- Industrial Court Chairman

Duration I 3 days

WORKSHOP ON WRITING GROUNDS OF JUDGMENT

Date I 31 March - 1 April

Objective I

- To enhance participants' skills in writing grounds of judgment

Contents I

- Ground of judgment -
 - Definition of "decision" - Section 3 of Court of Judicature Act 1964 [Act 91]
 - The importance of writing grounds of judgment
 - Circumstances where grounds of judgment are necessary or unnecessary
 - Chief Registrar's Practice Direction and Chief Registrar's Circular
- Writing grounds of judgment for criminal cases -
 - Full trial
 - "At the end of prosecution case" and "At the end of defence case"
- Appeal against sentence
- Basic writing structures -
 - Charge against the accused person
 - Facts of the case
 - Assessing the facts in issues
 - Research and application of the law
 - Opinion and grounds of judgment
 - Court's decision

SENIOR MANAGEMENT & PROFESSIONAL PROGRAMME

- Writing grounds of judgment for civil cases -
 - Full trial
 - Application - Summary judgment and Striking out
- Basic writing structures -
 - Plaintiff's facts of the case and defendant's facts of the cases
 - Issues to be tried
 - Assessment to the facts in issue
 - Research and application of the law
 - Opinion and grounds of judgment
 - Court's decision
 - Practical Exercise
- Workforce engagement strategies
- Empowered to innovate and transform
- Case study
- Building an empowered team at the work place and positive influence
 - Employee empowerment at the workplace
 - Positive influence at the workplace - "invisible employee"
 - Group discussion
- Success story:
 - Transformation of organization
 - Dynamics of a winning organization
- Lessons learnt
 - Group Presentation
- Review

Course Participants I

- Sessions Court Judges and Magistrates

Duration | 2 days

SEMINAR ON PEOPLE SKILLS – EMPOWERMENT AND POSITIVE INFLUENCE AT THE WORKPLACE

Date | 14 - 15 April

Objective I

- To enhance participants' knowledge and understanding of empowerment towards the building of an effective workforce and instilling positive influence in the organization and
- To transform the working environment into a winning organization

Contents I

- Empowerment: an overview
 - Concept
 - Power scope and mandate
 - Self empowerment
- The Journey of Empowerment

Course Participants I

- Judicial and Legal Officers

Duration | 2 days

COURSE ON MIDDLE MANAGERS' WORKLIFE AND ACADEMIC STRATEGIC PLANNING

Date | 14 - 16 April

Objective I

- To enhance the capacity and capability of the management officers

Contents I

- Current issues and challenges
 - National level of service (Judicial and Legal)
- Skills required for middle managers
 - Leadership skills
 - Values and ethics in the service
 - Communication skills
 - Time management skills

- Ability to make decisions
 - Techniques for decision making
 - SWOT analysis
- Practical exercise in decision making
- Management organization
 - Human resource management
- Management organization
 - Financial and asset management
- Stress management
- Panel discussion
 - Career and academic development

Course Participants I

- Legal Assistants (Judicial and Legal)

Duration I 3 days

SEMINAR FOR SESSIONS COURT JUDGES

Date I 5 - 7 May

Objective I

- To expose participants to the impact of Section 65 of Subordinate Courts Act 1948 (Amendment 2010) [Act A1382] and the jurisdiction of Sessions Court
- To expose participants to the Rules of Court 2012
- To enhance participants' knowledge on current development of Criminal Procedure Code
- To expose participants to the duties assigned to Sessions Court Judges

Contents I

- Innovation In Judicial workplace
- General position of:
 - Injunctive relief
 - Declaration

- Specific performance/ rescission/ cancellation/ rectification
- Limitation of power to grant:
 - Injunctive relief
 - Specific performance
 - Declaration
 - Subordinate Court Act 1948 (Amendment 2010) [Act A1382] – Section 65
 - Rules of Court 2012
 - Court of Judicature Act [Act 91]
 - Specific Relief Act 1950 [Act 137]
 - Government Proceedings Act 1956 [Act 359]
- Procedure in applying for injunction (Order 29 Rules of Court 2012)
- Procedure in applying for declaration and specific performance/rescission/ cancellation/rectification
- Pre-trial conference
- Case management
 - Role of court
- Plea bargaining
- Compensation
- Summary trial conference
- Rules of Court 2012
- Fee
- Amendment to Criminal Procedure Code (Pre trial process)
- Role of Yayasan Bantuan Guaman Kebangsaan
- Effective writing of grounds of judgment
- Mediation – effective alternative dispute resolution

Course Participants I

- Sessions Court Judges

Duration I 3 days

SENIOR MANAGEMENT & PROFESSIONAL PROGRAMME

SEMINAR ON JUDICIAL ETHICS

Date | 21 May

Objective |

- To enhance participants' understanding about judicial ethics within and outside the office
- To provide knowledge on the importance of judicial ethics
- To expose the participants about the current issues of judicial ethics

Contents |

- Principles of Judicial Officers' Ethical Conduct Policy
 - Code of Ethics for the Chief Registrar of the Federal Court
 - Code of Ethics for judges
 - The Bangalore Principles of Judicial Conduct 2002
- Applying Ethical Principles in and outside the office
 - The Do's and Don'ts
- Case study and simulation
- Current issues and challenges
 - Ethical and legal issues related to social network – Facebook, Twitter, Blogs etc.

Course Participants |

Judicial and Legal Officers

Duration | 1 day

COURSE FOR MAGISTRATES

Date | 9 - 11 June

Objective |

- To enhance participants' knowledge in relation to their work scope and responsibilities as a Magistrate

Contents |

- Character building
- Magistrates' roles and jurisdiction
- Rules of Court 2012: court fee
 - Deposit interest calculation
 - Documents fees
 - Documents fees in E-filing (problems arise if fees are insufficient)
- Recent amendments to the Criminal Procedure Code
 - Pre-trial process
 - Pre-trial conference
 - Case management
 - Plea bargaining
 - Compensation
 - Punishment guidelines for plea bargaining
 - Trial process
- Summary trial conference
- Remand
 - Purpose, duration and procedure
 - Section 117 of the Criminal Procedure Code
 - Section 4(1)(b) Drug Dependents (Treatment and Rehabilitation) 1983 [Act 283]
 - Right of remand prisoners
 - Categories of remand
 - Right to representation
 - National Legal Aid Foundation
 - Registrar Circular No. 2/2012

- Duties and powers of a Magistrate in remand
 - Requirements or extension of remand
 - Representative counsel
 - Factors to be considered
- Minutes of remand and procedures in dealing with complaints
 - Problems and issues in remand
- Inquest
 - Magistrates as coroners
 - Procedure
 - Coroner's result
 - Factors to be considered to make a finding
 - Types of finding
 - Writing of finding
- Review
 - Proceedings involving children
 - Children as witnesses
 - Child Act 2001 [Act 617]
- Exhibit (Criminal and Civil cases)
- Types of exhibits
- Handling exhibits in court before trial
- Handling exhibit in court during trial
- Handling exhibit in court after trial (exhibit disposal)
- Procedures of appeal and preparation of Manual Appeal Record and E-filing (Civil and criminal cases)
- Techniques of recording proceedings in court and writing grounds of judgment
- Effective practical writing of grounds of judgment (civil and criminal cases) Procedures of criminal case management and trial
- Court mediation process
 - Case study

