

INSTITUT LATIHAN KEHAKIMAN DAN PERUNDANGAN (ILKAP)



Program Latihan 2015

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Prakata Ketua Pengarah ILKAP

ILKAP menyambut ketibaan 2015 dengan Pelan Strategik baharu bagi tempoh 2015-2020. Berdasarkan pelan strategik ini, visi ILKAP telah diujarkannya semula sebagai **“Peneraju Kecemerlangan Pembangunan Modal Insan Dalam Bidang Kehakiman dan Perundangan Yang Terkemuka Menjelang Tahun 2020”**. Sebagai kesinambungan untuk mencapai kecemerlangan ini, ILKAP menasaskan bukan sahaja untuk kekal sebagai penyedia latihan terkemuka dalam negara tetapi juga untuk menembusi peringkat serantau dan antarabangsa. Demi mencapai visi ini, ILKAP tidak akan melupakan teras utamanya iaitu menyediakan latihan secara sistematik, praktikal dan relevan kepada pelanggan dan *‘stakeholders’*. Bagi tahun 2015, ILKAP akan terus menyediakan program latihan sedia ada dan baharu bagi memenuhi keperluan dan perubahan semasa yang diperlukan secara khususnya oleh perkhidmatan kehakiman dan perundangan dan perkhidmatan awam secara amnya.

Bersemangat dengan Pelan Strategik baharu, ILKAP akan mengamalkan slogan baharu supaya ILKAP dapat merapatkan lagi perhubungan dengan *‘stakeholders’* kerana kami percaya ILKAP merupakan **“Teman Pembelajaran Anda”**. Kami berharap, kursus yang dirancang bagi tahun 2015 akan terus memberi impak maksimum kepada pelanggan dan *‘stakeholders’* kami terutamanya dari perspektif untuk meningkatkan pengetahuan dan

kemahiran bagi membolehkan Pegawai Kehakiman dan Perundangan serta Pegawai Penguat kuasa menjalankan tugas dan tanggungjawab dengan kompeten dan berintegriti. Kursus kami juga bertujuan untuk memprovokasi pemikiran kritis dan konstruktif di samping menggalakkan cetusan idea-idea baharu untuk memperbaiki kualiti penyampaian perkhidmatan di sektor awam selari dengan prinsip “Rakyat Didahulukan, Pencapaian Diutamakan”.

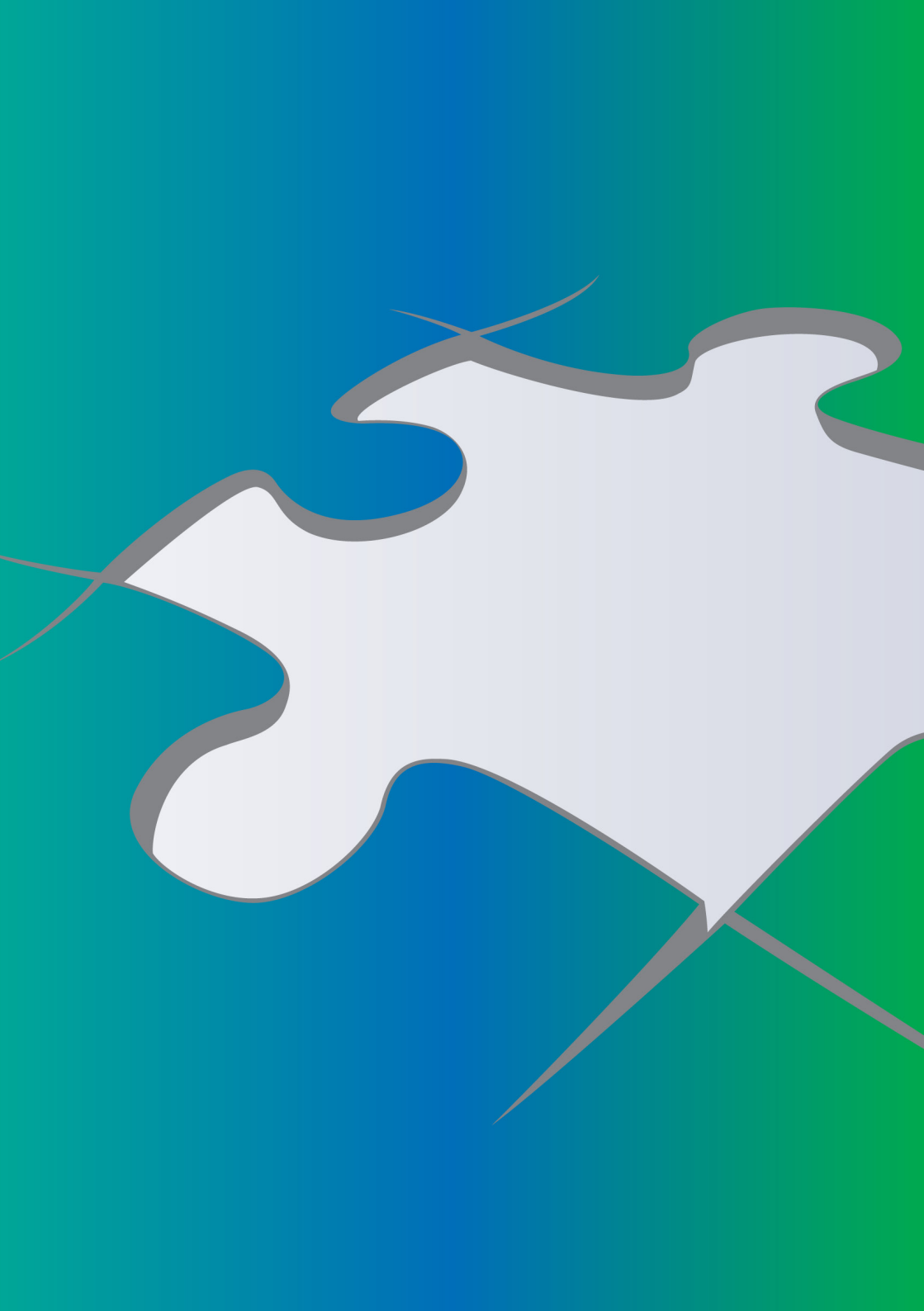
Buku *E-Program* ini diharap dapat menjadi panduan dan rujukan kepada semua mengenai jadual kursus ILKAP. Saya yakin berkat sokongan dan kerjasama daripada semua pelanggan dan *‘stakeholders’*, tahun 2015 akan menjadi tahun yang memberangsangkan dan penuh bermakna.

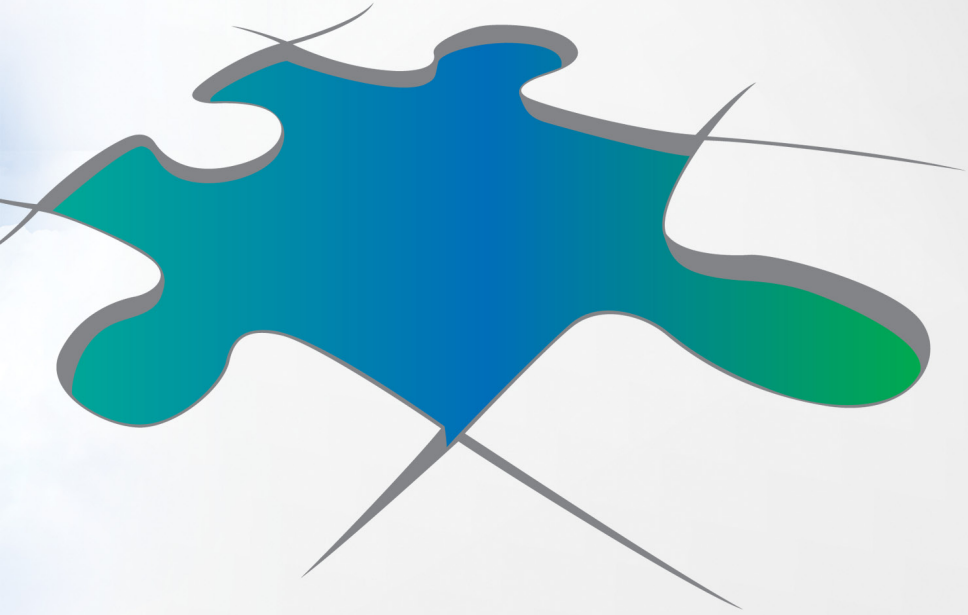
Terima kasih tidak terhingga dan penghargaan kepada pasukan saya di ILKAP yang sentiasa memberikan komitmen mereka supaya organisasi ini mencapai ke tahap yang lebih tinggi. Akhir sekali, ILKAP tidak akan berada pada pencapaian ini tanpa sokongan penuh dan kerjasama daripada Ahli Lembaga Pengurusan dan *‘stakeholders’*. Setulus ucapan terima kasih dari lubuk hati kami.



PUAN LEE LAY CHOO







SENARAI
KURSUS

PROGRAM KEHAKIMAN

1. Bengkel Penyediaan Rekod Rayuan Jenayah Bagi Pembantu Tadbir Undang-Undang L17 (Mahkamah)
2. *Workshop on Injunction And Declaratory Relief (Session Court Judges)*
3. Kursus Keganasan Rumahtangga (Mahkamah)
4. Kursus Pembantu Operasi dan Orderli
5. Seminar Khas untuk Pengerusi Mahkamah Perusahaan
6. Seminar Etika Pegawai Kehakiman
7. Bengkel Penyelidikan Perundangan dan Penyediaan Alasan Penghakiman bagi Kes Sivil dan Jenayah
8. *Workshop on Mediation : Skills and Knowledge*
9. Kursus Kes-Kes Jenayah di bawah Bidang Kuasa Majistret
10. Bengkel Kemahiran Penyelidikan, Penyediaan Pendapat Undang-Undang dan Ringkasan Kes (bagi Kes Sivil dan Jenayah)
11. *Course on Case Management and Trial in Civil and Criminal Cases*
12. *Workshop on Arbitration*
13. Bengkel Pengenalan Kepada Kaedah-Kaedah Mahkamah 2012 (Pembantu Tadbir Undang-Undang)
14. Kursus Taksiran Ganti Rugi (Kehakiman)
15. Bengkel Untuk Bailiff - Pelaksanaan Perintah Mahkamah
16. Kursus Jurubahasa (Prosedur Sivil dan Jenayah)
17. Kursus Pentadbiran Harta Pusaka dan Surat Kuasa Mentadbir
18. Kursus Akreditasi Mediasi
19. Kursus Permohonan Reman dan Permohonan Pelbagai Jenayah
20. Kursus Pelaksanaan Penghakiman Mahkamah Tinggi untuk Timbalan Pendaftar dan Penolong Kanan Pendaftar
21. Kursus Tatacara Kebankrapan dan Penggulangan Syarikat (Kehakiman)

PROGRAM PERUNDANGAN

1. Kursus Khas Penolong Pegawai Undang-Undang Jabatan Bantuan Guaman
2. Kursus Penggunaan Bahasa dalam Perundangan (Tatabahasa, Peristilahan, Penterjemahan dan Penyuntingan Terjemahan)
3. Kursus Khas Jabatan Bantuan Guaman (Pegawai Undang-Undang)
4. Kursus Gubalan Undang-Undang Asas (Pelbagai Jabatan)
5. Kursus Mengesan Aset dan Aliran Wang (Asset Tracing and Money Trailing) kepada Pengarah Insolvensi Negeri / Ketua Cawangan
6. Bengkel Pembacaan Statut Bagi Penolong Pegawai Undang-Undang
7. Kursus Pengenalan Penggubalan Undang-Undang bagi Pegawai Undang-Undang
8. Kursus Insolvensi : Tatacara Perundangan Kebankrapan dan Penggulangan Syarikat
9. *Workshop on Techniques of Good Legal Report Writing*
10. Kursus Pilihan Raya : Perundangan dan Prosedur
11. Kursus Diploma Penterjemahan Profesional Sesi Khas (Modul Undang-Undang)
12. *Course on Parliamentary Procedures and Practices*

13. Kursus Mengenai Undang-Undang Kesalahan Keselamatan dan Undang-Undang yang berkaitan dengannya
14. *Course on Statutory Interpretation (Foreign Expert)*

PROGRAM LITIGASI

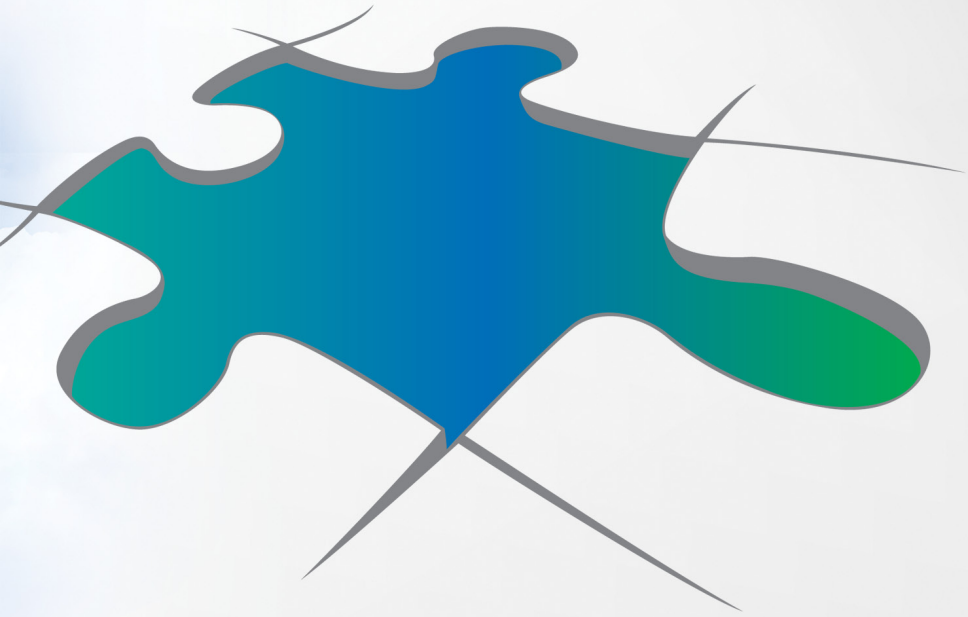
1. Bengkel Pengendalian Kes Kemalangan Jalan Raya
2. Kursus Kecuaian Agensi Penguatkuasa
3. *Course on Crime Scene and Investigation*
4. *Course on Electronic Evidence Bil.1/2015*
5. *Course on Electronic Evidence Bil.2/2015*
6. Bengkel Teknik Pendakwaan (Pelbagai Jabatan) Bil.1/2015
7. Bengkel Teknik Pendakwaan (Pelbagai Jabatan) Bil.2/2015
8. Bengkel Teknik Pendakwaan (Pelbagai Jabatan) Bil.3/2015
9. Kursus Diploma Eksekutif Penguatkuasaan Undang-Undang (ILKAP-UiTM) Bil.1/2015
10. Kursus Diploma Eksekutif Penguatkuasaan Undang-Undang (ILKAP-UiTM) Bil.2/2015
11. *Course on Practical Approach In Executing Court's Judgement*
12. *Course on Pre-Trial Procedures*
13. *Course on Medico Legal For Legal Officers*
14. *Workshop on Advocacy Skill (Hampel Method)*
15. *Course Gift Of The Gab Bil.1/2015*
16. *Course Gift Of The Gab Bil.2/2015*
17. Kursus Pendakwaan Bagi Kes Jenayah Siber
18. Kursus Pengenalan kepada Akta Kesalahan Keselamatan (Langkah-Langkah Khas) 2012 (SOSMA) - Kaedah dan Tatacara Pengendalian Saksi serta Pengemukaan Keterangan
19. *Course On Construction Law*
20. Kursus Siasatan dan Pendakwaan di bawah Akta Pencegahan Pengubahan Wang Haram dan Pencegahan Pembiayaan Keganasan 2001 [Akta 613] dan Cabarannya
21. Kursus Jenayah Seksual
22. Kursus Pembuktian Melalui Pernyataan Bertulis Saksi, Teknik-Teknik Rundingan Akuan dan Rundingan Perbicaraan (Akta Kanun Tatacara Jenayah (Pindaan) 2010) (Akta A1378)
23. *Workshop on Enforcement of Forfeiture Order*
24. Kursus Jenayah Alam Sekitar
25. *Course on Expert Evidence In Criminal Cases*
26. *Course on Prosecution of Offences Under Companies Act*
27. Kursus Kes Perancangan dan Pembangunan Tanah di Malaysia
28. *Course on Psychology Of Effective Communication And Persuasion In Court*
29. *Workshop on Challenges in Extradition Proceedings*
30. Kursus Peranan Sains Forensik Dalam Kes-Kes Sivil dan Jenayah (Modul PDRM / Jabatan Kimia)
31. *Workshop on Strategy In Trials And Appeal*
32. Kursus Pendakwaan Berkesan Bagi Kes Jenayah (Timbalan Pendakwa Raya)