Course Participants |

- Magistrates

Duration | 3 days

WORKSHOP OF HANDLING AND DISCIPLINE MANAGEMENT

Date | 16 - 18 June

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial and Legal Officers

Duration | 3 days

COURSE OF TIME AND STRESS MANAGEMENT

Date | 16 - 19 June

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial and Legal Officers, Statutory Bodies and Private Sectors

Duration | 4 days

SENIOR MANAGEMENT & PROFESSIONAL PROGRAMME

COURSE ON CREATIVE THINKING IN PROBLEM SOLVING

Date | 11 - 13 August

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial and Legal Officers, Statutory Bodies and Private Sectors

Duration | 3 days

WORKSHOP ON ARBITRATION

Date | 18 - 20 August

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial and Legal Officers, Statutory Bodies and Private Sectors

Duration | 3 days

COURSE ON GOVERNMENT'S TRANSFORMATION PLANS

Date | 7 October

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial and Legal Officers, Statutory Bodies and Private Sectors

Duration | 1 days

WORKSHOP ON NEGOTIATION SKILLS

Date | 2 - 4 September

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial and Legal Officers

Duration | 3 days



**PROSECUTION
PROGRAMME**

PROSECUTION PROGRAMME

PROSECUTION COURSE (VARIOUS DEPARTMENT) NO.1, NO.2 AND NO.3

Date | No. 1/2014 20 - 24 January
No. 2/2014 3 - 7 March
No. 3/2014 12 - 16 May

Objective I

- To increase participants' understanding of their roles and jurisdiction
- To enhance the knowledge of participants in prosecuting and related procedures
- To enhance prosecuting officers self-esteem

Contents I

- Integrity and character building
- Evidence Act 1950 [Act 56]
- Roles and duties of Prosecuting Officers
- Summary trial
- Introduction to the structure, jurisdiction and court ethic
- Criminal Procedure Code [Act 593]
- Case study
- Preparing charges and facts of case
- Witness examination techniques
- Handling of exhibits
- Submissions techniques
- *Mock trial*

Course Participants I

- Prosecuting Officers from Government Departments, Local Authorities and Statutory Bodies

Duration | 5 days

ADVANCED PROSECUTION COURSE (VARIOUS DEPARTMENT) NO.1, NO.2 AND NO.3

Date | No. 1/2014 17 - 21 February
No. 2/2014 12 - 16 April
No. 3/2014 13 - 17 October

Objective I

- To enhance participants' skills and confidence in handling criminal trial
- To endow participants with confidence in conducting effective trial
- To enhance the art of advocacy

Contents I

- Integrity and accountability
- Criminal Procedure Code [Act 593]
- Case study
- Trial preparation
- Scrutiny on investigation paper
- Discussion with witnesses
- Probable issues
- Probable defences
- Mock trial

Course Participants I

- Prosecuting Officers from Government Departments, Local Authorities and Statutory Bodies

Duration | 5 days

CYBER CRIMES PROSECUTION COURSE

Date | 7 - 9 April

Objective |

- To enhance the knowledge and understanding of participants on cybercrime which enable them to conduct an investigation, enforcement and prosecution effectively

Contents |

- Introduction to information technology
- Cybercrime: laws in Malaysia
- Electronic transaction and computer crimes
- Intellectual Property related to cyber laws
- Related Issues to the jurisdiction in cybercrime
- Detection and prosecution of cybercrime
- Telecommunication, protection and operation
- Visit to agencies related to information technology

Course Participants |

- Judicial and Legal Officers

Duration | 3 days

COURSE ON ELECTRONIC EVIDENCE NO.1 AND NO.2

Date | No. 1/2014 7 - 9 April
No. 2/2014 5 - 7 May

Objective |

- To enhance the understanding and knowledge of participants in the various aspects of electronic evidence; and
- To enhance the participants' skill in handling cases related to electronic evidence

Contents |

- Overview of electronic evidence
- Gathering of electronic evidence from the perspective of the Royal Malaysian Police
- Gathering of electronic evidence from the perspective of the Malaysian Communication and Multimedia Commission
- Examination and analysis of electronic evidence
- Admissibility of electronic evidence
- Tendering of electronic evidence
- Mock trial
- Visit

Course Participants |

- Officers from Judicial and Legal Officers, Lawyers, Law Lecturers, etc.

Duration | 3 hari

PROSECUTION PROGRAMME

COURSE “GIFT OF THE GAB : THE EFFECTIVE SKILLS OF ADVOCACY NO.1/2014 AND NO.2/2014

Date | No.1/2014 14 April - 30 May
No.2/2014 10 Sept - 28 October

Objective |

- To give comprehensive advocacy training to junior officers of the Attorney General's Chambers comprising of a holistic approach covering from pre-trial preparation, trial advocacy, submissions as well as advocacy at appellate level

Contents |

- Introduction
- Case analysis and pre-trial
- Opening and skeletal arguments
- Examination in chief and witness statement
- Cross examination
- Expert evidence
- Legal and closing arguments
- Appeals

Course Participants |

- Legal Officers

Duration | 33 days

COURSE ON CRIME SCENE EVIDENCE AND INVESTIGATION

Date | 12 - 14 May

Objective |

- To expose participants to the types of crime evidence and the procedures of crime scene investigation

- To enhance the knowledge of participants on adducing crime scene evidence in a trial process

Contents |

- Introduction to crime scene investigation
- Detection of evidence and types of evidence
- The role of the chemist at the crime scene
- The role of the pathologist at the crime scene
- The role of the digital forensic expert at the crime scene
- Presentation of crime scene evidence in criminal trials
- Mock trial

Course Participants |

- Judicial and Legal Officers

Duration | 3 days

COURSE ON INVESTIGATION AND PROSECUTION UNDER THE ANTI-MONEY LAUNDERING AND ANTI-TERRORISM FINANCING ACT 2001 [ACT 613] AND ITS CHALLENGES

Date | 26 - 28 May

Objective |

- To expose the participants on money laundering and terrorism financing in Malaysia
- To provide and enhancing the participants knowledge on tracing, investigation and enforcement of money laundering case and terrorism financing

- To enhance the participants skills in handling money laundering and financing terrorism cases

Contents |

- Anti-Money Laundering and Anti-Terrorism Financing Act 2001 [Act 613]
- Investigation in the perspective of Central Bank of Malaysia and the Royal Malaysian Police
- Prosecution
- Preparation of mock trial
- Mock trial
- Discussion
- Case study

Course Participants |

- Judicial and Legal Officers

Duration | 3 days

WORKSHOP ON PROCEDURES ON REMAND, INQUEST AND EXHUMATION

Date | 2 - 4 June

Objective |

- To expose and enhance participants' knowledge on procedures on remand, inquest and exhumation

Contents |

- Remand: Purpose, duration and procedures
- The role and power of Magistrate in remand
- Sudden death investigation
- Inquest
- The role of Magistrate as Coroner

- Case study
- Exhumation

Course Participants |

- Judicial, Legal Officers and Enforcement Officers

Duration | 3 days

COURSE ON ENVIROMENTAL CRIME

Date | 9 - 11 June

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial, Legal Officers and Enforcement Officers