PROGRAM PENASIHAT

1. *Course on Intellectual Property Law - Rights and Issues*
2. *Course on Effective Legal Research*
3. *Course on Statutory Duties And Statutory Powers*
4. Bengkel Pengurusan dan Pengendalian Tatatertib
5. Bengkel Penyelidikan Undang-Undang untuk Penolong Pegawai Undang-Undang
6. *Course on Federal Constitution: A Critical Analysis*
7. Kursus Mengenai Hak-Hak Wanita dalam Undang-Undang Kekeluargaan Islam dan Undang-Undang Sipil
8. *Workshop on The Legal Techniques of Legal Opinion Writing*
9. *Workshop : Practical Approach on Financial Statements and Company's Annual Report for Legal Officers*
10. *Seminar on Current World Trading System*
11. *Workshop on Malaysian Competition Law*
12. *Course on Syariah Audit For Islamic Finance*
13. *Workshop On Public Private Partnership (PPP) (Privatisation and Private Finance Initiatives (PFI))*
14. Seminar Fenomena Pemikiran Islam Liberal dan Pluralisme Agama : Implikasinya kepada Kedudukan Islam sebagai Agama Persekutuan
15. Kursus Hak Pemilikan Harta dalam Perkahwinan Islam
16. *Workshop on Chicago Convention : The Key Annexes And Malaysia's Obligations (Foreign Expert)*
17. *Workshop on Negotiations Skills - Getting A Yes*
18. *Course On Personal Data Protection - Issues and Challenges for Legal Officers (Foreign Expert)*
19. *Course on Personal Data Protection - Issues and Challenges for Judicial Officers (Foreign Expert)*
20. Kursus Undang-Undang Tanah - Isu & Cabaran Masa Kini
21. *Workshop on The International Legal Framework Governing Nuclear Safety, Security And Safeguards (Foreign Expert)*
22. *Course on Administration of Justice for Child's Safety, Care and Protection*

PROGRAM PEMBANGUNAN KERJAYA DAN PENTADBIRAN

1. *Course on Creative Thinking In Instant Problem Solving*
2. *"You Lead The Ship" : A Leadership Course*
3. Bengkel Keterampilan Diri Bagi Kecemerlangan Imej Organisasi
4. Program Transformasi Minda Bil.1/2015
5. Program Transformasi Minda Bil.2/2015
6. Bengkel Penolong Pegawai Undang-Undang (Perundangan)
7. Bengkel Penolong Pegawai Undang-Undang (Kehakiman)
8. *Memory Skills Workshop Bil. 1/2015*
9. *Memory Skills Workshop Bil.2/2015*
10. *Course on Speed Reading for Legal Professionals Bil.1/2015*
11. *Course on Speed Reading for Legal Professionals Bil.2/2015*
12. *Course On Effective Communication Skills*
13. *Course On Balancing Work And Life With Optimum Productivity*
14. Kursus Integriti dan Etika Penolong Pegawai Undang-Undang (Perundangan dan Kehakiman)



**JADUAL
PROGRAM
LATIHAN ILKAP**

Jadual Program Latihan

JANUARI

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
1.	Kursus Khas Penolong Pegawai Undang-Undang Jabatan Bantuan Guaman	Perundangan	20 - 22	Esah / Surina	Ordinan	Penolong Pegawai Undang-Undang Jabatan Bantuan Guaman
2.	Bengkel Penyediaan Rekod Rayuan Jenayah Bagi Pembantu Tadbir Undang-Undang L17 (Mahkamah)	Kehakiman	20 - 21	Nadirah / Zuraidah	Kaedah	Pembantu Tadbir Undang-Undang (Mahkamah)
3.	<i>Course on Intellectual Property Law - Rights and Issues</i>	Penasihat	26 - 29	Aidatul / Syahirah	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan
4.	Bengkel Pengendalian Kes Kemalangan Jalan Raya	Litigasi	27 - 29	Erwani / Normilah	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan
5.	<i>Course on Statutory Duties And Statutory Powers</i>	Penasihat	27 - 29	Azlina / Noorafizah	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan
6.	Kursus Penggunaan Bahasa dalam Perundangan (Tatabahasa, Peristilahan, Penterjemahan dan Penyuntingan Terjemahan)	Perundangan	27 - 29	Liza Melati / Wan Aimi	Bilik Komputer 1, ITITC	Pegawai dan Penolong Pegawai Undang-Undang Bahagian Gubalan dan Bahagian Penyemakan dan Pembaharuan Undang-Undang, Peguam, Pensyarah Undang-Undang, dll. (Terbuka kepada Swasta)
7.	Bengkel Pengurusan Dan Pengendalian Tatatertib	Penasihat	27 - 29	Shahmin / Faizah	MTCP	Pegawai Kehakiman dan Perundangan

Jadual Program Latihan

FEBRUARI						
BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
8.	Kursus Kecuaian Agensi Penguatkuasa	Litigasi	10 - 11	Alia / Wan Aimi	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan, Agensi Penguatkuasa, Pihak Berkuasa Tempatan dan Badan Berkanun
9.	Kursus Khas Jabatan Bantuan Guaman (Pegawai Undang-Undang)	Perundangan	10 - 12	Zaki / Nadirah	Bilik Komputer 1, ITITC	Pegawai Undang-Undang Jabatan Bantuan Guaman
10.	<i>Course On Crime Scene and Investigation</i>	Litigasi	10 - 12	Sanusi / Zuraidah	Kaedah	Pegawai Kehakiman dan Perundangan
11.	Bengkel Penyelidikan Undang-Undang untuk Penolong Pegawai Undang-Undang	Penasihat	10 - 11	Esah / Normilah	Peraturan	Penolong Pegawai Undang-Undang (Kehakiman dan Perundangan)
12.	<i>Course On Creative Thinking In Instant Problem Solving</i>	Pembangunan Kerjaya & Pentadbiran	11	Mazlan / Noorafizah	Bilik Komputer 3, ITITC	Pegawai Kehakiman dan Perundangan
13.	<i>Course on Federal Constitution: A Critical Analysis*</i>	Penasihat	9 - 13	Azlina / Surina	MTCP	Pegawai Kehakiman dan Perundangan
14.	Kursus Gubalan Undang-Undang Asas (Pelbagai Jabatan)	Perundangan	24 - 26	Erwani / Norliza	Bilik Komputer 1, ITITC	Pegawai Penguat Kuasa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
15.	Kursus Mengesan Aset Dan Aliran Wang (Asset Tracing And Money Trailing) Kepada Pengarah Insolvensi Negeri / Ketua Cawangan *	Perundangan	24 - 26	Liza Melati / Zerina	Akta	Pegawai Perundangan (Jabatan Insolvensi Malaysia) dan Penguat kuasa

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
16.	<i>Course on Electronic Evidence Bil. 1/2015</i>	Litigasi	24 - 26	Rohaida / Nolisa	Kaedah	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll. (Terbuka kepada Swasta)
MAC						
17.	<i>Workshop On Injunction And Declaratory Relief (Sessions Court Judges)</i>	Kehakiman	3 - 4	Aidatul / Normilah	MTCP	Hakim Mahkamah Sesyen
18.	Bengkel Teknik Pendakwaan (Pelbagai Jabatan) Bil. 1/2015 **	Litigasi	2 - 6	Shahmin / Noorafizah	Kaedah	Pegawai Pendakwa dari Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
19.	<i>"You Lead The Ship": A Leadership Course</i>	Pembangunan Kerjaya & Pentadbiran	3 - 4	Faridah / Wan Aimi	Bilik Komputer 3, ITITC	Pegawai Kehakiman dan Perundangan
20.	Kursus Diploma Eksekutif Penguatkuasaan Undang-Undang (ILKAP-UiTM) Bil. 1/2015	Litigasi	2 - 20	Zaki / Surina	Peraturan	Pegawai Penguat Kuasa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan & Badan Berkanun
21.	Kursus Pembantu Operasi dan Orderli **	Kehakiman	3 - 4	Alia / Nolisa	Kanun	Kumpulan Pelaksana (Kehakiman)
22.	Bengkel Pembacaan Statut Bagi Penolong Pegawai Undang-Undang **	Perundangan	3 - 5	Nadirah / Syahirah	Bilik Komputer 1, ITITC	Penolong Pegawai Undang-Undang (Kehakiman dan Perundangan)
23.	Kursus Pendakwaan Berkesan Bagi Kes Jenayah (Timbalan Pendakwa Raya)	Litigasi	10 - 12	Mazlan / Normilah	Kaedah	Timbalan Pendakwa Raya

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
24.	Seminar Khas untuk Pengerusi Mahkamah Perusahaan	Kehakiman	10 - 12	Erwani / Khairunnisa	MTCP	Pengerusi Mahkamah Perusahaan
25.	Kursus Mengenai Hak-Hak Wanita Dalam Undang-Undang Kekeluargaan Islam dan Undang-Undang Civil	Penasihat	17 - 19	Wafi / Zuraidah	Kanun	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll. (Terbuka kepada Swasta)
26.	<i>Course On Practical Approach In Executing Court's Judgement</i>	Litigasi	17 - 19	Liza Melati / Syawah	Bilik Komputer 1, ITIC	Pegawai Kehakiman dan Perundangan
27.	<i>Course on Pre-Trial Procedures **</i>	Litigasi	16 - 19	Sanusi / Nolisa	MTCP	Pegawai Kehakiman dan Perundangan
28.	Kursus Pengenalan Penggubalan Undang-Undang Bagi Pegawai Undang-Undang **	Perundangan	23 - 26	Esah / Zerina	Bilik Komputer 1, ITIC	Pegawai Perundangan
29.	Kursus Insolvensi : Tatacara Perundangan Kebankrapan dan Penggugungan Syarikat	Perundangan	23 - 26	Wafi / Herma Nazirah	Kanun	Pegawai Perundangan (Jabatan Insolvensi Malaysia)
30.	<i>Workshop on Techniques of Good Legal Report Writing</i>	Perundangan	24 - 26	Rohaida / Surina	Bilik Komputer 3, ITIC	Pegawai Kehakiman dan Perundangan
31.	Seminar Etika Pegawai Kehakiman	Kehakiman	25	Erwani / Wan Aimi	MTCP	Pegawai Kehakiman
APRIL						
32.	<i>Course On Medico Legal For Legal Officers</i>	Litigasi	6 - 10	Mazlan / Surina	Bilik Komputer 4, ITIC	Pegawai Kehakiman dan Perundangan
33.	<i>Workshop on Advocacy Skill (Hampel Method)</i>	Litigasi	6 - 10	Liza Melati / Syawah	Bilik Pensyarah, Aras 3, ITIC	Pegawai Perundangan

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
34.	Pilihan Raya : Memahami Aspek Perundangan dan Prosedur (<i>Election : Understanding The Law and Procedure</i>)*	Perundangan	7 - 9	Nadirah / Herma Nazirah	Bilik Komputer 1, ITITC	Pegawai Perundangan
35.	Bengkel Keterampilan Diri Bagi Kecemerlangan Imej Organisasi*	Pembangunan Kerjaya & Pentadbiran	7 - 9	Alia / Zuraidah	MTCP	Pegawai Kehakiman dan Perundangan
36.	Program Transformasi Minda Bil. 1/2015	Pembangunan Kerjaya & Pentadbiran	6 - 14	Erwani / Wan Aimi	Peraturan / Theatrette	Pegawai Kehakiman dan Perundangan (L 41)
37.	<i>Course Gift Of The Gab Bil. 1/2015</i>	Litigasi	13 - 26 Mei	Shahmin / Zerina	Bilik Pensyarah, Aras 3, ITITC	Pegawai Perundangan
38.	<i>Workshop on The Techniques of Legal Opinion Writing**</i>	Penasihat	14 - 16	Aidatul / Normilah	Bilik Komputer 3, ITITC	Pegawai Kehakiman dan Perundangan
39.	Bengkel Penyelidikan Perundangan dan Penyediaan Alasan Penghakiman bagi Kes Sivil dan Jenayah*	Kehakiman	14 - 16	Zaki / Khairunnisa	Kanun	Pegawai Kehakiman
40.	<i>Workshop: Practical Approach on Financial Statements and Company's Annual Report for Legal Officers</i>	Penasihat	21 - 23	Azlina / Nolisa	MTCP	Pegawai Kehakiman dan Perundangan
41.	<i>Workshop on Mediation: Skills and Knowledge</i>	Kehakiman	21 - 23	Aidatul / Noorafizah	Kanun	Pegawai Kehakiman
42.	Kursus Pendakwaan Bagi Kes Jenayah Siber	Litigasi	28 - 30	Esah / Surina	Kaedah	Pegawai Kehakiman dan Perundangan, Agensi Penguatkuasa dan Badan Berkanun (Terbuka kepada Swasta)

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
43.	Kursus Pengenalan Kepada Akta Kesalahan Keselamatan Langkah-Langkah Khas 2012 (SOSMA) - Kaedah Dan Tatacara Pengendalian Saksi Serta Pengemukakan Keterangan *	Litigasi	28 - 30	Sanusi / Normilah	Perlembagaan	Pegawai Perundangan
44.	<i>Course on Construction Law</i>	Litigasi	28 - 30	Wafi / Zuraidah	MTCP	Pegawai Kehakiman dan Perundangan dan Pelbagai Jabatan
45.	Bengkel Penolong Pegawai Undang-Undang (Perundangan) **	Pembangunan Kerjaya & Pentadbiran	28 - 30	Rohaida / Rizana	Akta	Penolong Pegawai Undang-Undang (Perundangan)
MEI						
46.	<i>Memory Skills Workshop Bil. 1/2015</i>	Pembangunan Kerjaya & Pentadbiran	5 - 6	Liza Melati / Wan Aimi	MTCP	Pegawai Kehakiman dan Perundangan
47.	<i>Seminar on Current World Trading System</i>	Penasihat	5 - 7	Zaki / Surina	Kanun	Pegawai Kehakiman dan Perundangan, Pegawai Pelbagai Jabatan, Peguam, Pensyarah Undang-Undang, dll (Terbuka kepada Swasta)
48.	Kursus Kes-kes Jenayah di bawah Bidang Kuasa Majistret	Kehakiman	5 - 7	Alia / Nolisa	Ordinan	Majistret
49.	Kursus Siasatan dan Pendakwaan di bawah Akta Pencegahan Pengubahan Wang Haram dan Pencegahan Pembiayaan Keganasan 2001 [Akta 613] dan Cabarannya	Litigasi	5 - 7	Wafi / Syahirah	Akta	Pegawai Kehakiman dan Perundangan, Agensi Penguatkuasa, Badan Berkanun dll (Terbuka kepada Swasta)

■ Kehakiman
 ■ Perundangan
 ■ Litigasi
 ■ Penasihat
 ■ Pembangunan Kerjaya & Pentadbiran