Duration | 3 days

PROSECUTION PROGRAMME

COURSE ON PROSECUTION OF OFFENCES UNDER COMPANIES ACT 1965 [ACT 125], CAPITAL MARKET AND SERVICES ACT 2001 [ACT 671] AND SECURITIES COMMISSION ACT 1993 [ACT 498]

Date | 16 - 18 June

Objective |

- To provide understanding and to enhance participants' knowledge on the offences under companies and capital markets' law; and
- To train participants' on the offences under the Companies Act 1965 [Act 125], Capital Market and Services Act 2001 [Act 671] and Securities Commission Act 1993 [Act 498] for effective and successful prosecution

Contents |

- Overview of Companies Act 1965 [Act 125]
- Common offences under the Companies Act 1965 [Act 125]
- Case study
- Overview of Capital Market and Services Act 2001 [Act 671] and Securities Commission Act 1993 [Act 498]
- Offencer under capital market
- Preparation of mock trial
- Mock trial
- Challenges and issues in prosecuting financial crime

Course Participants |

- Judicial and Legal Officers, Enforcement Officers from Government Departments, Local Authorities and Statutory Bodies

Duration | 3 days

COURSE ON PSYCHOLOGY OF EFFECTIVE COMMUNICATION AND PERSUASION IN COURT

Date | 11 - 13 August

Objective |

- To provide knowledge and understanding on the principles of psychology involved in effective communication and persuasion in court
- To provide participants with the ability to deliver, communicate and persuade effectively in court
- To expose and enhance participants' skills on the techniques of communication and persuasion

Contents |

- Principles of psychology
- Communication process
- Persuasion
- The importance of listening
- What make a written submission effective?
- What makes a grafic effective?
- Trials are battles of hearts and minds
- Group presentation
- Simulation

Course Participants |

- Judicial and Legal Officers, Lawyers, Law Lecturers and etc.

Duration | 3 days

COURSE ON POST CONVICTION

Date | 18 - 21 August

Objective |

- To enhance the participants knowledge in understanding the impact and procedures in post conviction

Contents |

- Types of sentences and the carrying out of it (Chapter XXVII of Criminal Procedure Code)
- Prison sentencing
- Parole
- Process after sentencing
- Pardon process
- Community Services
- Provisions under the Child Act 2001 [Act 611]

Course Participants |

- Judicial and Legal Officers

Duration | 4 days

WORKSHOP ON STRATEGY IN TRIAL AND APPEAL

Date | 25 - 27 August

Objective |

- To enhance the skills of participants in identifying the issues and determining the strategies in the preparation of written submissions
- To enhance the knowledge of participants in trial and appellate advocacy

Contents |

- Advocacy and strategy in trials and appeals
- Effective advocacy
- Analyzing the evidence
- Pre-trial conference
- Plea bargaining
- Case management
- Preparation for trial
- Opening address
- Examination in chief and cross examination
- Submission
- Appeals and drafting petition of appeal
- Practical Exercises
- Mock trial

Course Participants |

Judicial and Legal Officers

Duration | 3 days

PROSECUTION PROGRAMME

COURSE ON SAFETY LAWS – SECURITY OFFENCES (SPECIAL MEASURES) 2012 [ACT 747], PENAL CODE (AMENDED) 2012 (NO.2) [ACT A1430] AND MALAYSIA VOLUNTEERS CORPS ACT 2012 [ACT 752]

Date | 25 - 27 August

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial, Legal Officers and Enforcement Officers

Duration | 3 days

COURSE ON EFFECTIVE PROSECUTION OF CRIMINAL CASES (DEPUTY PUBLIC PROSECUTOR)

Date | 22 - 24 September

Objective |

- To enhance the participants skills in preparation of criminal case
- To enhance the participants skills in handling and strategise prosecution

Contents |

- Case preparation
- Identifying the strong and the weak case
- Impeachment proceeding/hostile witness

- Hearsay evidence/Section 27 Evidence Act 1950
- Pre hearing
- Effective submission – effective communication in court
- Group work

Course Participants |

- Deputy Public Prosecutor

Duration | 3 days

COURSE ON DISPOSAL OF EXHIBITS (CRIMINAL AND CIVIL)

Date | 13 - 17 October

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial, Legal Officers and Enforcement Officers

Duration | 3 days



**CIVIL
LITIGATION
PROGRAMME**

CIVIL LITIGATION PROGRAMME

SPECIAL COURSE FOR LEGAL AID DEPARTMENT (LEGAL OFFICERS)

Date | 4 - 6 February

Objective |

- To expose the participants to the various aspects of civil litigation cases handled by Legal Aid Department

Contents |

- Guidelines and techniques in handling cases
- Procedures for cases handled by Legal Aid Department
- Advocacy Skills

Course Participants |

- Legal Officers from Legal Aid Department

Duration | 3 hari

COURSE ON ACCREDITATION IN MEDIATION (SINGAPORE MEDIATION CENTRE)

Date | 24 - 28 March

Objective |

- To be determined

Contents |

- To be determined

Course Participants |

- Judicial and Legal Service Officers

Duration | 5 days

SPECIAL COURSE FOR MALAYSIA DEPARTMENT OF INSOLVENCY (LEGAL OFFICERS)

Date | 10 - 12 March

Objective |

- To enhance participants' knowledge and skills in managing and handling cases on bankruptcy and company's winding up

Contents |

- Guidelines and techniques in handling cases
- Procedures under the Bankruptcy Act 1967 [Act 360]
- Procedures under the Companies Act [Act 125]

Course Participants |

- Legal Officers from Department of Insolvency Malaysia

Duration | 3 days

COURSE ON CURRENT TREND IN ISLAMIC BANKING IN MALAYSIA

Date | 7 - 9 April

Objective |

- To expose the participants on islamic banking and its regulatory frameworks
- To expose the participants on the issues and remedies pertaining to litigating islamic banking disputes in civil courts
- To expose the participants to mediation in litigating islamic banking disputes

Contents |

- Overview on islamic banking
- Islamic banking in Malaysia
- Issues relating to Legal in islamic banking
- Remedies
- Pre-trial and trial process
- Penal discussion
- Enforcement
- Mediation
- Practical exercise

Course Participants |

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 3 days

COURSE ON PRE-TRIAL PROCEEDING

Date | 5 - 8 May

Objective |

- To enhance the participants' knowledge on pre-trial procedures.

Contents |

- Pleadings
- Application and Proceeding In Chamber
- Interlocutory application
- Techniques on preparation application and affidavit
- Case management
- Practical session

Course Participants |

- Judicial and Legal Service Officers

Duration | 4 days

COURSE ON DRAFTING, BREACH AND TERMINATION OF GOVERNMENT CONTRACTS

Date | 9 - 11 June

Objective |

- To enhance the participants knowledge in relation to drafting the Government Contract based on provision of applied law
- To expose the participants on the effect of the breach and termination of Government Contract
- To expose the participants on the remedy in relation to Government Contract

CIVIL LITIGATION PROGRAMME

Contents I

- Government Contract
- Types of Government Contract
- Terms and conditions of Government Contract
- Breach of Contract
- Termination of contract and remedy
- Group discussion
- Practical exercises

Course Participants I

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration I 3 days

WORKSHOP ON HANDLING OF COST UNDER RULES OF COURT 2012

Date I 9 - 11 June

Objective I

- To enhance the participants' knowledge and skills on the assessment of costs

Contents I

- Definition and type of cost
- Provision of law in relation to cost under the Rules of Court 2012
- Awards
- Preparation of cost of bill cost
- Notice of taxation of costs
- Practical exercises

Course Participants I

- Judicial and Legal Service Officers

Duration I 3 days

WORKSHOP ON ADVOCACY TRAINING WORKSHOP (HAMPEL METHOD) ATC UK

Date I 9 - 13 June

Objective I

- To expose participants to techniques on witness handling and methodology for arguing in courts
- To expose participants to techniques on effective closing submission

Contents I

- Witness handling
- Closing submission
- Application and replies
- Plea in mitigation

Course Participants I

- Judiciary and Legal Service Officers

Duration I 5 days

WORKSHOP ON MOTOR VEHICLE ACCIDENT

Date I 16 - 18 June

Objective I

- To enhance the participants knowledge on the main principle in handling the motor vehicle accident cases;
- To enhance the participants knowledge on the preparation of the documentations relating to motor vehicle accident cases

Contents |

- Liability
- Damages
- Claims on damages
- Case assessment
- Preparation for trial
- Handling the Motor Vehicle Trial
- Witness statement
- Advocacy skills
- Practical exercises

Course Participants |

- Judicial and Legal Officers

Duration | 3 days

COURSE ON STATUTORY DUTIES AND STATUTORY POWERS

Date | 23 - 27 June

Objective |

- To enhance the participants' knowledge on statutory duties and statutory powers
- To expose the participants on the relevant statutes relating to statutory duties and statutory powers

Contents |

- Introduction to statutory duties and statutory powers
- Judicial review
- Practical exercises

Course Participants |

- Judicial and Legal Service Officers

Duration | 5 days

WORKSHOP ON THE PREPARATION OF PLEADINGS IN CIVIL CASES

Date | 23 - 27 June

Objective |

- To expose the participants to proper preparation of pleadings
- To enhance the participants' techniques and skills in preparing pleadings in order for smooth trial in court
- To expose the participants in preparing the Statement of defence and counter claim
- To increase the knowledge of participants in law relating to the principle of striking out of the pleading

Contents |

- Pleading
- Preparation of Statement of Claim – practical session
- Preparation of Statement of Defence dan Counter Claim – practical exercises
- Striking out of Pleading – practical exercises

Course Participants |

- Judicial and Legal Service Officers

Duration | 5 days

CIVIL LITIGATION PROGRAMME

BANKRUPTCY AND WINDING UP PROCEDURES

Date | 11 - 13 August

Objective |

- To enhance the participants' knowledge on bankruptcy and winding up
- To expose the participants on issues and challenges relating to bankruptcy and company winding up procedures

Contents |

- Overview on bankruptcy and winding up
- Factors to be considered before bankruptcy proceeding
- Bankruptcy proceeding
- Effects on bankruptcy proceeding
- Winding Up
- Winding Up Proceeding
- Winding Up Procedure in Courts
- Liquidator
- Group Discussion
- Issues and Challenges relating to Bankruptcy and Winding Up
- Group Discussion

Course Participants |

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 3 days

COURSE ON NEGLIGENCE BY ENFORCEMENT AGENCIES

Date | 25 - 27 August

Objective |

- To enhance the participants' knowledge on law on negligence by the enforcement officers
- To expose the participants to the challenges and issues to negligence by the enforcement officers

Contents |

- Introduction to law on negligence
- Role and responsibilities of enforcement officers
- Group discussion
- Case study- negligence by enforcement officers

Course Participants |

- Judicial and Legal Service Officers, Enforcement Officers

Duration | 3 days

COURSE ON THE IMPACT OF INSOLVENCY ON THE MANAGEMENT AND REAL ESTATE TRANSACTIONS

Date | 8 - 10 September

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judiciary and Legal Service Officers

Duration | 3 days





**CIVIL
PROGRAMME**

CIVIL PROGRAMME

COURSE ON THE ROLE OF FORENSIC SCIENCE IN CIVIL AND CRIMINAL CASES (ROYAL MALAYSIA POLICE / DEPARTMENT OF CHEMISTRY)

Date | 17 - 20 March

Objective I

- To understand forensic science in handling civil and criminal cases
- To increase knowledge in handling cases based on forensic science

Contents I

- Introduction to forensic science in civil and criminal case
- Analysis of exhibits using forensic science
- Report and expert evidence
- Examination of documents
- DNA forensic analysis
- Forensic – toxicology, alcohol intoxication, criminalistic and narcotic
- Crime scene management
- Detection of criminal – the role of the Royal Malaysia Police (Forensic Lab) in the validation process related criminal
- The role of the central criminal registry data storage and information criminals
- The role of forensic science in handling civil and criminal cases in Malaysia from the perspective of Deputy Public Prosecutor
- Visit to Forensic Lab

Course Participants I

- Judicial and Legal Officers

Duration | 4 days

COURSE ON HUMAN RIGHTS ACCORDING TO CIVIL AND SHARIAH LAW

Date | 5 - 7 May

Objective I

- Provide the participants with an understanding on the human rights according to civil and shariah law

Contents I

- Human Rights
- Selected rights:
 - the right to life
 - the prohibition of torture
 - the right to liberty and security
 - the right to a fair trial
 - the right to respect for private life
 - the right to freedom of thought, conscience and religion
 - the right to freedom of expression
 - the right to equal treatment / non-discrimination
 - the rights of refugees to asylum
- Perspectives of Human Rights Law- Civil Law and Shariah law
- Criticisms of islamic perspectives and responses to the criticisms

Course Participants I

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 3 days

COURSE ON PARLIAMENTARY PROCEDURE AND PRACTICES

Date | 12 - 14 May

Objective |

- To enhance the understanding of participants in the parliamentary process and practices in Malaysia

Contents |

- An Introduction to the Parliament of Malaysia
- Business of Houses of Parliament
- Privileges of Parliament
- Notices of Motion
- Rules of Debate in the House of Parliament
- The process of tabling Bills in the House of Parliament
- Supply Bill
- Other Bills
- Committees under the Parliament
- Parliamentary Convention
- Visit to Parliament

Course Participants |

- Judicial and Legal Officers
- Lawyers
- Law Lecturers

Duration | 3 days

WORKSHOP ON NON CONFORMING MEASURES (NCM) FOR SERVICES AND INVESTMENT SECTORS

Date | 19 - 21 May

Objective |

- To provide the participants with the knowledge and understanding on the Non Conforming Measures (NCM) for Services and Investment sectors
- To enable participants to be able to negotiate NCM in the Free Trade Agreements
- To ensure that the drafting of the future do not breach the agreement scope on NCM

Contents |

- The concept and form of NCM
- Avoidance of breach
- Formulating Writing the scope of agreed NCM
- Relevant provisions in Investment Chapters
- NCM in Trans-Pacific Close Economic Partnership Agreement (TPPA) on services and investments - approach and process.