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
50.	Kursus Jenayah Seksual *	Litigasi	5 - 7	Sanusi / Noorafizah	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan, Pegawai Penguatkuasa dll
51.	<i>Course on Speed Reading for Legal Professionals Bil. 1/2015</i>	Pembangunan Kerjaya & Pentadbiran	12 - 14	Faridah / Normilah	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan
52.	Bengkel Kemahiran Penyelidikan, Penyediaan Pendapat Undang-Undang dan Ringkasan Kes (bagi Kes Sivil dan Jenayah) *	Kehakiman	18 - 21	Erwani / Zuraidah	Bilik Komputer 1, ITITC	Pegawai Kehakiman
53.	Pre-Trial Course (Criminal Procedure Code (Amendment) 2010 [Act A1422]) - Pre-Trial Conference, Plea Bargaining, Witness Statement and Case Management *	Litigasi	19 - 21	Mazlan / Syawiah	Kaedah	Pegawai Kehakiman dan Perundangan dan Pegawai Pelbagai Jabatan
54.	<i>Course on Case Management and Trial in Civil and Criminal Cases*</i>	Kehakiman	25 - 28	Sanusi / Khairunnisa	Kaedah	Pegawai Kehakiman dan Perundangan dan Pegawai Pelbagai Jabatan
55.	<i>Course On Effective Communication Skills *</i>	Pembangunan Kerjaya & Pentadbiran	26 - 28	Nadirah / Syahirah	Bilik Komputer 3, ITITC	Pegawai Kehakiman dan Perundangan
56.	<i>Workshop on Arbitration</i>	Kehakiman	25 - 28	Liza Melati / Herma Nazirah	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan
57.	<i>Workshop on Enforcement of Forfeiture Order</i>	Litigasi	26 - 28	Aidatul / Surina	Kaedah	Pegawai Kehakiman dan Perundangan dan Pegawai Penguat Kuasa

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
58.	<i>Workshop on Malaysian Competition Law</i>	Penasihat	26 - 28	Azlina / Noorafazah	MTCP	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll (Terbuka kepada Swasta)
59.	Bengkel Pengenalan Kepada Kaedah-Kaedah Mahkamah 2012 (Pembantu Tadbir Undang-Undang) *	Kehakiman	26 - 28	Rohaida / Normilah	Kanun	Pembantu Tadbir Undang-Undang (Mahkamah)
JUN						
60.	Kursus Taksiran Ganti Rugi (Kehakiman)	Kehakiman	1 - 4	Alia / Norliza	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan
61.	Bengkel Teknik Pendakwaan (Pelbagai Jabatan) Bil. 2/2015 **	Litigasi	1 - 5	Zaki / Surina	Kaedah	Pegawai Pendakwa dari Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
62.	Kursus Jenayah Alam Sekitar	Litigasi	2 - 4	Wafi / Zerina	Perlembagaan	Pegawai Kehakiman dan Perundangan
63.	Bengkel Untuk Bailiff - Pelaksanaan Perintah Mahkamah *	Kehakiman	2 - 4	Nadirah / Syahirah	Akta	Bailiff
64.	<i>Course On Balancing Work And Life With Optimum Productivity</i>	Pembangunan Kerjaya & Pentadbiran	2 - 4	Shahmin / Wan Aimi	MTCP	Pegawai Kehakiman dan Perundangan

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
65.	<i>Course on Islamic Finance: Understanding Shariah Governance in Islamic Financial Institutions*</i>	Penasihat	2 - 4	Azlina / Noorafizah	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan, Peguam Swasta, Ahli Akademik dll (<i>Terbuka kepada Swasta</i>)
66.	<i>Course on Parliamentary Procedures and Practices</i>	Perundangan	8 - 11	Rohaida / Zuraidah	MTCP	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll.
67.	Workshop On Public Private Partnership (PPP) (Privatisation and Private Finance Initiatives (PFI))	Penasihat	9 - 11	Mazlan / Normilah	Kanun	Pegawai Perundangan
68.	<i>Course On Expert Evidence In Criminal Cases</i>	Litigasi	8 - 12	Erwani / Rizana	Kaedah	Pegawai Kehakiman dan Perundangan, Pegawai Perubatan, Pegawai Sains dan Pegawai Polis
69.	<i>Memory Skills Workshop Bil.2/2015</i>	Pembangunan Kerjaya & Pentadbiran	23 - 24	Nadirah/ Wan Aimi	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan
70.	<i>Course on Prosecution of Offences Under Companies Act **</i>	Litigasi	23 - 25	Shahmin / Zerina	Ordinan	Pegawai Kehakiman dan Perundangan, Pegawai Penguat Kuasa
JULAI						
71.	Seminar Fenomena Pemikiran Islam Liberal dan Pluralisme Agama : Implikasinya kepada Kedudukan Islam sebagai Agama Persekutuan	Penasihat	7	Nadia / Surina	Theatrette	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll (<i>Terbuka kepada Swasta</i>)

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
72.	Kursus Mengenai Undang-Undang Kesalahan Keselamatan dan Undang-Undang yang berkaitan Dengannya	Perundangan	7 - 8	Sanusi / Syahirah	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan dan Pegawai Penguat kuasa
73.	Kursus Integriti dan Etika Penolong Pegawai Undang-Undang (Perundangan dan Mahkamah)	Pembangunan Kerjaya & Pentadbiran	7 - 8	Esah / Zerina	Kanun	Penolong Pegawai Undang-Undang (Kehakiman dan Perundangan)
74.	Bengkel Penolong Pegawai Undang-Undang(Kehakiman) **	Pembangunan Kerjaya & Pentadbiran	7 - 9	Nadirah / Noorafizah	Kaedah	Penolong Pegawai Undang-Undang (Mahkamah)
75.	Kursus Kes Perancangan dan Pembangunan Tanah di Malaysia *	Litigasi	28 - 30	Aidatul / Wan Aimi	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan
76.	Kursus Hak Pemilikan Harta Dalam Perkahwinan Islam*	Penasihat	28 - 30	Nadia / Zuraidah	Kaedah	Pegawai Kehakiman dan Perundangan dan Pegawai Jabatan Kehakiman Syariah Malaysia
77.	<i>Workshop on Chicago Convention: The Key Annexes And Malaysia's Obligations (Foreign Expert)</i>	Penasihat	28 - 30	Azlina / Halimaton	MTCP	Pegawai Kehakiman dan Perundangan, Peguam, Agensi Penguatkuasa, Pensyarah Undang-Undang, dll (<i>Terbuka kepada Swasta</i>)
78.	<i>Course On Psychology Of Effective Communication And Persuasion In Court</i>	Litigasi	28 - 30	Wafi / Zerina	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan, Agensi Penguatkuasa, Badan Bekanun dll. (<i>Terbuka kepada Swasta</i>)
79.	Kursus Jurubahasa (Prosedur Sivil dan Jenayah) *	Kehakiman	28 - 30	Alia / Nolisa	Peraturan	Jurubahasa (Mahkamah)

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
80.	<i>Workshop on Negotiations Skills – Getting A Yes**</i>	Penasihat	28 - 30	Zaki / Normilah	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan
81.	Kursus Pentadbiran Harta Pusaka dan Surat Kuasa Mentadbir *	Kehakiman	27 - 30	Rohaida / Noorafizah	Kanun	Pegawai Kehakiman
82.	<i>Course Gift Of The Gab Bil. 2/2015</i>	Litigasi	28 - 8 Sept	Shahnim / Surina	Bilik Pensyarah, Aras 3, ITITC	Pegawai Perundangan
OGOS						
83.	Kursus Diploma Eksekutif Penguatkuasaan Undang-undang (ILKAP-UiTM) Bil. 2/2015	Litigasi	3 - 21	Sanusi / Zerina	Peraturan	Pegawai Penguat Kuasa Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan & Badan Berkanun
84.	Kursus Akreditasi Mediasi	Kehakiman	3 - 10	Zaki / Khairunnisa	MTCP	Pegawai Kehakiman dan Perundangan
85.	Program Transformasi Minda Bil. 2/2015	Pembangunan Kerjaya & Pentadbiran	10 - 18	Azlina / Zuraidah	Kaedah/ Theatrette	Pegawai Kehakiman dan Perundangan (L 41)
86.	<i>Course on Personal Data Protection - Issues and Challenges for Legal Officers (Foreign Expert)</i>	Penasihat	10	Nadia / Halimaton	Bilik Komputer 1, ITITC	Pegawai Perundangan
87.	<i>Course on Personal Data Protection - Issues and Challenges for Judicial Officers (Foreign Expert)</i>	Penasihat	11	Nadia / Halimaton	Bilik Komputer 1, ITITC	Pegawai Kehakiman
88.	<i>Workshop on Challenges in Extradition Proceedings*</i>	Litigasi	11 - 13	Aidatul / Syawiah	Bilik Komputer 3, ITITC	Pegawai Kehakiman dan Perundangan
89.	<i>Course on Effective Legal Research</i>	Penasihat	17 - 19	Nadia / Halimaton	Perlembagaan	Pegawai Kehakiman dan Perundangan

Jadual Program Latihan

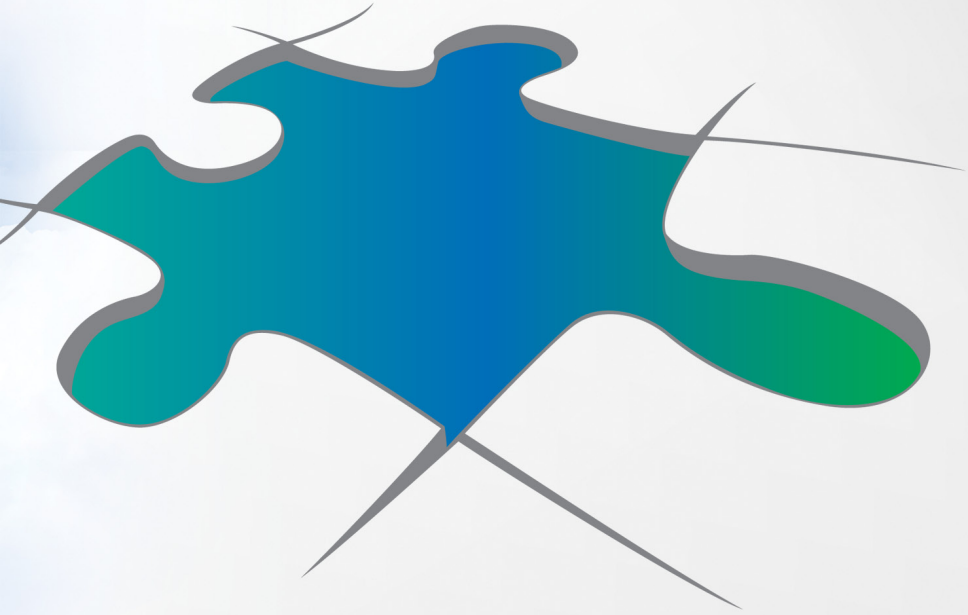
BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
90.	Kursus Peranan Sains Forensik Dalam Kes- Kes Sivil Dan Jenayah (Modul PDRM / Jabatan Kimia)	Litigasi	24 - 27	Mazlan / Noorafizah	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan, Agensi Penguatkuasa, PDRM dan Pelbagai Jabatan
91.	Kursus Permohonan Reman Dan Permohonan Pelbagai Jenayah *	Kehakiman	25 - 27	Zaki / Normilah	Akta	Pegawai Kehakiman
92.	<i>Workshop on Strategy In Trials and Appeal</i>	Litigasi	25 - 27	Alia / Nolisa	MTCP	Pegawai Kehakiman dan Perundangan
SEPTEMBER						
93.	Kursus Undang- Undang Tanah - Isu & Cabaran Masa Kini *	Penasihat	8 - 10	Shahmin / Zuraidah	Kaedah	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll (<i>Terbuka kepada Swasta</i>)
94.	<i>Course on Statutory Interpretation (Foreign Expert)</i>	Perundangan	7 - 11	Liza Melati / Herma Nazirah	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan
95.	<i>Workshop On The International Legal Framework Governing Nuclear Safety, Security And Safeguards (Foreign Expert)</i>	Penasihat	8 - 10	Nadia / Halimaton	MTCP	Pegawai Perundangan dan Agensi Penguatkuasa
96.	<i>Course on Speed Reading for Legal Professionals Bil.2/2015</i>	Pembangunan Kerjaya & Pentadbiran	28 - 30	Esah / Nolisa	Bilik Komputer 1, ITITC	Pegawai Kehakiman dan Perundangan
97.	<i>Course On Electronic Evidence Bil 2/2015</i>	Litigasi	28 - 30	Wafi / Zerina	Kaedah	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll. (Terbuka kepada Swasta)

Kehakiman
 Perundangan
 Litigasi
 Penasihat
 Pembangunan Kerjaya & Pentadbiran

Jadual Program Latihan

BIL.	NAMA/ JENIS KURSUS	PROGRAM	TARIKH	PENYELARAS/ URUS SETIA	BILIK KULIAH	PESERTA
98.	Kursus Pelaksanaan Penghakiman Mahkamah Tinggi Untuk Timbalan Pendaftar Dan Penolong Kanan Pendaftar *	Kehakiman	28 - 30	Mazlan / Normilah	Akta	Timbalan Pendaftar dan Penolong Kanan Pendaftar
OCTOBER						
99.	Bengkel Teknik Pendakwa (Pelbagai Jabatan) Bil. 3/2015	Litigasi	5 - 9	Alia / Syahirah	Kaedah	Pegawai Pendakwa dari Jabatan/ Agensi Kerajaan, Pihak Berkuasa Tempatan dan Badan Berkanun
100.	<i>Course on Administration of Justice for Child's Safety, Care and Protection</i>	Penasihat	5 - 6	Azlina / Nolisa	Akta, Theatrette	Pegawai Kehakiman dan Perundangan, Peguam, Pensyarah Undang-Undang, dll. (Terbuka kepada Swasta)
101.	Kursus Tatacara Kebankrapan dan Penggulangan Syarikat (Kehakiman) *	Kehakiman	5 - 8	Aidatul / Wan Aimi	Kanun	Pegawai Kehakiman
102.	Kursus Keganasan Rumah Tangga (Mahkamah)*	Kehakiman	6- 8	Rohaida / Zuraidah	Ordinan	Pegawai Kehakiman
103.	Kursus Diploma Penterjemahan Profesional Sesi Khas (Modul Undang-Undang)	Perundangan	5- 20	Esah / Surina	Bilik Komputer 1, ITITC	Pegawai Perundangan

*	Mesyuarat Jawatankuasa Kurikulum Kursus (JKKK)
**	Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus (JKKSK)



**PROGRAM
KEHAKIMAN**

BENGKEL PENYEDIAAN REKOD RAYUAN JENAYAH BAGI PEMBANTU TADBIR UNDANG-UNDANG L17 (MAHKAMAH)

TARIKH : 20 - 21 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
- Arahan Amalan dan Pekeliling Ketua Pendaftar berhubung dengan Rayuan Jenayah
- Prosedur Penyediaan Rekod Rayuan Jenayah di Mahkamah Rendah (Rayuan ke Mahkamah Tinggi)
- Prosedur Penyediaan Rekod Rayuan Jenayah di Mahkamah Tinggi dan Mahkamah Persekutuan (Rayuan ke Mahkamah Rayuan dan Mahkamah Persekutuan)

- Latih amal

PESERTA :

- Pembantu Tadbir Undang-undang (L17)

TEMPOH : 3 hari

KURSUS KEGANASAN RUMAHTANGGA (MAHKAMAH)

TARIKH : 6 - 8 OKTOBER

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Kehakiman

TEMPOH : 3 hari

KURSUS PERMOHONAN REMAN DAN PERMOHONAN PELBAGAI JENAYAH

TARIKH : 25 - 27 OGOS

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan dan Pegawai Penguat kuasa

TEMPOH : 3 hari

BENGKEL PENYELIDIKAN PERUNDANGAN DAN PENYEDIAAN ALASAN PENGHAKIMAN BAGI KES SIVIL DAN JENAYAH

TARIKH : 14 - 16 APRIL

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Kehakiman

TEMPOH : 3 hari

KURSUS PENTADBIRAN HARTA PUSAKA DAN SURAT KUASA MENTADBIR

TARIKH : 27 - 30 JULAI

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Kehakiman

TEMPOH : 4 hari

BENKEL UNTUK BAILIF: PELAKSANAAN PERINTAH MAHKAMAH

TARIKH : 2 - 4 JUN

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Bailif

TEMPOH : 3 hari

BENKEL MEDIASI: KEMAHIRAN DAN PENGETAHUAN

TARIKH : 21 - 23 APRIL

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Kehakiman

TEMPOH : 3 hari

KURSUS JURUBAHASA (PROSEDUR SIVIL DAN JENAYAH)