Course Participants |

- Judicial and Legal Officers
- Related Ministries/Departments/Agencies

Duration | 3 days

CIVIL PROGRAMME

COURSE ON EXPERT EVIDENCE IN CIVIL AND CRIMINAL CASES

Date | 16 - 20 June

Objective |

- Provide the participants with an understanding of the applicable laws on expert evidence
- To expose participants to the most effective way in understanding the evidence of expert witnesses
- Provide the participants with information on various aspects of expert evidence

Contents |

- Introduction of expert evidence and the applicable law
- Types of expert witnesses
- Admissibility of expert evidence
- Differences of factual evidence and opinion evidence
- Importance of expert evidence and expert witness report
- Case study
- Mock trial

Course Participants |

- Judicial and Legal Officers
- Royal Malaysia Police (RMP)

Duration | 4 days

COURSE ON FEDERAL AND STATE POWERS OVER LAND AND ENVIRONMENT

Date | 23 - 27 June

Objective |

- To enhance participants' knowledge and understanding on the Federal and State's powers in relation to land and environment as provided under the Federal Constitution
- To discuss issues on overlapping authority and enforcement related to Federal and State powers over land and environment

Contents |

- Introduction to the Federal and State's powers over land and environment
- Obligations of the relevant Ministry and State Governments in implementing the law over land and environment
- Procedures in the implementation and enforcement of the law
- Issues relating to the Federal and State's powers over land and environment

Course Participants |

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 5 days

COURSE ON INTELLECTUAL PROPERTY LAW – RIGHTS & ISSUES

Date | 23 - 27 June

Objective |

- To provide an understanding of the participants with the knowledge and understanding on the applicable laws on intellectual property

Contents |

- Intellectual property in Malaysia and its applicable laws
- Current issues in copyright
- Overview of competition law in Malaysia
- International aspects of intellectual property
- Interpretation and validity of patent specifications

Course Participants |

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 3 days

COURSE ON INTELLECTUAL PROPERTY LAW – RIGHTS & ISSUES

Date | 23 - 27 June

Objective |

- To provide an understanding of the participants with the knowledge and understanding on the applicable laws on intellectual property

Contents |

- Intellectual property in Malaysia and its applicable laws
- Current issues in copyright
- Overview of competition law in Malaysia
- International aspects of intellectual property
- Interpretation and validity of patent specifications

Course Participants |

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 3 days

COURSE ON MEDICO-LEGAL FOR LEGAL OFFICERS

Date | 11 - 13 August

Objective |

- To expose the participants to the new issues under Medico-Legal
- Understand the roles of the expert witness in the Medico-Legal cases
- Provide guidance, knowledge and confidence to the participants in handling Medico-Legal cases effectively

Contents |

- The law and practice relating to medical negligence
- Consent and confidentiality
- Instructing the expert, the preparation of expert's report and glossary of medical terminologies

CIVIL PROGRAMME

- Defending of medical negligence cases
- Medical records and medical reports
- Autopsy
- Forensic dentistry
- Presentation and assessment of an expert in the court
- Mock trial

Course Participants I

- Judicial and Legal Officers

Duration I 3 days

SEMINAR ON ADMINISTRATION OF JUSTICE FOR CHILD SAFETY AND PROTECTION

Date I 20 August

Objective I

- To enhance participants' knowledge on the administration of justice for child care, safety and protection from the perspective of domestic law and international law
- To enhance participants' knowledge on the rights of the child as a victim and as an offender
- To provide a platform for participants to discuss legal and current issues on child justice

Contents I

- Definition of "Child"- domestic and international perspective
- Laws and procedures relating administration of justice for child safety and protection
- Child safety and protection - enforcement agency's perspective

- Development of administration of justice for child safety and protection in Malaysia

Course Participants I

- Judicial and Legal Officers
- Cybersecurity
- Malaysian Child Research Institute (MCRI)
- Ministry of Women, Family and Community Development (Department of Social Welfare)
- UNICEF
- Lawyers
- Law Lecturers

Duration I 1 day

COURSE ON WOMEN'S RIGHTS ACCORDING TO SHARIAH LAW AND CIVIL

Date I 25 - 27 August

Objective I

- Provide the participants with an understanding on the women's rights according to civil and shariah law.

Contents I

- Women's right under domestic and international law
- Discuss the rights of women in Islam under six major headings:
 - Spiritual
 - Economical
 - Social
 - Educational
 - Legal
 - Political
- Comparative women's right under civil and shariah law

Course Participants |

- Judicial and Legal Officers
- Ministry of Women, Family and Community Development

Duration | 3 days

WORKSHOP ON THE TECHNIQUES OF LEGAL OPINION WRITING (FOREIGN EXPERTS)

Date | 2 - 4 September

Objective |

- To enable participants to be able to prepare good, structured and logical legal opinions based on relevant laws and analytical reasoning
- To expose participants to techniques of effective legal opinion writing

Contents |

- Introduction to legal opinion writing
- Strategy and techniques of legal opinion writing
- Identify the relevant fact
- Identify the legal issues
- Related Legal Research
- Writing preliminary argument, content and conclusion
- Restructuring legal submission
- Case study
- Exercises in preparing the legal opinion

Course Participants |

- Judicial and Legal Officers

Duration | 3 days

COURSE ON INDIGENOUS PEOPLE : RIGHT AND LEGAL ISSUES

Date | 2 - 4 September

Objective |

- Provide an understanding of the participants on the applicable laws on indigenous people.

Contents |

- Indigenous people - History and identity
- UN Declaration on The Rights of the Indigenous People (UNDRIP) and the applicable laws in Malaysia
- Rights of the Indigenous people under UNDRIP
- Armchair discussion: "How far the rights of the Indigenous people under UNDRIP are protected in Malaysia?"

Course Participants |

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 3 days

COURSE ON CONSTRUCTION LAW FOR LEGAL OFFICERS

Date | 8 - 10 September

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

CIVIL PROGRAMME

Course Participants |

- Judiciary and Legal Service Officers

Duration | 3 days

SEMINAR ON LIBERAL ISLAMIC THOUGHT PHENOMENON AND RELIGIOUS PLURALISM: IMPLICATIONS TO THE POSITION OF ISLAM AS A RELIGION OF THE FEDERATION

Date | 10 September

Objective |

- To enhance participants' knowledge on the concept of liberal Islamic thought and religious pluralism
- To expose participants on the implications of the liberal Islamic thought and religious pluralism on the position of Islam as the religion of the federation

Contents |

- The concept of liberal Islamic thought and pluralism religion
- The main characteristic feature of liberal Islamic thought
- The main characteristic feature religious pluralism
- The position of Islam as the religion of the federation
- Implications of Liberal Islamic thought and Religious Pluralism
- Ongoing issues of Liberal Islamic thought and Religious Pluralism

Course Participants |

- Judicial and Legal Officers
- Related Ministries

Duration | 1 day

COURSE ON THE READINESS OF ASSOCIATION OF SOUTHEAST ASIAN NATIONS (ASEAN) IN REALIZING ASEAN ECONOMIC COMMUNITY (AEC) IN 2015

Date | 27 - 29 October

Objective |

- To enhance participants' knowledge on the Association Southeast Asian Nations (ASEAN)
- To expose the participants on the issues related to the readiness of Association of Southeast Asian Nations (ASEAN) in realising ASEAN Economic Community (AEC) in 2015

Contents |

- Association Southeast Asian Nations (ASEAN) and its state of play
- Characteristics of AEC
 - Single market and production base
 - A highly competitive economic region
 - A region of equitable of economic development
 - A region that is fully integrated into the global economic
- ASEAN readiness in achieving AEC : prospects and challenges
 - Member States
 - Challenges for Private Sector

Course Participants |

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 3 days

COURSE ON MALAYSIAN COMPETITION POLICY REGIME

Date | 27 - 29 October

Objective I

- To enhance participants' knowledge on the Malaysian Competition Policy
- To expose the participants on the effect of Malaysian Competition Policy regime on both developed and developing Country

Contents I

- Applicable laws on competition policy in Malaysia
- Anti corruption agreement
- Abuse of dominant position
- Comparative study with other jurisdictions on competition policy
- Merger control
- Practical exercises

Course Participants I

- Judicial and Legal Officers

Duration | 3 days

COURSE ON ESTATE ADMINISTRATION ACCORDING TO ISLAMIC PERSPECTIVE

Date | 10 - 12 November

Objective I

- To enhance the participants' knowledge in the management and distribution of property according to Islamic and civil perspective
- To discuss current issues related to administration of estates in Malaysia

Contents I

- Introduction to Property Management System
- Sources laws of inheritance
- Heirs and determination of rates
- Wills, Grants, Nominee, Endowments and Matrimonial Property
- Estate Administration Process
- The concept of Small Estates and administration
- Forum on Issues relating implementation of the administration of estates at the Shariah and Civil Courts

Course Participants I

- Judicial and Legal Service Officers, Lawyers, Law Lecturers, etc.

Duration | 4 days

PRACTICAL APPROACH IN EXECUTING JUDGMENT OF THE COURT

Date | 10 - 12 November

Objective I

- To enhance the participants' knowledge on the practical approach in executing judgments and order of the court

Contents I

- Judgment and order of the court
- Crucial aspect and practical considerations in executing judgment
- Challenges and remedial action in the execution of judgment and order of the court

CIVIL PROGRAMME

- Foreclosure of properties secured by Charges and Assignment
- Case study - Admiralty cases
- Execution against Government and Government Linked Companies

Course Participants |

- Judicial and Legal Service Officers

Duration | 3 days

WORKSHOP : PRACTICAL APPROACH ON FINANCIAL STATEMENTS AND COMPANY'S ANNUAL REPORT FOR LEGAL OFFICERS

Date | 10 - 12 November

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judiciary and Legal Service Officers

Duration | 3 days

WORKSHOP ON PRIVATISATION (PFI)

Date | 10 - 12 November

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judiciary and Legal Service Officers

Duration | 3 days



**LANGUAGE
PROGRAMME**

INTERPRETER COURSE (ORAL AND DOCUMENTARY TRANSLATION)

Date | 4 - 6 February

Objective I

- To provide the participants with knowledge and exposure on techniques and process of translation and interpretation
- To enhance the participant's efficiency and skills in translating and interpreting

Contents I

- Introduction to the Malaysian Legal Systems (the jurisdiction of Court)
- Oral translation techniques
- Documentary translation techniques
- Introduction to the translation of legal documentation
- Oral interpretation techniques
- Challenges in a live oral interpretation in court
- Practical exercises

Course Participants I

- Court Interpreter

Duration | 3 days

COURSE ON FUNCTIONAL ENGLISH (SUPPORT STAFF)

Date | 3 - 5 March

Objective I

- To enable the participants to engage in face to face communication and telephone communication effectively using functional English
- To develop and build the participants' self confidence through role plays and simulation

Contents I

- Pre-test (how good of your english?)
- Importance of interpersonal communication
- Face to face communication
 - greeting
 - taking leave
 - asking and giving direction
 - request for information
 - handling complaints
- Telephone communication
 - making and receiving phone calls
 - taking messages
 - transferring calls
 - making and cancelling appointment
- Simulation/role play
- Post-test

Course Participants I

- Support Staff (Grade II)

Duration | 3 days

INTERPRETER COURSE (COURT RULES AND PROCEDURES)

Date | 24 - 26 March

Objective |

- To provide the participants with an understanding on the role and function of the interpreter
- To provide the participants with an understanding on the civil and criminal procedures of the higher court and lower court

Contents |

- Character building
- Introduction to the Malaysian Legal System (the jurisdiction of Court)
- Role and function of the interpreter
- Civil procedure
- Criminal procedure
- Practical exercises

Course Participants |

- Court Interpreter

Duration | 3 days

COURSE ON BASIC LEGAL DRAFTING (VARIOUS DEPARTMENTS)

Date | No. 1/201 25 - 27 March
No. 2/201 11 - 13 August

Objective |

- To provide participants with knowledge on the basic principles of legal drafting
- To enable participants to draft a legislation

Contents |

- Introduction to legislation
- Drafting instruction
- Standard legislative structure : a comparison
- Law-making process
- Drafting a legislation : factors to be considered
- Effective drafting : sailing the “7Cs”
- Introduction to Interpretation Act 1948 and 1967
- Drafting in dual language
- Practical sessions

Course Participants |

- Officers from various Government Departments, Statutory Bodies and Local Authorities

Duration | 3 days

COURSE ON THE USE OF LANGUAGE IN LEGISLATION (GRAMMAR, TERMINOLOGY, TRANSLATION AND EDITING OF TRANSLATION)

Date | 21 - 23 April

Objective |

- To enhance the understanding and skills of the participants in applying a proper grammar and terminology for the purpose of translating and editing of a translated legislative text

Contents |

- Translating legislative text
- Standardised Malay Language
- Common problems in the grammar usage in the legislative text

LANGUAGE PROGRAMME

- Malay Language terminology in the legislative text
- Introduction to the theory, technique and basic editing of a translated legislative text
- Legal terminology
- Practical exercises

Course Participants |

- Legal officers and assistant legal officers from the Drafting Division and Law Revision and Law Reform Division, Attorney General's Chambers, Lawyers, Law Lectures etc.

Duration | 4 days

- Power of the Commissioner of Law Revision under the Revision of Laws Act 1968 [Act 1] (Reprint)
- Reprint of laws
 - Printing version
 - Online version
- Discussion session : problems and challenges in doing revision and reprint of laws
- Practical session, presentation and review

Course Participants |

- Legal officers and assistant legal officers from the Law Revision and Law Reform Division, Attorney General's Chambers

Duration | 3 days

WORKSHOP ON TECHNIQUES AND SKILLS FOR REVISION AND REPRINT

Date | 7 - 9 April

Objective |

- To enhance the skills of the participants in carrying out the revision and reprint of laws
- To enhance the skills of the participants in exercising the powers of the Commissioner of Law Revision under the Revision of Laws Act 1968 [Act 1]
- To enhance the skills of the participants on the reading and understanding the instruction of amendment act

Contents |

- Introduction to revision and reprint of laws
- Power of the Commissioner of Law Revision under the Revision of Laws Act 1968 [Act 1] (Revision)

COURSE ON BASIC LEGAL DRAFTING (LEGAL OFFICERS)

Date | 5 - 7 May

Objective |

- To provide participants with knowledge on the basic principles of legal drafting
- To enable participants to draft a legislation

Contents |

- Introduction to legislation
- Drafting instruction
- Standard legislative structure : a comparison
- Law-making process
- Drafting a legislation : factors to be considered
- Effective drafting : sailing the "7Cs"
- Introduction to Interpretation Act 1948 and 1967
- Drafting in dual language

- The role and function of the Law Revision and Law Reform Division, Attorney General's Chambers
- Practical sessions