TARIKH : 28 - 30 JULAI

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Jurubahasa

TEMPOH : 3 hari

KURSUS PELAKSANAAN PENGHAKIMAN MAHKAMAH TINGGI UNTUK TIMBALAN PENDAFTAR DAN PENOLONG KANAN PENDAFTAR

TARIKH : 28 - 30 SEPTEMBER

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Timbalan Pendaftar dan Penolong kanan Pendaftar

TEMPOH : 3 hari

KURSUS PEMBANTU OPERASI DAN ORDERLI

TARIKH : 3 - 4 MAC

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Pembantu Operasi dan Orderli

TEMPOH : 3 hari

BENKEL PENGENALAN KEPADA KAEDAH-KAEDAH MAHKAMAH 2012 (PEMBANTU TADBIR UNDANG- UNDANG)

TARIKH : 26 - 28 MEI

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pembantu Tadbir Undang-undang

TEMPOH : 3 hari

KURSUS KES-KES JENYAH DI BAWAH BIDANG KUASA MAJISTRET

TARIKH : 5 - 7 MEI

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Majistret

TEMPOH : 3 hari

SEMINAR ETIKA PEGAWAI KEHAKIMAN

TARIKH : 25 MAC

OBJEKTIF :

- 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 :

- Prinsip-prinsip Dasar Etika Tingkah Laku Pegawai Kehakiman
- Mengaplikasikan Prinsip-prinsip Etika di dalam dan di luar pejabat
- Kajian kes dan simulasi
- Isu dan cabaran semasa

PESERTA :

- Pegawai Kehakiman

TEMPOH : 1 hari

SEMINAR KHAS UNTUK PENERUSI MAHKAMAH PERUSAHAAN

TARIKH : 10 - 12 MAC

OBJEKTIF :

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

KANDUNGAN :

- Pemecatan Kerja – Relief dan Remedi

- Salahlaku dan Hukuman
- Perjanjian Kolektif
- Penyerahan Dokumen secara Elektronik terhadap syarikat asing dan melalui Facebook
- Prinsip Keadilan Asasi
- Memahami Akaun Syarikat
- Bidangkuasa Mahkamah Perusahaan
- Dasar Sumber Manusia
- Pencantuman Pengarah sebagai Pihak Kes di dalam *prosidings* ketidakpatuhan *award*
- Tindakan Perusahaan
- Kedudukan Pekerja-pekerja Asing di bawah Undang-undang Perusahaan
- Memahami 'Consumer Price Index'
- Isu-isu Semasa dalam Undang-undang Perusahaan

PESERTA :

- Pengerusi Mahkamah Perusahaan

TEMPOH : 3 hari

BENKEL INJUksi DAN RELIEF PENGISYTIHARAN (HAKIM MAHKAMAH SESYEN)

TARIKH : 3 - 4 MAC

OBJEKTIF :

- Meningkatkan kefahaman peserta mengenai *principal relief* pengisytiharan dan injuksi yang terpakai di bawah undang-undang

KANDUNGAN :

- Relief Pengisytiharan – *An Overview*
- Relief Pengisytiharan – prosedur dan prinsipal
- Injuksi – *An Overview*
- Bidang kuasa (injuksi)
- Prosedur dan Prinsipal dalam permohonan Injuksi
- Injuksi dan relief Pengisytiharan terhadap kerajaan
- Kajian kes
- Persembahan Kumpulan
- Perbincangan Kumpulan

PESERTA :

- Hakim Mahkamah Sesyen

TEMPOH : 2 hari

KURSUS PENGURUSAN KES DAN PERBICARAAN DALAM KES SIVIL DAN JENAYAH

TARIKH : 25 - 28 MEI

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 4 hari

KURSUS TAKSIRAN GANTI RUGI

TARIKH : 1 - 4 JUN

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 4 hari

KURSUS AKREDITASI MEDIASI

TARIKH : 3 - 10 OGOS

OBJEKTIF :

- Memberi pengenalan kepada peserta konsep dalam mediasi
- Memberikan peserta pengalaman *hand-on* dalam mediasi
- Meningkatkan kemahiran peserta dalam pengurusan konflik
- Memberikan peluang kepada peserta dalam pembangunan diri

KANDUNGAN :

- *Introduction to Mediation*
- *Elements*
- *Stages of Mediation*
- *Mediators Communication Tools*
- *Managing impasse*

- *Process Skills*
- *Drafting Settlement Agreement*
- *Legal and ethical issues in Mediation Exercise*
- *Role Play case study*
- *Group exercise*

PESERTA :

- Pegawai Perundangan

TEMPOH : 6 hari

BENGKEL TIMBANGTARA

TARIKH : 25 - 28 MEI

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perundangan

TEMPOH : 4 hari

BENGKEL KEMAHIRAN PENYELIDIKAN, PENYEDIAAN PENDAPAT UNDANG-UNDANG DAN RINGKASAN KES (SIVIL DAN JENAYAH)

TARIKH : 18 - 21 MEI

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 4 hari

Program Kehakiman

KURSUS TATACARA KEBANKRAPAN DAN PENGGULUNGAN SYARIKAT (KEHAKIMAN)

TARIKH : 5 - 8 OKTOBER

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

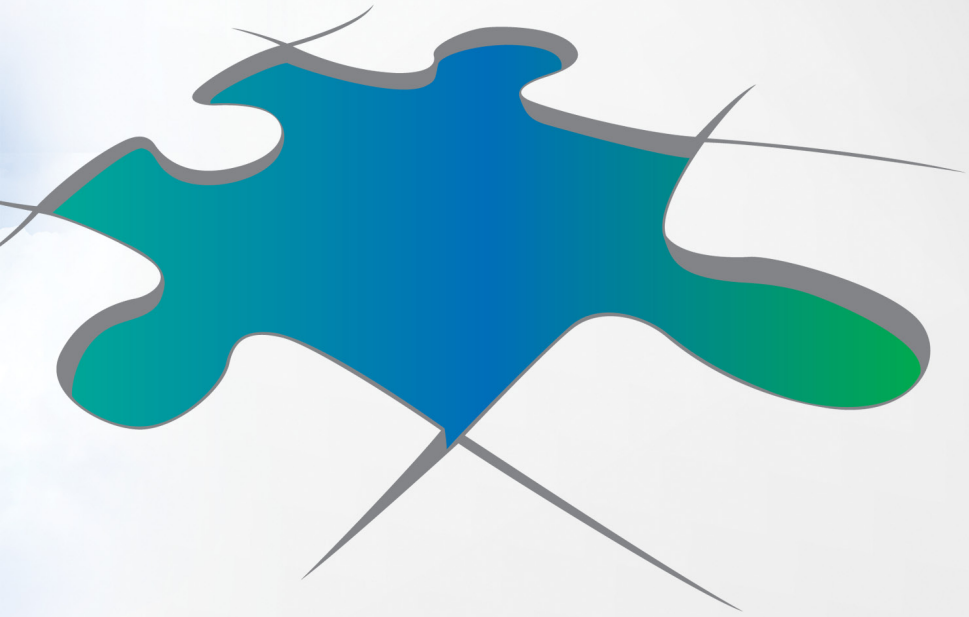
KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Kehakiman

TEMPOH : 4 hari



PROGRAM PERUNDANGAN

BENGKEL PEMBACAAN STATUT BAGI PENOLONG PEGAWAI UNDANG-UNDANG

TARIKH : 3 - 5 MAC

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Penolong Pegawai Undang-Undang dari Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 2 hari

KURSUS MENGESAN ASET DAN ALIRAN WANG KEPADA PENGARAH INSOLVENSİ NEGERI / KETUA CAWANGAN

TARIKH : 24 - 26 FEBRUARI

OBJEKTIF :

- Akan ditetapkan oleh Jabatan Insolvensi Malaysia

KANDUNGAN :

- Akan ditetapkan oleh Jabatan Insolvensi Malaysia

PESERTA :

- Pegawai Undang-Undang dari Jabatan Insolvensi Malaysia

TEMPOH : 3 hari

KURSUS PROSEDUR DAN AMALAN PARLIMEN

TARIKH : 8 -11 JUN

OBJEKTIF :

- Meningkatkan kefahaman peserta mengenai proses Parlimen dan amalan di Malaysia

KANDUNGAN :

- Pengenalan kepada Parlimen Malaysia
- Bidang tugas 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 :

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

TEMPOH : 3 hari

KURSUS PILIHAN RAYA : PERUNDANGAN DAN PROSEDUR

TARIKH : 7 - 9 APRIL

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perundangan

TEMPOH : 3 hari

KURSUS TAFSIRAN STATUT (PAKAR LUAR NEGARA)

TARIKH : 7 - 11 SEPTEMBER

OBJEKTIF :

- Mendedahkan peserta kepada kaedah peraturan am dalam tafsiran statut
- Menambahkan 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
- Latih amal – pentafsiran dengan merujuk kepada perkara subjek dan tujuan
- Anggapan dalam tafsiran statut
- Maksim dan prinsip dalam tafsiran statut

- Hak-hak kemanusiaan dan tafsiran statut
- Kajian kes/ latih amal

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 5 hari

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

TARIKH : 5 - 20 OKTOBER**OBJEKTIF :**

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

KANDUNGAN :

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

PESERTA :

- Pegawai Perundangan

TEMPOH : 16 hari

KURSUS PENGENALAN PENGUBALAN UNDANG-UNDANG BAGI PEGAWAI UNDANG-UNDANG

TARIKH : 23 - 26 MAC**OBJEKTIF :**

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Pegawai Perundangan

TEMPOH : 4 hari

KURSUS GUBALAN UNDANG- UNDANG ASAS (PELBAGAI JABATAN)

TARIKH : 24 -26 FEBRUARI**OBJEKTIF :**

- Memberi pengetahuan kepada peserta mengenai prinsip asas penggubalan undang-undang
- Membolehkan peserta untuk 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

PESERTA :

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

TEMPOH : 3 hari

Program Perundangan

KURSUS KHAS JABATAN BANTUAN GUAMAN (PEGAWAI UNDANG-UNDANG)

TARIKH : 10 - 12 FEBRUARI

OBJEKTIF :

- Melahirkan pegawai yang mempunyai pengetahuan dan berkemahiran serta kompeten dalam mengendalikan kes di Jabatan Bantuan Guaman secara profesional

KANDUNGAN :

- Pengendalian kes di bawah Kaedah-Kaedah Mahkamah 2012
- Prosedur Pra Perbicaraan dan penyediaan pliding
- Penguatkuasaan penghakiman Mahkamah \ Writ distress untuk penyewaan
- Undang-undang pengangkutan
- Undang-undang buruh
- Pengendalian kes kemalangan jalanraya
- Kesan insolvensi kepada kes anak guam

PESERTA :

- Pegawai Undang-Undang dari Jabatan Bantuan Guaman

TEMPOH : 3 hari

KURSUS KHAS PENOLONG PEGAWAI UNDANG-UNDANG JABATAN BANTUAN GUAMAN

TARIKH : 20 - 22 JANUARI

OBJEKTIF :

- Melahirkan pegawai yang mempunyai pengetahuan, kemahiran dan kompetensi dalam mengendalikan kes Jabatan Bantuan Guaman secara profesional

KANDUNGAN :

- Pemahaman asas statut (Akta Bantuan Guaman 1971
- Pemberian Khidmat Nasihat
- Urus niaga tanah
- Kontrak boleh batal/kontrak batal dengan ganti rugi
- Sabitan bagi kesalahan jenayah
- Pengambilan anak angkat dan pembatalan pendaftaran anak angkat

- Pengendalian kes sivil di mahkamah
- Prosedur dan penyediaan pliding
- Undang-undang keterangan
- Pelaksanaan perintah
- Integriti dan etika
- Menangani pelanggan bermasalah

PESERTA :

- Penolong Pegawai Undang-Undang dari Jabatan Bantuan Guaman

TEMPOH : 3 hari

KURSUS MENGENAI UNDANG-UNDANG KESALAHAN KESELAMATAN DAN UNDANG-UNDANG YANG BERKAITAN DENGANNYA

TARIKH : 7 - 8 JULAI

OBJEKTIF :

- Untuk meningkatkan kefahaman peserta mengenai perkembangan terkini undang-undang kesalahan keselamatan menerusi undang-undang yang berkaitan; dan
- Untuk mendedahkan peserta dengan peruntukan kuasa-kuasa khas, tatacara, perbicaraan dan keterangan yang terkandung di bawah undang-undang kesalahan keselamatan serta isu-isu yang berkaitan dengannya.

KANDUNGAN :

- Pengenaln Kepada Undang-Undang Kesalahan Keselamatan
- Kuasa-kuasa siasatan bagi kesalahan keselamatan
- Tatacara perbicaraan dan keterangan yang melibatkan kesalahan keselamatan di bawah Akta Kesalahan Keselamatan (Langkah-Langkah Khas) 2012 [Akta 747]
- Peranan Polis Di Raja Malaysia (PDRM) dalam pelaksanaan kuasa-kuasa khas di bawah undang-undang kesalahan keselamatan
- Kesan undang-undang kesalahan keselamatan terhadap hak asasi manusia di bawah Perlembagaan Persekutuan dan undang-undang antarabangsa – Cabaran dan isu semasa
- SOSMA v ISA: Suatu Perbandingan

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan dan Pegawai Penguat Kuasa

TEMPOH : 2 hari

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

TARIKH : 27 - 29 JANUARI

OBJEKTIF :

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

KANDUNGAN :

- Terjemahan teks perundangan
- Pembakuan Bahasa Melayu
- Masalah umum penggunaan tatabahasa dalam teks perundangan
- Pengenalan kepada teori, tekni dan asas penyuntingan terjemahan teks perundangan
- Peristilahan Bahasa Melayu dalam teks perundangan
- Laras Bahasa Undang-Undang
- Latih Amal

PESERTA :

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

TEMPOH : 3 hari

KURSUS INSOLVENSİ : TATACARA PERUNDANGAN KEBANKRAPAN DAN PENGGULUNGAN SYARIKAT

TARIKH : 23 - 26 MAC

OBJEKTIF :

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

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai dari Jabatan Insolvensi Malaysia

TEMPOH : 4 hari

BENGKEL TEKNIK PENULISAN LAPORAN PERUNDANGAN YANG BAIK

TARIKH : 24 - 26 MAC

OBJEKTIF :

Pada akhir kursus ini, peserta akan dapat:

- Memahami proses penulisan laporan
- Menulis laporan perundangan yang ringkas, padat dan efektif