Course Participants I

- Legal Officers of the Attorney General's Chambers

Duration I 3 days

WORKSHOP ON EFFECTIVE LEGAL RESEARCH

Date I 2 - 4 June

Objective I

- To enhance the ability of the participants to become an independent researchers
- To learn the techniques and strategies for effective legal research including the legislative history of Malaysian laws
- To be able to take a strategic approach to current issues and comparative legal research sufficient to find major sources and applicability of the relevant laws

Contents I

- Importance of legal research
- Basic principles of effective legal research
- Search strategy
- Research methods and processes
- Types of legal research
- Manual legal research
- Online legal research
- Historical legal research
- Importance of legislative history
- Case study
- Practical exercises
- Presentation and review

Course Participants I

- Judicial and Legal Officers

Duration I 3 days

COURSE ON DIPLOMA OF PROFESSIONAL TRANSLATION SPECIAL SESSION (LAW MODULE)

Date I 2 - 19 June

Objective I

- To enable the participants to acquire knowledge, skill and confident in translation
- To enhance the ability of the participants to translate
- To enable the participants to produce a quality translation in their own genre
- To enable the participants to become a professional and qualified translator
- To enable the participants to serve as a translator throughout their life

Contents I

- Basic theory of translation
- Comparison between the structure of English Language and Malay Language
- Translation process
- Translation procedure
- Culture influence in translation
- Terminology
- Spelling system
- Syntax
- Morphology
- Practical sessions
- Examination (theory and practical)

Course Participants I

- Legal officers of Attorney General's Chambers

Duration I 14 days

WORKSHOP ON TECHNIQUES OF GOOD LEGAL REPORT WRITING

Date | 24 - 26 June

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial and Legal Service Officers, Lawyers, Law Lecturers etc.

Duration | 3 days

COURSE ON REFORMING THE LAW : CHALLENGES AND OPPORTUNITIES TODAY

Date | 18 - 21 August

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Judicial and Legal Officers

Duration | 4 days

STATUTORY INTERPRETATION COURSE

Date | 8 - 12 September

Objective |

- To expose the participants to the general rule of interpretation of statutes
- To enhance the knowledge and understanding of the participants in interpreting the statutes

Contents |

- Why statutory interpretation is one of the concern to drafters
- Primary rules of statutory interpretation
- Secondary rules of statutory interpretation
- Internal aids to interpretation
- External aids to interpretation
- Presumption in statutory interpretation
- Maxims and principles of statutory interpretation
- Human rights and statutory interpretation
- Case study
- Practical sessions

Course Participants |

- Legal officers and assistant legal officers from the Drafting Division and Law Revision and Law Reform Division, Attorney General's Chambers,

Duration | 5 days



INDUCTION PROGRAMME

INDUCTION PROGRAMME

WORKSHOP FOR SUBORDINATE COURT REGISTRARS

Date | 20 - 22 January

Objective |

- To enhance the participants' knowledge on the roles and responsibilities of the Subordinate Courts Registrars
- To improve knowledge on management and office administration

Contents |

- Works ethics and character building
- Jurisdiction of the Court and Subordinate Courts Registrars under the Rules of Court 2012 (P.U.(A) 205/2012) and Criminal Procedure Code
- Roles and responsibilities of Subordinate Courts Registrars –
 - Office administration and financial management
 - Management of files, documents, files room and vault room
 - *E-filing*
 - Managing the Subordinate Court's statistics
- The duties of the Registrars under the civil and criminal jurisdiction of the Subordinate Courts
- Introduction to the record's management and files
- Practical Exercises
 - Search warrant and bail bond
 - Criminal applications
 - Assessment of costs

Course Participants |

Subordinate Courts Registrars

Duration | 3 days

WORKSHOP FOR LEGAL ASSISTANT (JUDICIAL AND LEGAL)

Date | 20 - 22 January

Objective |

- To enhance the knowledge of participants regarding their roles and duties as Legal Assistant
- To enhance participants' understanding of management and office administration

Contents |

- Character building
- Malaysian Legal System
- Role of Legal Assistant in handling criminal cases
- Drafting legislation and law revision
- Role of Legal Assistant in handling civil cases
- Techniques on legal research
- Basic terms of government contracts
- Preparation and management of budgets
- Management office guidelines
- Human resource management
- Practical exercise

Course Participants |

- Legal Assistant (Judicial and Legal)

Duration | 3 days

WORKSHOP ON PREPARATION OF APPEAL CRIMINAL RECORD FOR LEGAL ADMINISTRATIVE ASSISTANT L 17 (COURT)

Date | 20 - 22 January

Objective |

- To enhance knowledge and skills of participants regarding preparation of appeal criminal record

Contents |

- An overview of Malaysian Legal System
- Legal provisions relating to criminal appeals
- Procedure preparation of criminal appeal record in Subordinate Court (appeal to High Court)
- Procedure Preparation of Criminal Appeal Record in High Court and Federal Court (Appeal to Court of Appeal and Federal Court)
- Practical exercise

Course Participants |

- Legal Administrative Assistant (L 17)

Duration | 3 days

COURSE FOR ORDERLY

Date | 10 - 12 February

Objective |

- To enhance knowledge and understanding on the role and responsibility of an orderly in the organisation
- To strengthen interpersonal skills
- To expose the participants on the importance of integrity and ethics

Contents |

- Management of integrity
- Introduction to Court's structure
- Roles and responsibilities of an Orderly
- Service issues
- Management and security of files
- Motivation
- Effective communication
- Practical exercise

Course Participants |

- Orderlies

Duration | 2 days

WORKSHOP ON FILE MANAGEMENT (LEGAL AND JUDICIAL SUPPORT GROUP)

Date | 17 - 19 February

Objective |

- To introduce and enhance participant's knowledge on management of record system and government files, physical or electronic
- To introduce and implement/ regulate file classification system systematically and safe
- To enhance participant's knowledge regarding security and protection of record from legal perspectives

Contents |

- Management of record
- Source of reference
- File system
- Official Secret Act 1972 [Act 88]
- Security management of record

INDUCTION PROGRAMME

- Security protection of ICT information
- Classifying procedure and reclassifying of official secret
- Case registration procedure (Manual and Electronic)
- Management of files in Court (Manual and Electronic)
- Management of file room in Court
- Disposal of files
- Disposal of files from the perspectives of Attorney General's Chambers
- Practical exercise
- A Visit to Court Complex Jalan Duta, Kuala Lumpur

Course Participants I

- Legal Assistant (Judicial and Legal)

Duration I 3 days

WORKSHOP ON BASIC UNDERSTANDING OF STATUTES FOR LEGAL ASSISTANT

Date I 20 - 21 February

Objective I

- To provide participants with a basic exposure related to understanding of statutes

Contents I

- Introduction of the statute
- The process of legislation drafting
- Reading the statute
- Material aid interpretation
- Practical exercise

Course Participants I

- Legal Assistants (Judicial and Legal)

Duration I 2 days

COURSE ON INTEGRITY AND ETHICS FOR LEGAL ASSISTANT (LEGAL AND COURT)

Date I 3 - 5 March

Objective I

- To enhance participants' knowledge and inculcate good moral values and positive work ethics in the public service
- To enhance and practice integrity as a public officer
- To produce ongoing quality service