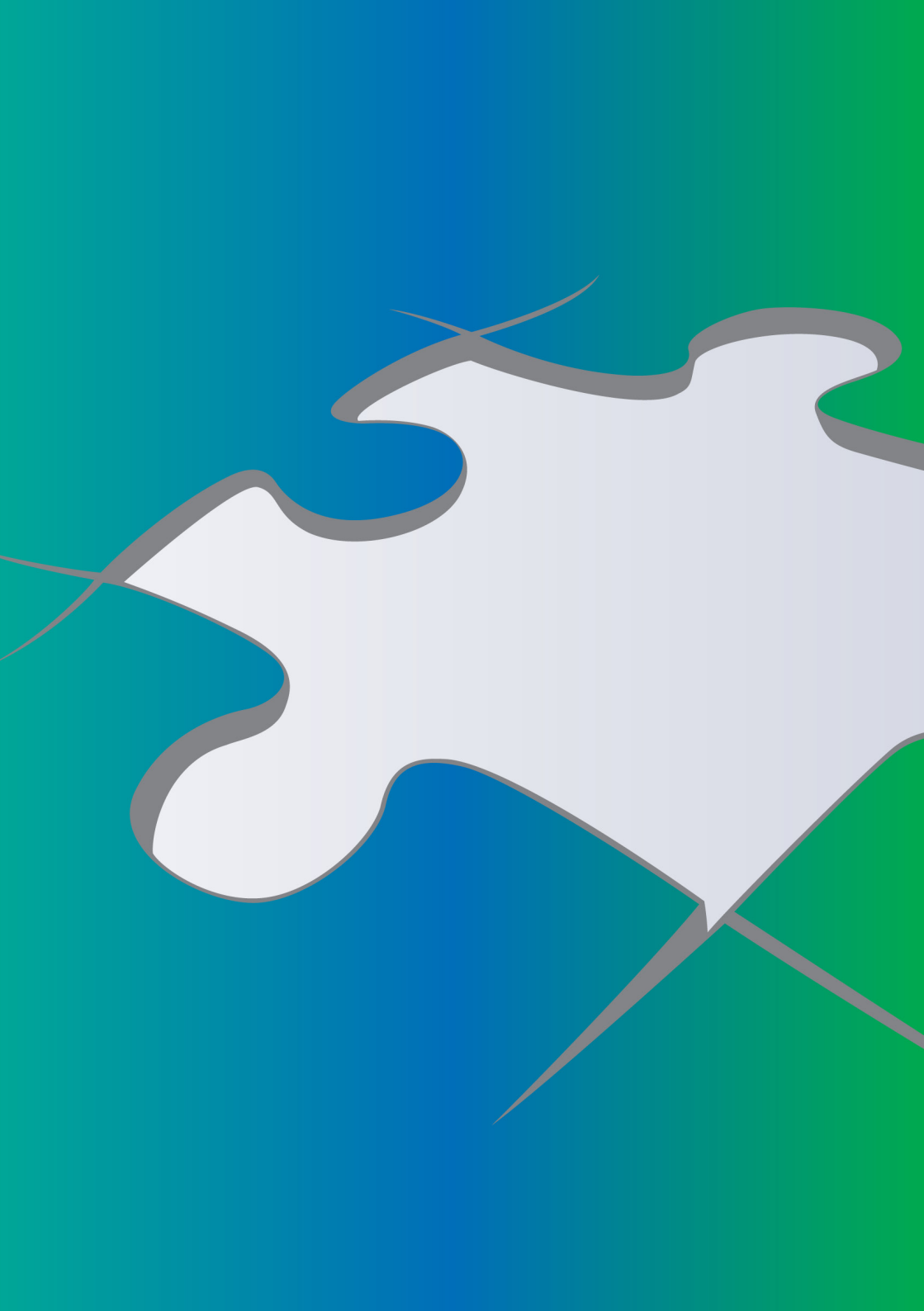
KANDUNGAN :

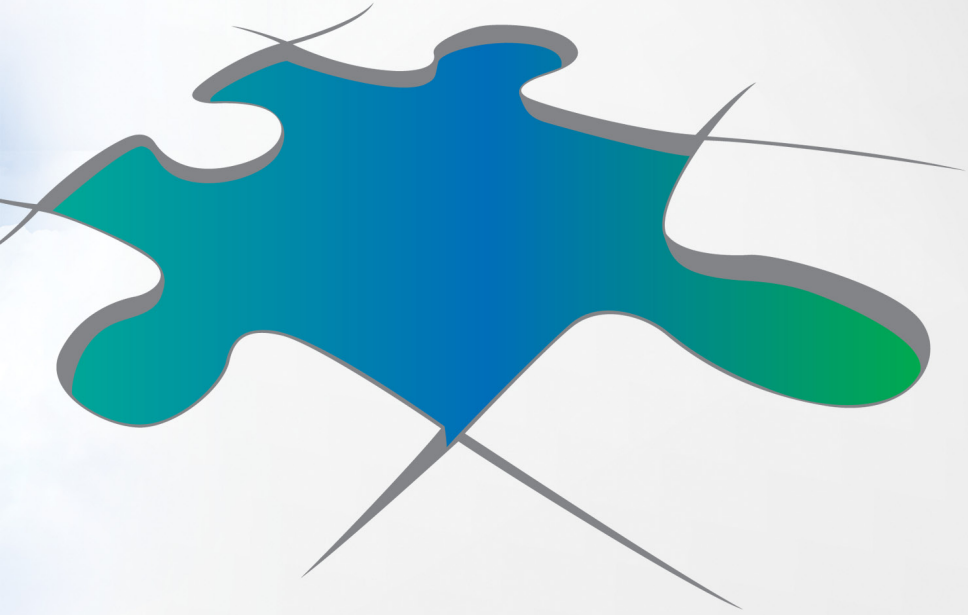
- Penulisan laporan perundangan
- Kepentingan penulisan laporan perundangan yang efektif
- Persediaan penulisan laporan perundangan
- Penggunaan gaya bahasa dalam penulisan laporan perundangan
- Persediaan laporan perundangan yang praktikal
- Persembahan dan kajian semula

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan.

TEMPOH : 3 hari





PROGRAM LITIGASI

KURSUS KETERANGAN PAKAR DALAM KES JENAYAH

TARIKH : 8 - 12 JUN

OBJEKTIF :

- Memberikan kefahaman kepada peserta tentang undang-undang keterangan pakar dan perkara jenayah yang terpakai
- Memberikan pendedahan kepada peserta tentang cara yang paling berkesan dalam memahami keterangan saksi pakar
- Memberikan latihan amali kepada peserta tentang amalan terbaik dalam memeriksa saksi pakar

KANDUNGAN :

- Keterangan pakar
- Jenis saksi pakar
- Perbezaan di antara keterangan fakta dan keterangan pendapat
- Lawatan ke Makmal Forensik Polis DiRaja Malaysia, Jabatan Kimia, *Cyber Security Malaysia* dan hospital

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 4 hari

BENGKEL LATIHAN KEPEGUAMAN (KAEDAH HAMPEL)

TARIKH : 6 - 10 APRIL

OBJEKTIF :

- Mendedahkan peserta kepada teknik pengendalian saksi dan kaedah berhujah dalam mahkamah
- Mendedahkan peserta pada teknik penghujahan penutup yang berkesan

KANDUNGAN :

- Pengendalian saksi
- Analisis kes dan teori kes
- Penghujahan penutup
- Permohonan injunksi
- Perbicaraan *mock*

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 5 hari

KURSUS PROSEDUR PRA PERBICARAAN

TARIKH : 16 - 19 MAC

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 4 hari

KURSUS PENDEKATAN PRAKTIKAL DALAM PELAKSANAAN PENGHAKIMAN MAHKAMAH

TARIKH : 17 - 19 MAC

OBJEKTIF :

- Meningkatkan pengetahuan peserta kursus 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 lelong hartanah
- Penguatkuasaan terhadap Kerajaan dan Syarikat Berkaitan Kerajaan

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

BENGKEL PENGENDALIAN KES KEMALANGAN JALAN RAYA

TARIKH : 27 - 29 JANUARI

OBJEKTIF :

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

KANDUNGAN :

- Liabiliti
- Ganti rugi
- Tuntutan ganti rugi
- Menilai kes
- Persediaan untuk Perbicaraan
- Pengendalian dan perbicaraan kes Kemalangan Jalan Raya
- Keterangan saksi
- Teknik penghujahan
- Latih amal

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS MEDICO-LEGAL UNTUK PEGAWAI UNDANG-UNDANG

TARIKH : 6 - 10 APRIL

OBJEKTIF :

- Mendedahkan peserta kepada isu-isu semasa tentang *Medico-Legal*;
- Meningkatkan kemahiran dan pengetahuan peserta dalam mengendalikan kes-kes *Medico-Legal*

KANDUNGAN :

- Undang-undang dan amalan dalam kecuaiian perubatan
- Liabiliti hospital
- Rekod perubatan dan laporan perubatan
- Kebenaran dan kerahsiaan
- Pembelaan kes-kes kecuaiian perubatan
- Isu-isu *medico-legal* dalam *cerebral palsy* dan *obstetrics and gynaecology*
- Lawatan ke hospital

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 4 hari

KURSUS TENTANG PSIKOLOGI KOMUNIKASI BERKESAN DAN PUJUKAN DI MAHKAMAH

TARIKH : 28 - 30 JULAI

OBJEKTIF :

- Memberikan pengetahuan dan kefahaman kepada peserta tentang prinsip-prinsip psikologi yang terlibat dalam komunikasi berkesan dan pujukan di mahkamah
- Meningkatkan kemahiran peserta tentang teknik-teknik komunikasi dan pujukan

KANDUNGAN :

- Prinsip-prinsip psikologi dalam tingkah laku
- Proses komunikasi berkesan
- Elemen-elemen pujukan
- Hujahan bertulis yang berkesan
- Penggunaan grafik dalam prosiding mahkamah
- Latih amal

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

BENGKEL MENGENAI STRATEGI DALAM RAYUAN DAN PERBICARAAN

TARIKH : 25 - 27 OGOS

OBJEKTIF :

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

KANDUNGAN :

- Kepeguaman dan strategi dalam perbicaraan dan rayuan
- Persediaan sebelum perbicaraan
- Proses-proses perbicaraan
- Hujahan bertulis dan lisan
- Merangka petisyen rayuan
- Perbicaraan *mock*

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS KECUAIAN AGENSI PENGUAT KUASA

TARIKH : 10 - 11 FEBRUARI

OBJEKTIF :

- Meningkatkan pengetahuan dan kemahiran peserta mengenai undang-undang kecuaiian agensi penguat kuasa
- Mendedahkan peserta kursus kepada cabaran dan isu-isu berkaitan kecuaiian agensi penguat kuasa.

KANDUNGAN :

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

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan, Agensi Penguatkuasa

TEMPOH : 2 hari

KURSUS SIASATAN TEMPAT KEJADIAN

TARIKH : 10 - 12 FEBRUARI

OBJEKTIF :

- Memberikan pendedahan kepada peserta tentang jenis-jenis keterangan tempat kejadian dan tatacara siasatan tempat kejadian
- Meningkatkan pengetahuan peserta tentang pengemukaan keterangan tempat kejadian dalam prosiding perbicaraan

KANDUNGAN :

- Peranan pegawai penyiasat tempat kejadian
- Peranan pakar-pakar di tempat kejadian – cara-cara mengumpul dan menyimpan eksibit
- Pengemukaan keterangan tempat kejadian dalam perbicaraan jenayah – isu-isu
- Perbicaraan *mock*

PESERTA :

- Pegawai Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS KETERANGAN ELEKTRONIK BIL. 1/2015

TARIKH : 24 - 26 FEBRUARI

OBJEKTIF :

- Meningkatkan pengetahuan peserta tentang aspek-aspek keterangan elektronik
- Meningkatkan kemahiran peserta dalam pengendalian kes-kes keterangan elektronik

KANDUNGAN :

- Konsep keterangan elektronik
- Pengumpulan keterangan elektronik – isu-isu yang dihadapi
- Analisis dan pemeriksaan keterangan elektronik
- Kebolehterimaan keterangan elektronik di bawah Akta Keterangan 1950
- Lawatan ke *Cyber Security Malaysia*
- Perbicaraan *mock*

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS KETERANGAN ELEKTRONIK BIL. 2/2015

TARIKH : 28 - 30 SEPTEMBER

OBJEKTIF :

- Meningkatkan pengetahuan peserta tentang aspek-aspek keterangan elektronik
- Meningkatkan kemahiran peserta dalam pengendalian kes-kes keterangan elektronik

KANDUNGAN :

- Konsep keterangan elektronik
- Pengumpulan keterangan elektronik – isu-isu yang dihadapi
- Analisis dan pemeriksaan keterangan elektronik
- Kebolehterimaan keterangan elektronik di bawah Akta Keterangan 1950
- Lawatan ke *Cyber Security Malaysia*
- Perbicaraan *mock*

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS GIFT OF THE GAB BIL 1/2015

TARIKH : 13 APRIL - 26 MEI

OBJEKTIF :

- Memberikan latihan kepeguaman yang menyeluruh kepada pegawai-peawai junior Jabatan Peguam Negara yang merangkumi persediaan sebelum perbicaraan, perbicaraan, hujahan dan rayuan

KANDUNGAN :

- Analisis kes, penghitungan risiko dan *Trial Strategic Plan*
- Ucapan pembukaan dan hujahan ringkas
- Pemeriksaan utama dan pernyataan saksi
- Pemeriksaan balas
- Saksi pakar
- Hujahan undang-undang dan hujahan penggulangan
- Perbicaraan *mock*
- Rayuan

PESERTA :

- Pegawai Undang-Undang junior dari Sektor Litigasi, Jabatan Peguam Negara.

TEMPOH : 32 hari

KURSUS GIFT OF THE GAB BIL 2/2015

TARIKH : 28 JULAI - 8 SEPTEMBER

OBJEKTIF :

- Memberikan latihan kepeguaman yang menyeluruh kepada pegawai-peawai junior Jabatan Peguam Negara yang merangkumi persediaan sebelum perbicaraan, perbicaraan, hujahan dan rayuan

KANDUNGAN :

- Analisis kes, penghitungan risiko dan *Trial Strategic Plan*
- Ucapan pembukaan dan hujahan ringkas
- Pemeriksaan utama dan pernyataan saksi
- Pemeriksaan balas
- Saksi pakar
- Hujahan undang-undang dan hujahan penggulangan
- Perbicaraan *mock*
- Rayuan

PESERTA :

- Pegawai Undang-Undang junior dari Sektor Litigasi, Jabatan Peguam Negara

TEMPOH : 32 hari

KURSUS JENAYAH ALAM SEKITAR

TARIKH : 2 - 4 JUN

OBJEKTIF :

- Memberi pendedahan kepada peserta mengenai Undang-undang Alam Sekitar di Malaysia
- Meningkatkan pengetahuan dan kemahiran peserta mengenai teknik penyiasatan dan pendakwaan di dalam kes jenayah

KANDUNGAN :

- Jenis kesalahan jenayah alam sekitar
- Penguatkuasaan undang-undang alam sekitar – isu dan cabaran
- Tatacara penyiasatan dalam jenayah alam sekitar
- Keterangan pakar
- Persediaan perbicaraan
- Perbicaraan *Mock* / Kajian Kes

PESERTA :

- Pegawai Kehakiman dan Perundangan dan lain-lain

TEMPOH : 3 hari

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

TARIKH : 5 - 7 MEI

OBJEKTIF :

- Meningkatkan pengetahuan peserta mengenai pengesanan, siasatan dan penguatkuasaan kes pengubahan wang haram dan pembiayaan keganasan; dan
- Meningkatkan kemahiran peserta dalam mengendalikan kes-kes pengubahan wang haram dan pembiayaan keganasan.

KANDUNGAN :

- Kesalahan-kesalahan pengubahan wang haram dan pembiayaan keganasan
- Risikan dan siasatan oleh Bank Negara dan Polis Diraja Malaysia
- Perbicaraan *mock*
- *Armchair discussion*

PESERTA :

- Pegawai Kehakiman dan Perundangan dan lain-lain

TEMPOH : 3 hari

BENKEL TEKNIK PENDAKWAAN (PELBAGAI JABATAN) BIL. 1/2015

TARIKH : 2 - 6 MAC

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Pegawai agensi penguatkuasaan

TEMPOH : 5 hari

BENKEL TEKNIK PENDAKWAAN (PELBAGAI JABATAN) BIL. 2/2015

TARIKH : 1 - 5 JUN

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Pegawai agensi penguatkuasaan

TEMPOH : 5 hari

BENKEL TEKNIK PENDAKWAAN (PELBAGAI JABATAN) BIL. 3/2015

TARIKH : 5 - 9 OKTOBER

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Pegawai agensi penguatkuasaan

TEMPOH : 5 hari

KURSUS PENDAKWAAN BERKESAN BAGI KES JENAYAH (TIMBALAN PENDAKWA RAYA)

TARIKH : 10 - 12 MAC

OBJEKTIF :

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

KANDUNGAN :

- Meneliti pertuduhan dan mengenal pasti elemen kesalahan
- Mengenal pasti kekuatan dan kelemahan kes
- Keterangan dengar cakap dan seksyen 27 Akta Keterangan 1950
- Penghujahan berkesan
- Perseimbangan kumpulan

PESERTA :

- Timbalan Pendakwa Raya

TEMPOH : 3 hari

KURSUS PENDAKWAAN JENAYAH SIBER

TARIKH : 28 - 30 APRIL

OBJEKTIF :

- Memberi pendedahan kepada peserta mengenai Undang-undang Siber di Malaysia
- Meningkatkan pengetahuan dan kemahiran peserta mengenai teknik penyiasatan dan pendakwaan di dalam kes jenayah siber

KANDUNGAN :

- Pengenalalan kepada jenayah siber
- Pelaksanaan dan penguatkuasaan undang-undang siber di Malaysia
- Siasatan jenayah siber
- Pengemukakan keterangan digital
- Isu dan cabaran pendakwaan kes di bawah undang-undang siber Malaysia
- Pendakwaan kes jenayah siber – kajian kes
- Pemakaian Seksyen 114A Akta Keterangan 1950
- Lawatan ke *Cyber Security Malaysia*

PESERTA :

- Pegawai Kehakiman dan Perundangan dan lain-lain

TEMPOH : 3 hari

KURSUS PERANAN SAINS FORENSIK DALAM KES SIVIL DAN JENAYAH (POLIS DIRAJA MALAYSIA/JABATAN KIMIA)**TARIKH :** 24 - 27 OGOS**OBJEKTIF :**

- Meningkatkan pengetahuan peserta dalam sains forensik bagi tujuan pengendalian kes sivil dan jenayah; dan
- Mengaplikasikan penggunaan sains forensik dalam pengendalian kes sivil dan jenayah.

KANDUNGAN :

- Peranan sains forensik dalam pembuktian kes sivil dan jenayah
- Pemeriksaan dokumen
- DNA Forensik, Forensik Toksikologi, Forensik Kriminalistik, Forensik Narkotik
- Lawatan ke Makmal Forensik PDRM dan Jabatan Kimia Malaysia

PESERTA :

- Pegawai Kehakiman dan Perundangan dan lain-lain

TEMPOH : 4 hari

BENKEL MENGENAI CABARAN DALAM PROSIDING EKSTRADISI**TARIKH :** 11 - 13 OGOS**OBJEKTIF :**

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH : Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus**BENKEL MENGENAI PENGUATKUASAAN PERINTAH PELUCUTHAKAN****TARIKH :** 26 - 28 MEI**OBJEKTIF :**

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH :

Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

KURSUS PEMBUKTIAN MELALUI PERNYATAAN BERTULIS, TEKNIK RUNDINGAN AKUAN DAN RUNDINGAN PRA PERBICARAAN (AKTA KANUN TATACARA JENAYAH (PINDAAN) 2010 [AKTA A1378])**TARIKH :** 19 - 21 MEI**OBJEKTIF :**

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH :

Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

KURSUS JENAYAH SEKSUAL

TARIKH : 5 - 7 MEI

OBJEKTIF :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan Oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS PENGENALAN KEPADA AKTA KESALAHAN KESELAMATAN (LANGKAH-LANGKAH KHAS) 2012 (SOSMA)- KAEDAH DAN TATACARA PENGENDALIAN SAKSI SERTA PENGEMUKAAN KETERANGAN

TARIKH : 28 - 30 APRIL

OBJEKTIF :

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perundangan

TEMPOH :

Tertakluk kepada keputusan Mesyuarat Jawatankuasa Kurikulum Kursus

KURSUS KES PERANCANGAN DAN PEMBANGUNAN TANAH DI MALAYSIA

TARIKH : 28 - 30 JULAI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Kehakiman dan Perundangan dan Lain-lain

TEMPOH : 3 hari

KURSUS PENDAKWAAN KESALAHAN DI BAWAH AKTA SYARIKAT 1965 [AKTA 125]

TARIKH : 23 - 25 JUN

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Agensi Penguat Kuasa

TEMPOH : 3 hari

KURSUS MENGENAI UNDANG-UNDANG PEMBINAAN

TARIKH : 28 - 30 APRIL

OBJEKTIF :

- Mendedahkan kepada peserta tentang prinsip undang-undang dan isu-isu berkaitan kontrak pembinaan serta perkara-perkara berkaitan

KANDUNGAN :

- Jenis kontrak pembinaan
- Skop peruntukan dalam kontrak pembinaan
- Pelaksanaan kontrak pembinaan
- Pembayaran dalam projek pembinaan
- Penamatan kontrak
- Pertelingkahan dan remedi
- Adjudikasi

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS DIPLOMA EKSEKUTIF PENGUATKUASAAN UNDANG-UNDANG (ILKAP-UITM) BIL. 1/2015

TARIKH : 2 - 20 MAC

OBJEKTIF :

- Meningkatkan pengetahuan peserta dalam penguatkuasaan undang-undang; dan
- Memastikan peserta sentiasa peka dengan perubahan dan pemakaian undang-undang

KANDUNGAN :

- Sistem Perundangan Malaysia
- Undang-Undang Pentadbiran
- Undang-Undang Jenayah
- Undang-Undang Keterangan
- Kanun Tatacara Jenayah
- Isu Undang-Undang Kontemporari dalam Penguatkuasaan
- Sains Forensik
- Perbicaraan Jenayah dan Kepeguaman
- Peperiksaan

PESERTA :

- Pegawai Penguat Kuasa
- Pihak Berkuasa Tempatan
- Badan Berkanun

TEMPOH : 15 hari

KURSUS DIPLOMA EKSEKUTIF PENGUATKUASAAN UNDANG-UNDANG (ILKAP-UITM) BIL. 2/2015

TARIKH : 3 - 21 OGOS

OBJEKTIF :

- Meningkatkan pengetahuan peserta dalam penguatkuasaan undang-undang; dan
- Memastikan peserta sentiasa peka dengan perubahan dan pemakaian undang-undang.

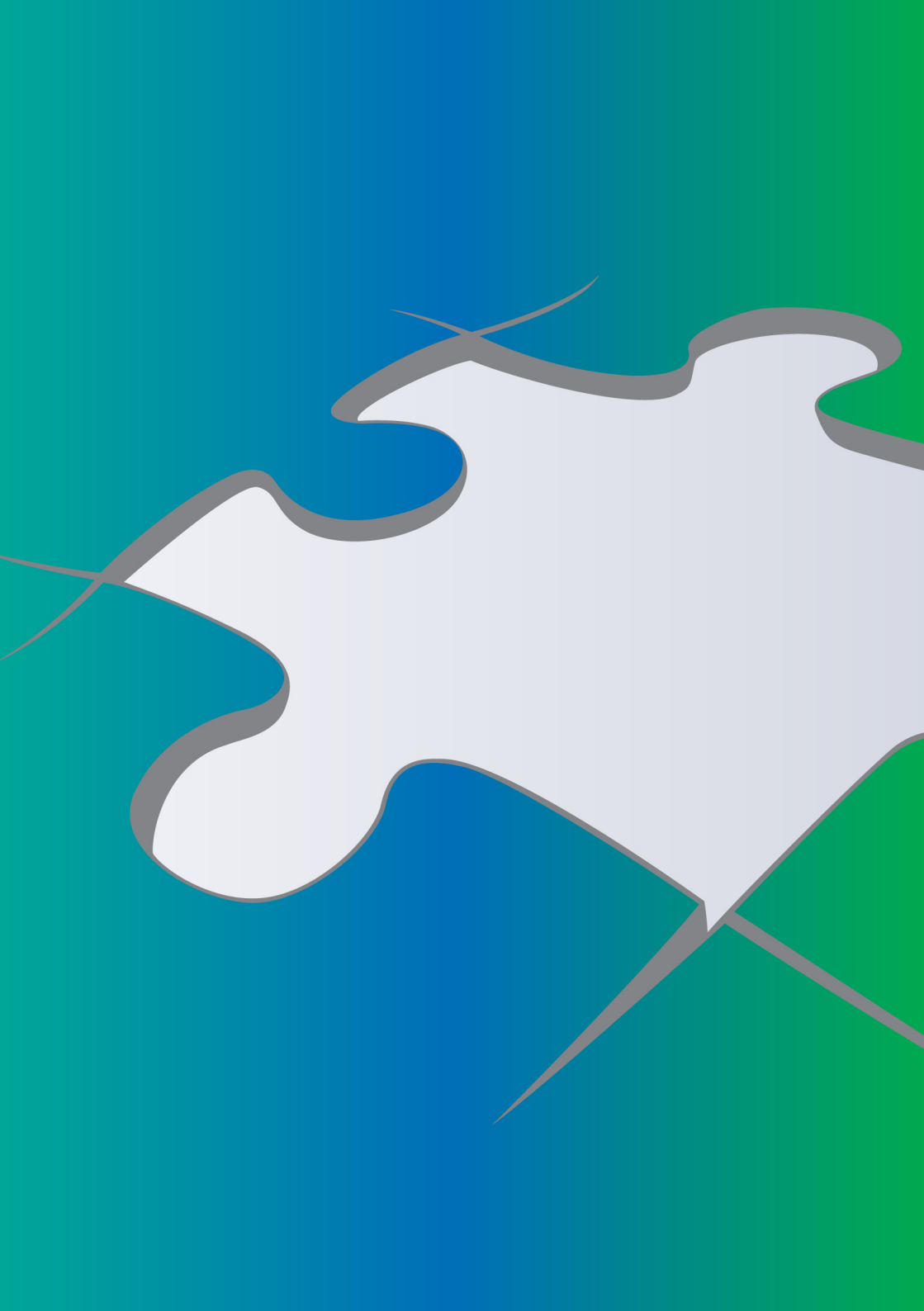
KANDUNGAN :

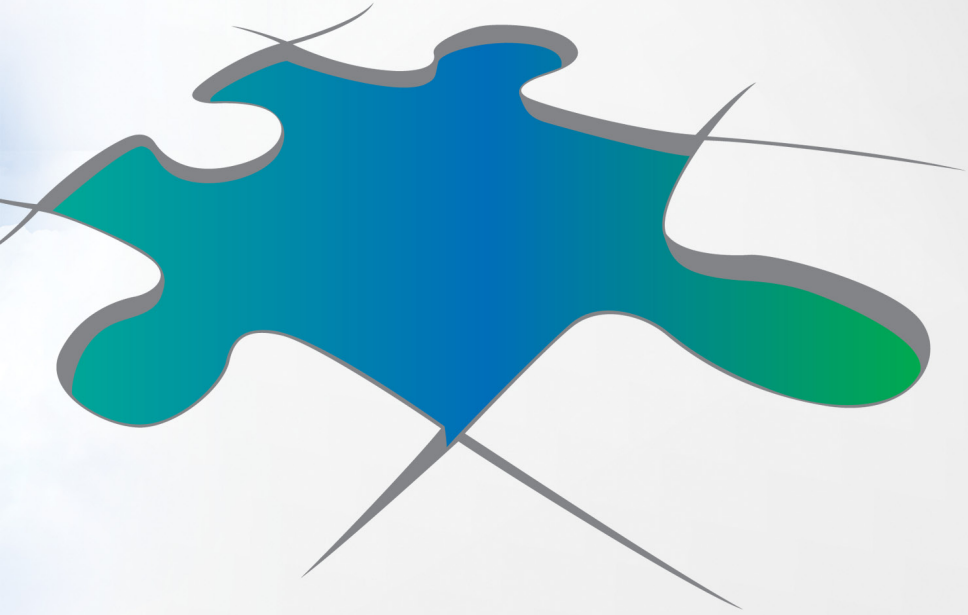
- Sistem Perundangan Malaysia
- Undang-Undang Pentadbiran
- Undang-Undang Jenayah
- Undang-Undang Keterangan
- Kanun Tatacara Jenayah
- Isu Undang-Undang Kontemporari dalam Penguatkuasaan
- Sains Forensik
- Perbicaraan Jenayah dan Kepeguaman
- Peperiksaan

PESERTA :

- Pegawai Penguat Kuasa
- Pihak Berkuasa Tempatan
- Badan Berkanun

TEMPOH : 15 hari





PROGRAM PENASIHAT

BENKEL PENGURUSAN DAN PENGENDALIAN TATATERTIB

TARIKH : 27 - 29 JANUARI

OBJEKTIF :

- Memberi pendedahan dan pengetahuan kepada para peserta mengenai peraturan-peraturan yang berkaitan dengan pengurusan tatatertib dan surcaj dalam Perkhidmatan Awam; dan
- Meningkatkan kemahiran peserta dalam pengurusan tatatertib di peringkat Kementerian/Jabatan dengan cara yang betul dan adil serta selaras dengan keperluan Pihak Berkuasa Tatatertib dan peraturan yang berkuatkuasa.

KANDUNGAN :

- Pengenalan –
- Apa itu Tatatertib?
- Rasional PeraturanTatatertib dalam perundangan perkhidmatan awam
- Kewajipan Mematuhi Peraturan Tatatertib
 - ◊ Undang-Undang yang terlibat
- Pengenalan kepada pembentukan Pihak Berkuasa Tatatertib di peringkat Kementerian/Jabatan
- Tatakelakuan dan larangan-larangan dalam Perkhidmatan Awam
 - ◊ Larangan Mutlak
 - ◊ Larangan Boleh Buat Dengan Kebenaran
- Tatacara Tindakan Tatatertib
- Tatacara Tindakan Tatatertib Bagi Kes–
 - ◊ Pegawai Yang Tertakluk Kepada Prosiding Jenayah dan Prosiding Perintah Tahanan
 - ◊ Perintah Tahan Kerja dan Gantung Kerja
- Tatacara Kes Tidak Hadir Bertugas dan Tidak Dapat Dikesan
- Hukuman dan Rayuan Tatatertib
- Kesilapan Lazim Dalam Pengurusan Tatatertib
- Garis Panduan Dalam Menguruskan Pegawai Berprestasi Rendah dan Pegawai Yang Bermasalah

PESERTA :

- Pegawai Kehakiman dan Perundangan

TEMPOH : 3 hari

BENKEL PENYELIDIKAN UNDANG-UNDANG UNTUK PENOLONG PEGAWAI UNDANG-UNDANG

TARIKH : 10 - 11 FEBRUARI

OBJEKTIF :

- Meningkatkan pengetahuan peserta mengenai penyelidikan undang-undang yang berkaitan dengan tugas mereka sebagai Penolong Pegawai Undang-Undang; dan
- Meningkatkan kemahiran peserta dalam membantu Pegawai Undang-Undang menjalankan penyelidikan undang-undang yang tepat dan menyeluruh.

KANDUNGAN :

- Pengenalan kepada penyelidikan undang-undang –
- Prinsip asas penyelidikan undang-undang
 - Tujuan penyelidikan undang-undang –
 - ◊ Pandangan undang-undang
 - ◊ Alasan penghakiman
 - ◊ Penggubalan undang-undang
 - ◊ Penghujahan perundangan
 - Ciri-ciri penyelidikan undang-undang yang berkualiti
 - Proses penyelidikan undang-undang –
 - ◊ Pencarian maklumat undang-undang
 - ◊ Pemilihan maklumat undang-undang
 - Penganalisan/pengupasan yang sesuai
 - Teknik dalam penyelidikan undang-undang dan pemakaiannya
 - Carian kes dan pandangan undang-undang
 - Penyelidikan undang-undang berkaitan dengan –
 - ◊ Perlembagaan Persekutuan dan Perlembagaan Negeri
 - ◊ Akta dan perundangan subsidiari
 - Kaedah-kaedah menjalankan penyelidikan undang-undang secara manual
 - ◊ Sumber utama –
 - ◊ Sumber sekunder
 - Kaedah-kaedah menjalankan penyelidikan undang-undang secara atas talian –
 - ◊ Penggunaan pangkalan data atas talian (online database)
 - ◊ Mengenali kesahihan sumber perundangan elektronik
 - ◊ Kerja kumpulan – Pemilihan kaedah yang tepat dalam penyelidikan undang-

undang (manual/atas talian)

PESERTA :

- Penolong Pegawai Undang-undang Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 2 hari

KURSUS PENTADBIRAN KEADILAN UNTUK KESELAMATAN, JAGAAN DAN PERLINDUNGAN KANAK KANAK

TARIKH : 5 - 6 OKTOBER

OBJEKTIF :

- Meningkatkan pengetahuan peserta mengenai pentadbiran keadilan dalam hal penjagaan kanak-kanak, keselamatan dan perlindungan dari perspektif undang-undang tempatan dan undang-undang antarabangsa;
- Meningkatkan pengetahuan peserta tentang hak kanak-kanak itu sebagai mangsa dan sebagai pesalah; dan
- Menyediakan platform kepada peserta untuk membincangkan isu undang-undang dan keadilan semasa kanak-kanak

KANDUNGAN :

- Definisi "Kanak-kanak" - perspektif dalam negara dan antarabangsa
- Undang-undang dan prosedur berkaitan pentadbiran keadilan untuk keselamatan dan perlindungan kanak-kanak
- Keselamatan dan perlindungan kanak-kanak – Perspektif agensi penguatkuasaan
- Perkembangan pentadbiran keadilan untuk keselamatan dan perlindungan kanak-kanak di Malaysia.