Contents I

- Issue on integrity
- Management of integrity in Public service
- Code and ethics in Court
- The use of electronic media with integrity
- Enhancement of moral of Public Officers towards excellence in Service
- Group Discussion

Course Participants I

- Legal Assistant (Judicial and Legal)

Duration I 3 days

MIND TRANSFORMATIONAL PROGRAMME

BIL. 1, 2 AND 3/2014

Date I Bil. 1/2014 7 - 15 April
Bil. 2/2014 2 - 10 June
Bil. 3/2014 7 - 15 October
(7 days)

Objective I

- To expose officers on concept of statehood, principles and philosophy of the establishment of the state, administration system and basic rules of the civil service
- To nurture personality, identity and patriotism of officers to be more competent and capable of adapting public service
- To be able to apply excellent work culture that officers can provide efficient service delivery and effective
- To provide officers with first class mentality towards the goal line with developed countries

Contents I

- Psychological test
- First class work culture (Integration)
- Public speaking
- First class work culture (community priority)
- First class work culture (customer service)
- First class work culture (creative thinking and innovative)
- First class work culture (skills yourself)
- Overview of Public Service
- State administration system

- Generate prosperous and happy country
- Responsibility and the role of Public Officers (Regulation and General Orders)
- Role and responsibilities of Public Officers (Leave)
- Salaries, allowances and retirement
- Integrity and security management (corruption)
- Integrity and security management (integrity)
- Integrity and security management (security)
- Social etiquette
- Career pathways in Public Service (Attorney General's Chambers & Court)
- Responsibility and roles of Public Officers (Code of conduct & discipline)
- Practical session & assessment : public speaking
- Dinner and presentation
- Visit to Parliament
- Test and formulation

Course Participants I

- Judicial and Legal officers (L 41)

Duration I 9 days

INDUCTION PROGRAMME

WORKSHOP ON LEGAL RESEARCH FOR ASSISTANT LEGAL OFFICERS

Date | 25 - 27 August

Objective |

- To be determined by the Course Curriculum Committee Meeting

Contents |

- To be determined by the Course Curriculum Committee Meeting

Course Participants |

- Legal Assistant (Judicial and Legal)

Duration |

- To be determined by the Course Curriculum Committee Meeting

Duration | 3 days

COURSE FOR ASSISTANT LEGAL OFFICERS (LEGAL AID DEPARTMENT)

Date | 22 - 24 September

Objective |

- To increase the knowledge of participants on their role and duties as Assistant Legal Officers
- To enhance their effectiveness and skills of the participants in handling cases in Court
- To expose participants to the good values ethics of civil service

Contents |

- Introduction to Legal Aid Act 1971 [Act 26]
- Introduction to preparation of plidings
- Personal Development
- Enforcement of Court's Order
- Practical Exercise
- Mock Trial

Course Participants |

- Legal Assistant (Legal Aid Department)

Duration | 3 days



DIREKTORI

DIREKTORI

BIL	SEKSYEN/UNIT	NAMA PEGAWAI	JAWATAN	
1	Pejabat Ketua Pengarah	Puan Lee Lay Choo	Ketua Pengarah	
2		Normah binti Haron	S/U Pejabat	
3	Pejabat Timbalan Ketua Pengarah	Puan Sarojini a/p Kandasamy	Timbalam KP	
4		Rosmawati binti Ramly	S/U Pejabat	
5	Pengurusan Tinggi & Profesional	Dr. Intan Murnira binti Ramli	Pengarah	
6		Hjh. Halimaton binti Ali	S/U Pejabat	
7		Ahmad Sanusi Yahaya	Ketua Pen Pengarah	
8		Siti Hanani Hayati binti Muhammad	Pen. Pengarah (K)	
9		Mohamed Wafi bin Husain	Pen. Pegawai Undang-Undang	
10		Normilah binti Samsuni	PT(P/O)	
11	Normawati binti Mansor	PT(P/O)		
12	Pendakwaan	Mariani binti Ghani	Pengarah	
13		Nor Jafizah binti Mustapha Kamal	S/U Pejabat	
14		Gan Peng Kun	Ketua Pen Pengarah	
15		Nor'Ain binti Maakon	Pen. Pegawai Undang-Undang	
16		Nur Syahira binti Abdullah	PT(P/O)	
17		Wan Aimi binti Wan Abdul Aziz	PT(P/O)	
18		Sivil	Nik Ahmad Marzuki Bin Nik Mohamad	Pengarah
19			Mariah binti Ujang	S/U Pejabat
20	Husni Fairos bin Ramly		Ketua Pen Pengarah	
21	Ainul Mardiyah Bt Mohd Ali		Pen.Pengarah (K)	
23	Zerina Abdullah	PT (P/O)		
24	Litigasi Sivil	Mohammad Nordin bin Ab. Rauf	Pengarah	
25		Noor Afidah Zainal Abidin	S/U Pejabat	
26		Haryati Binti Abdullah	Pen. Pengarah	
27		Esah binti Mohd Said	Pen. Pegawai Undang-Undang	
28		Nolisa binti Mustafa	PT(P/O)	

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30		Nor Azlina Binti Hashim	Ketua Pen. Pengarah
31		Nadirah binti Hashim	Pen. Pegawai Undang-Undang
32		Husna binti Abdullah	PT(P/O)
33		Rosli bin Jebol	PAP
34		Zuraidah binti Zakariah	PT(P/O) Kontrak
35	Induksi	Hasila binti Awang	Ketua Pen. Pengarah
36		Hajarul Falenna Itah binti Abu Bakar Adli	Pen. Pengarah (K)
37		Ma Zalina Mior Abd Salim	PT(P/O)
38	Penyelidikan & Inovasi	Norsiah binti Ujang	Pengarah
39		Mazlan Yahya	Ketua Pen. Pengarah
40		Ruzilawati binti Surip	Pen. Pegawai Undang-Undang
41		Ahmad Mubarak bin Mohamad Zahid	PT(P/O)
42		Juliana Mudakhir	PT(P/O)
43	Pengurusan	Ani Fazlana binti Dato' Dahri	Pendaftar
44		Marina binti Mohamad	Pem. S/U Pejabat
45	Seksyen Kewangan, Pentadbiran & Perkhidmatan	Haslinda binti Alias	Timb. Pendaftar
46		Rusmawaty binti Mohd. Yusof	Pen. Peg. Tadbir
47	Seksyen Domestik, Penyelenggaraan & Pengurusan Aset	Hanif bin Jamaludin	Timb. Pendaftar
48		Haslina Ali	Peg. Tadbir
49		Siti Hajar binti Abas	PT(P/O)
50		Mohd Faizu B. Razali	PT(P/O)
51		Nor Azni bin Shamsudin	PT(P/O) Kontrak
52		Mohd Shukri bin Idris	PT(P/O) Sambilan
53	Pembangunan & penyelenggaraan	Mohd Ismail Nulhassan	Penolong Jurutera
54	Aset	Hasnah binti Hasan	Pen. Peg. Tadbir
55	Seksyen Teknologi Maklumat	Encik Fariz Rizal Rasdi	Timbalan Pendaftar
56		Nor Nazirawati@ Nur Izzati binti Anang	Peg TM
57		Fadhilah Hanim binti Hashim	Peg TM
58	Bahagian Maklumat	Salasiah Binti Abdul Wahab	Pengarah
59		Ratna Sariayu binti Osman	Pustakawan

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