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Cybersecurity
- Institut Penyelidikan Kanak-kanak Malaysia (MCR)
- Kementerian Pembangunan Wanita, Keluarga dan Masyarakat (Jabatan Kebajikan Masyarakat)
- UNICEF
- Peguam
- Ahli Akademik

TEMPOH : 2 hari

KURSUS PENYELIDIKAN UNDANG-UNDANG BERKESAN

TARIKH : 17 - 19 OGOS

OBJEKTIF :

- Meningkatkan keupayaan peserta untuk menjadi penyelidik bebas; dan
- Menyediakan peserta dengan teknik dan strategi yang betul untuk penyelidikan undang-undang yang berkesan

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 :

- Pegawai Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS UNDANG-UNDANG HARTA INTELEK - HAK & ISU

TARIKH : 26 - 29 JANUARI

OBJEKTIF :

- Meningkatkan pengetahuan dan pemahaman peserta mengenai undang-undang yang terpakai berkaitan harta intelek; dan
- Mendedahkan peserta mengenai hak dan isu tentang harta intelek

KANDUNGAN :

- Harta Intelek di Malaysia dan undang-undang yang terpakai
 - ◊ Copyright
 - ◊ Patent
 - ◊ Trademarks
 - ◊ Industrial Designs
 - ◊ Geographical Indications
- Isu-isu semasa dalam hak cipta
- Gambaran keseluruhan undang-undang persaingan

Program Penasihat

- Aspek antarabangsa mengenai harta intelek
- Tafsiran dan kesahihan spesifikasi paten

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 4 hari

KURSUS UNDANG-UNDANG TANAH : ISU DAN CABARAN MASA KINI

TARIKH : 8 -10 SEPTEMBER

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH : 3 hari

BENKEL UNDANG-UNDANG PERSAINGAN MALAYSIA

TARIKH : 26 - 28 MEI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

TEMPOH : 3 hari

BENKEL KEMAHIRAN PERUNDINGAN – MEMPEROLEH PERSETUJUAN

TARIKH : 28 - 30 JULAI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

TEMPOH : 3 hari

KURSUS PERLINDUNGAN DATA PERIBADI- ISU DAN CABARAN UNTUK PEGAWAI PERUNDANGAN (FOREIGN EXPERT)

TARIKH : 10 OGOS

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH : 1 hari

KURSUS PERLINDUNGAN DATA PERIBADI- ISU DAN CABARAN UNTUK PEGAWAI KEHAKIMAN (FOREIGN EXPERT)

TARIKH : 11 OGOS

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH : 1 hari

KURSUS KEWAJIPAN BERKANUN DAN KUASA BERKANUN

TARIKH : 27 - 29 JANUARI

OBJEKTIF :

- Meningkatkan pengetahuan peserta mengenai kewajipan berkanun dan kuasa berkanun; dan
- Mendedahkan peserta dengan perundangan yang relevan mengenai kewajipan berkanun dan kuasa berkanun

KANDUNGAN :

- Pengenalan kewajipan berkanun dan kuasa berkanun
- Semakan kehakiman
- "Misfeance" di pejabat awam
- Kecuaian
- Ganti rugi yang boleh didapati bagi pelanggaran kewajipan berkanun dan kuasa berkanun
 - ◊ Common law
 - ◊ Seksyen 7 Akta Undang-Undang Sivil 1956 [Akta 67]
 - ◊ Seksyen 8 Akta Undang-Undang Sivil 1956 [Akta 67]

PESERTA :

- Pegawai Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS HAK PEMILIKAN HARTA DALAM PERKAHWINAN ISLAM

TARIKH : 28 - 30 JULAI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH : 3 hari

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

TARIKH : 17 - 19 MAC

OBJEKTIF :

- Memberi kefahaman kepada peserta mengenai hak wanita menurut undang-undang kekeluargaan Islam dan undang-undang sivil; dan
- Meningkatkan kefahaman peserta mengenai isu semasa berkaitan hak wanita di bawah undang-undang kekeluargaan Islam dan undang-undang sivil.

KANDUNGAN :

- Pengenalan kepada hak wanita dalam Undang-Undang Kekeluargaan Islam dan Undang-Undang Sivil
- Hak wanita di bawah Undang-Undang Kekeluargaan Islam:
 - ◊ Sebelum perkahwinan;
 - ◊ Semasa perkahwinan; dan
 - ◊ Selepas pembubaran perkahwinan
- Hak wanita di bawah Akta Pembaharuan Undang-Undang (Perkahwinan dan Perceraian 1976) [Akta 164]
 - ◊ Sebelum perkahwinan;
 - ◊ Semasa perkahwinan; dan
 - ◊ Selepas pembubaran perkahwinan
- Keberkesanan Pelaksanaan Undang-Undang Kekeluargaan Islam dalam melindungi hak wanita Muslim dan bukan Muslim
- Perbandingan hak wanita di bawah Undang-Undang Islam dan Undang-Undang Sivil termasuk isu yang berkaitan

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Pegawai Syariah
- Peguam
- Pensyarah

TEMPOH : 3 hari

WORKSHOP ON PUBLIC PRIVATE PARTNERSHIP (PPP) (PRIVATISATION AND PRIVATE FINANCE INITIATIVES (PFI))

TARIKH : 9 - 11 JUN

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Pegawai Undang-Undang

TEMPOH : 3 hari

KURSUS AUDIT SYARIAH UNTUK KEWANGAN ISLAM

TARIKH : 2 - 4 JUN

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH : 3 hari

COURSE ON FEDERAL CONSTITUTION: A CRITICAL ANALYSIS:

TARIKH : 9 - 13 FEBRUARI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 5 hari

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

TARIKH : 7 JULAI

OBJEKTIF :

- Meningkatkan pengetahuan peserta mengenai konsep pemikiran Islam Liberal dan Pluralisme Agama
- Mendedahkan 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 Pluralisme Agama
- Kedudukan Islam sebagai Agama bagi Persekutuan
- Implikasi pemikiran Islam Liberal dan Pluralisme Agama
- Isu berhubung pemikiran Islam Liberal dan Pluralisme Agama

PESERTA :

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

TEMPOH : 1 hari

BENKEL TEKNIK PENULISAN PANDANGAN UNDANG-UNDANG

TARIKH : 14 - 16 APRIL

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kajian Semula Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

BENGKEL: PENDEKATAN PRAKTIKAL BERHUBUNG PENYATA KEWANGAN DAN LAPORAN TAHUNAN SYARIKAT UNTUK PEGAWAI UNDANG-UNDANG

TARIKH : 21 - 23 APRIL

OBJEKTIF :

- Untuk memahami struktur dan fungsi penyata kewangan, laporan dan kenyataan lain dalam Laporan Tahunan ini
- Untuk meningkatkan kefahaman peserta mengenai bagaimana untuk membaca, mentafsir, menganalisis dan menerangkan kandungan penyata kewangan.
- Untuk memberi pengetahuan dalam mengendalikan kes yang berkaitan dengan undang-undang komersial atau syarikat.

KANDUNGAN :

- Gambaran keseluruhan laporan kewangan
 - ◊ Memahami Laporan Kewangan
 - ◊ Keperluan Perundangan
- Struktur dan Kandungan penyata kewangan
 - ◊ Penyata Pendapatan
 - ◊ Kunci Kira-kira
 - ◊ Penyata Aliran Tunai
 - ◊ Nota kepada Penyata Kewangan
- Laporan Tahunan
 - ◊ Laporan dan Penyata
 - ◊ Memahami Laporan Audit Negara
 - ◊ Kajian Kes

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

BENGKEL CHICAGO CONVENTION: THE KEY ANNEXES AND MALAYSIA'S OBLIGATIONS

TARIKH : 28 - 30 JULAI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

TEMPOH : 3 hari

SEMINAR MENGENAI SISTEM PERDAGANGAN DUNIA YANG TERKINI

TARIKH : 5 - 7 MEI

OBJEKTIF :

- Untuk memberi pemahaman kukuh kepada peserta mengenai sistem perdagangan dunia
- Untuk meningkatkan pengetahuan dan kefahaman peserta mengenai mekanisme Penyelesaian Pertikaian dalam Pertubuhan Perdagangan Dunia (WTO) serta Perjanjian Perdagangan Bebas (FTA) yang ditandatangani oleh Malaysia dan negara lain.

KANDUNGAN :

- Pengenalan sistem perdagangan dunia - Pertubuhan Perdagangan Dunia (WTO) serta Perjanjian Perdagangan Bebas (FTA)
 - ◊ *Principle of Most-Favoured Nation (MFN)*
 - ◊ *Principle of National Treatment*
 - ◊ *Special and Differential Treatment for Developing and Least-Developed Countries*
- Perkembangan dan trend terkini
- Penyelesaian Pertikaian dalam Pertubuhan Perdagangan Dunia (WTO) serta Perjanjian Perdagangan Bebas (FTA)
- Principles of non-discrimination

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan
- Pegawai Bahagian Dasar Kementerian yang dikenalpasti
- Pensyarah
- Peguam

TEMPOH : 3 hari

BENKEL RANGKA KERJA UNDANG-UNDANG ANTARABANGSA BERKAITAN PENTADBIRAN KESELAMATAN, JAMINAN DAN PERLINDUNGAN NUKLEAR

TARIKH : 8 - 10 SEPTEMBER

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

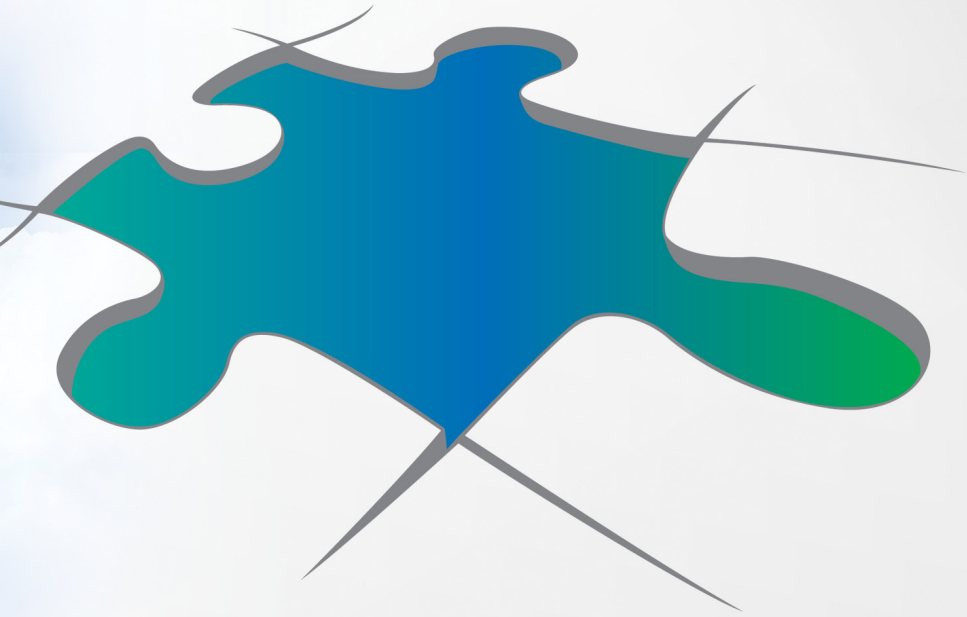
KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari



**PROGRAM
PEMBANGUNAN
KERJAYA DAN
PENTADBIRAN**

Program Pembangunan Kerjaya Dan Pentadbiran

BENKEL PENOLONG PEGAWAI UNDANG-UNDANG (PERUNDANGAN)

TARIKH : 28 - 30 APRIL

OBJEKTIF :

- Akan ditentukan dalam Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditentukan dalam Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Penolong Pegawai Undang-Undang (Perundangan)

TEMPOH : 3 hari

BENKEL PENOLONG PEGAWAI UNDANG-UNDANG (KEHAKIMAN)

TARIKH : 7 - 9 JULAI

OBJEKTIF :

- Akan ditentukan dalam Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditentukan dalam Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Penolong Pegawai Undang-Undang (Mahkamah)

TEMPOH : 3 hari

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

TARIKH : 7 - 8 JULAI

OBJEKTIF :

- Meningkatkan pengetahuan dan penerapan nilai-nilai murni dan etika kerja yang positif dalam perkhidmatan awam
- Memantapkan dan mengamalkan integriti sebagai penjawat awam
- Menghasilkan perkhidmatan berkualiti yang berterusan

KANDUNGAN :

- Isu berkaitan Integriti
- Pengurusan Integriti dalam Perkhidmatan Awam

- Kod dan Etika Mahkamah
- Penggunaan Media Elektronik Secara Berintegriti
- Pemantapan Pembangunan Sahsiah Penjawat Awam ke Arah Kecemerlangan Perkhidmatan
- Perbincangan kumpulan

PESERTA :

- Penolong Pegawai Undang-Undang dari Jabatan Peguam Negara dan Mahkamah

TEMPOH : 2 hari

PROGRAM TRANSFORMASI MINDA BIL.1/2015

TARIKH : 6 - 14 APRIL

OBJEKTIF :

- 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 ke arah Negara Maju

KANDUNGAN :

- 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 (keterampilan 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)
- Etik sosial – tertib menghadiri majlis jamuan
- Laluan keraja dalam Perkhidmatan Awam (Jabatan Peguam Negara)
- Laluan keraja dalam Perkhidmatan Awam (Mahkamah)
- Tanggungjawab dan peranan Pegawai Awam (Tatakelakuan & Tatatertib - Aku Janji)
- Latih amal & penilaian : pucapan awam
- Majlis makan malam dan Persembahan
- Lawatan ke Parlimen dan Mahkamah
- Ujian dan rumusan

PESERTA :

- Pegawai Undang-Undang (Perundangan dan Kehakiman) L41

TEMPOH : 9 hari

PROGRAM TRANSFORMASI MINDA BIL.2/2015

TARIKH : 10 - 18 OGOS

OBJEKTIF :

- 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 ke arah Negara Maju

KANDUNGAN :

- Ujian psikologi
- Budaya kerja kelas pertama (integrasi kumpulan)
- Pengenalan kepada pucapan 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 (keterampilan 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)
- Etik sosial – tertib menghadiri majlis jamuan
- Laluan keraja dalam Perkhidmatan Awam (Jabatan Peguam Negara)
- Laluan keraja dalam Perkhidmatan Awam (Mahkamah)
- Tanggungjawab dan peranan Pegawai Awam (Tatakelakuan & Tatatertib –Aku Janji)
- Latih amal & penilaian : pucapan awam
- Majlis makan malam dan Persembahan
- Lawatan ke Parlimen dan Mahkamah
- Ujian dan rumusan

PESERTA :

- Pegawai Undang-Undang (Perundangan dan Kehakiman) L41

TEMPOH : 9 hari

KURSUS PEMIKIRAN KREATIF DALAM PENYELESAIAN SEGERA MASALAH

TARIKH : 11 FEBRUARI

OBJEKTIF :

- Mempelajari proses untuk menyelesaikan masalah dan mengenal pasti pelbagai teknik menyelesaikan masalah
- Untuk memahami model pemikiran dan latihan praktikal untuk membantu cara berfikir di luar kotak dan memperoleh ruang penyelesaian yang lebih luas

KANDUNGAN :

- Kaedah Penyelesaian Masalah
- Definisi masalah
- Empat Kemahiran Berfikir Asas: Kreatif, Kritikal, Analitikal dan Strategik
- Kajian Kes Berfikir Secara Strategik untuk Menyelesaikan Masalah
- Lima Model Penyelesaian Masalah dan Membuat Keputusan

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 1 hari

KURSUS PEMBACAAN PANTAS UNTUK PROFESSION UNDANG- UNDANG BIL.1/2015

TARIKH : 12 - 14 MEI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS PEMBACAAN PANTAS UNTUK PROFESSION UNDANG- UNDANG BIL. 2/2015

TARIKH : 28 - 30 SEPTEMBER

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

BENKEL KEMAHIRAN MEMORI BIL. 1/2015

TARIKH : 5 - 6 MEI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 2 hari

BENKEL KEMAHIRAN MEMORI BIL. 2/2015

TARIKH : 23 -24 JUN

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 2 hari

KURSUS KEMAHIRAN KOMUNIKASI BERKESAN

TARIKH : 26 - 28 MEI

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

BENKEL KETRAMPILAN DIRI BAGI KECEMERLANGAN IMEJ ORGANISASI

TARIKH : 7 - 9 APRIL

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

KURSUS MENGIMBANGI KERJAYA DAN KEHIDUPAN DENGAN PRODUKTIVITI OPTIMUM

TARIKH : 2 - 4 JUN

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 3 hari

“ANDA MENGENALI BAHTERA” : KURSUS KEPIMPINAN

TARIKH : 3 - 4 MAC

OBJEKTIF :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

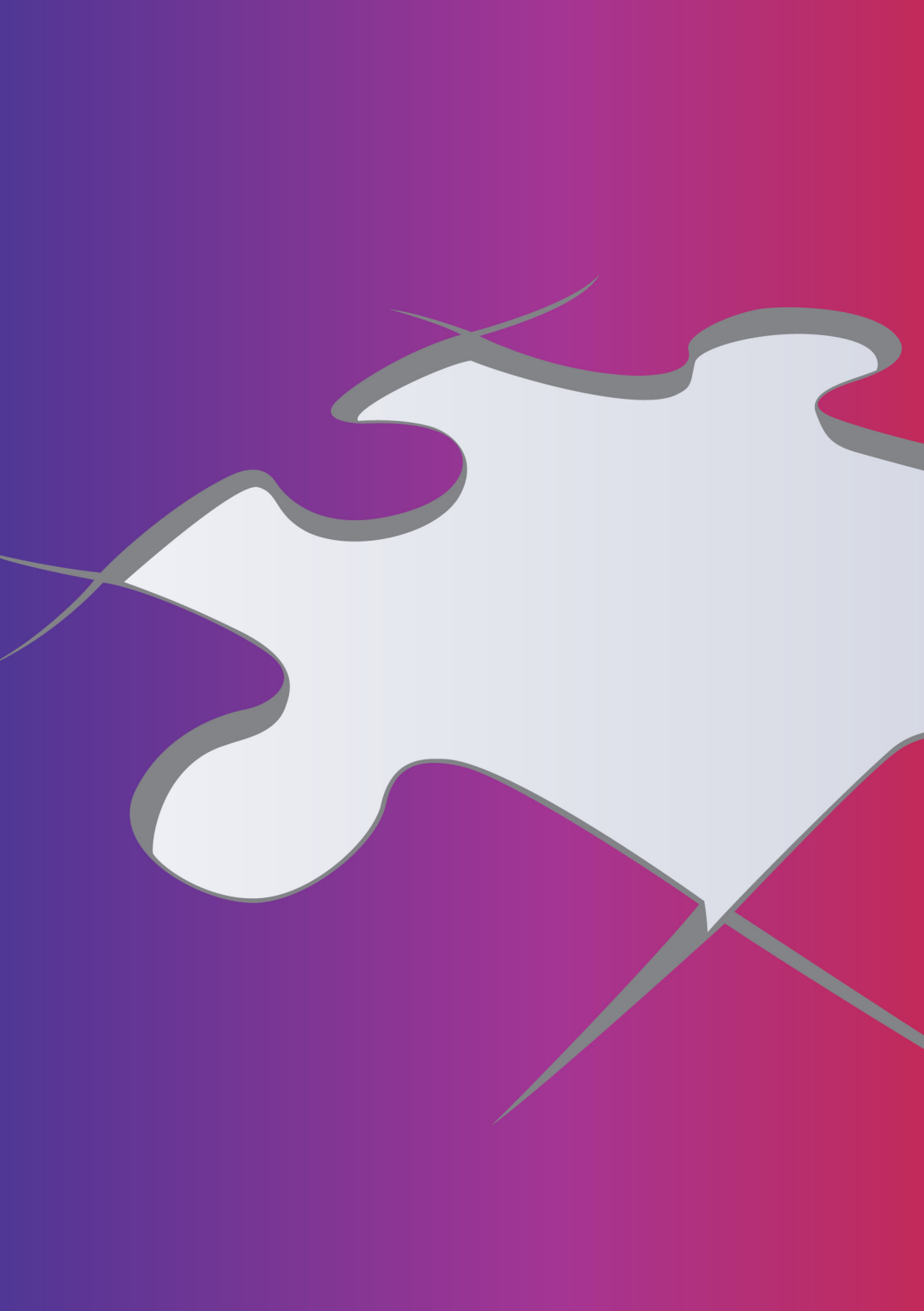
KANDUNGAN :

- Akan ditetapkan oleh Mesyuarat Jawatankuasa Kurikulum Kursus

PESERTA :

- Pegawai Perkhidmatan Kehakiman dan Perundangan

TEMPOH : 2 hari



INSTITUT LATIHAN KEHAKIMAN DAN PERUNDANGAN (ILKAP)



Training Programme 2015

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Tel: 603 8924 3400 Faks: 603 8926 1231, 603 8924 3563
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Preface

Director General of ILKAP



ILKAP is ushering in 2015 with a new Strategic Plan of 2015-2020. In the new plan we realigned our vision to be **“A Renowned Leader for Human Capital Development Excellence in the Judicial and Legal Field by Year 2020”**. In our continued strive for excellence, ILKAP aims not only to remain as renowned training leader domestically but to break through into the regional and international level. In so doing, ILKAP will not lose sight of its core business in providing systematic, practical and relevant training to its clients and stakeholders. For 2015, ILKAP’s training programmes shall continue with repeated and new courses that will cater to current needs and changes as required in the judicial and legal sector specifically and in the public sector generally.

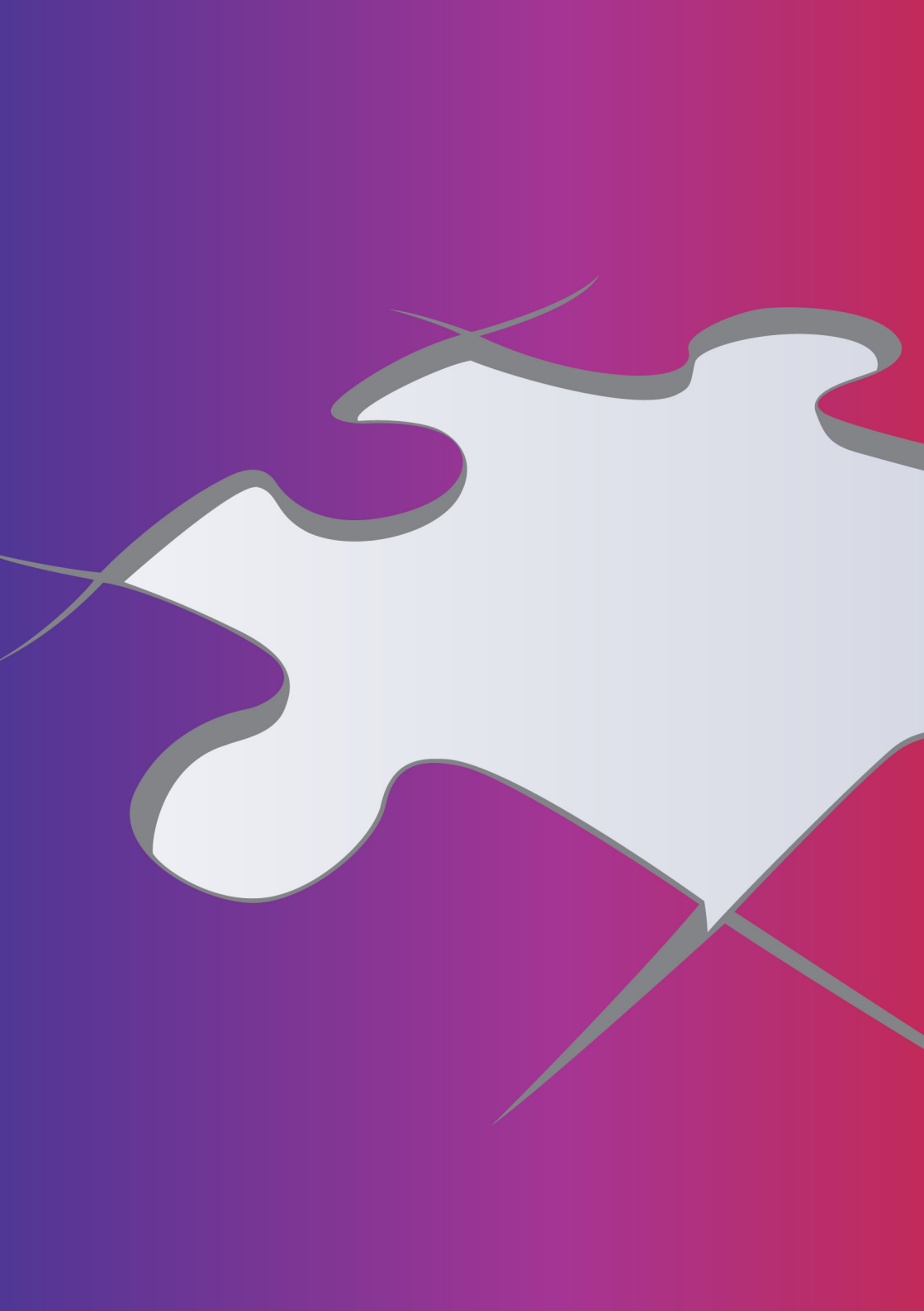
Enthusiastic on our new strategic plan, ILKAP adopted a new slogan to bring our stakeholders closer to us in which we believe ILKAP are **“Your Partner in Learning”**. We hope the courses we have lined up for 2015 continue to have maximum impact on our clients and stakeholders especially from the perspective of knowledge and skill enhancement to enable Judicial and Legal Officers and Enforcement officers to perform their duties and

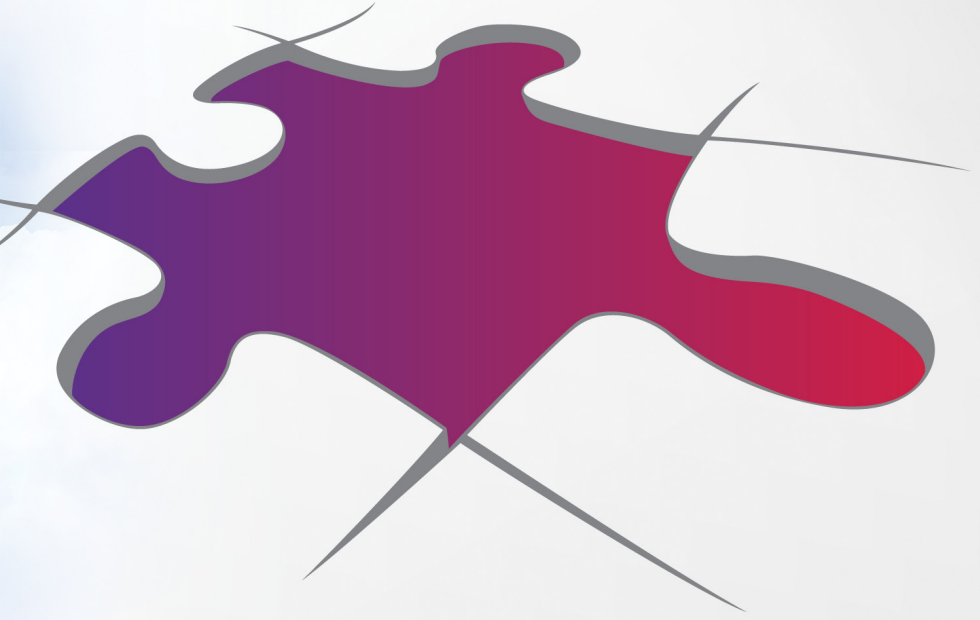
responsibilities with competence and integrity. Our courses also aim to provoke critical and constructive thinking as well as to encourage active creation of new ideas to improve the quality of service delivery in public service in accordance with the principle of **“People First, Performance Now”**.

This E-Programme Book is hope to be a guide and reference to all on ILKAP’s training plan schedule. I am confident with the support and co-operation from all our clients and stakeholders, it will be an exciting and fruitful 2015 ahead.

My deepest gratitude and appreciation to my team here in ILKAP who has always give me their commitment in taking this organization to greater heights. Lastly, ILKAP would not be wherever we are if not for the full and cooperative supports from its Board of Management and stakeholders. Thank you from the bottom of our heart.

MISS LEE LAY CHOO





**LIST OF
COURSES**

List of Courses

JUDICIAL PROGRAMME

1. Workshop On Preparation Of Criminal Record of Appeal For Legal Administrative Assistant L17 (Court)
2. Workshop on Injunction And Declaratory Relief (Session Court Judges)
3. Course On Domestic Violence (Court)
4. Course For Operational Assistant and Orderly
5. Seminar For Industrial Court Chairman
6. Seminar On Judicial Ethics
7. Course On Legal Research and Preparation Of Grounds Of Judgement For Civil and Criminal Case
8. Workshop on Mediation : Skills and Knowledge
9. Course On Criminal Cases Under The Jurisdiction Of Magistrate
10. Workshop On Research Skills, Preparation Of Legal Opinion And Case Summary (Civil and Criminal)
11. Course on Case Management and Trial in Civil and Criminal Cases
12. Workshop on Arbitration
13. Workshop on Introduction To The Rules Of Court 2012 (Legal Administrative Assistant)
14. Course On Assessment of Damages (Judicial)
15. Workshop For Bailiff - Execution Of Judgement
16. Course For Interpreter (Civil and Criminal Procedure)
17. Course On Administration Of Estate and Letter Of Administration
18. Mediation Accreditation Course
19. Course On Application On Remand and Miscellaneous Criminal Application
20. Course On Execution Of Judgement For Deputy Registrar and Senior Assistant Registrar
21. Course On Bankruptcy Procedure and Company's Winding Up (Judicial)

LEGISLATION PROGRAMME

1. Special Course For Assistant Legal Officers (Legal Aid Department)
2. Course On The Use Of Language In Legislation (Grammar, Terminology, Translation and Editing Of Translation)
3. Special Course For Legal Aid Department (Legal Officers)
4. Course On Basic Legal Drafting (Various Department)
5. Course On Asset Tracing And Money Trailing for State Director Of Insolvency / Head Of Branch
6. Workshop On Statute Reading For Assistant Legal Officer
7. Course On The Introduction Of Legal Drafting For Legal Officers
8. Course On Insolvency : Bankruptcy Law and Company's Winding Up Procedure.
9. Workshop on Techniques of Good Legal Report Writing
10. Course On Election : The Law And Procedure
11. Course On Diploma of Professional Translation Special Session (Law Module)
12. Course on Parliamentary Procedures and Practices
13. Course On Security Offences And Related Laws
14. Course on Statutory Interpretation (Foreign Expert)

PROGRAM LITIGASI

1. Workshop On Handling Of Road Accident Cases
2. Course On Negligence by Enforcement Agencies
3. Course on Crime Scene and Investigation
4. Course on Electronic Evidence Bil.1/2015
5. Course on Electronic Evidence Bil.2/2015
6. Workshop On Prosecution Techniques (Various Agencies) No.1/2015
7. Workshop On Prosecution Techniques (Various Agencies) No.2/2015
8. Workshop On Prosecution Techniques (Various Agencies) No.3/2015
9. Executive Diploma In Law Enforcement (ILKAP-UiTM) No.1/2015
10. Executive Diploma In Law Enforcement (ILKAP-UiTM) No.2/2015
11. Course on Practical Approach In Executing Court's Judgement
12. Course on Pre-Trial Procedures
13. Course on Medico Legal For Legal Officers
14. Workshop on Advocacy Skill (Hampel Method)
15. Course Gift Of The Gab Bil.1/2015
16. Course Gift Of The Gab Bil.2/2015
17. Course On Cyber Crime Prosecution
18. Course On Introduction to Security Offences (Special Measures) Act 2012 (SOSMA) - Procedure of Handling Witness and Tendering of Evidence
19. Course On Construction Law
20. Course On Investigation and Prosecution Under The Anti-Money Laundering and Anti-Terrorism Financing Act 2001 [Act 613] and Its Challenges
21. Course On Sexual Crime
22. Course On Proof By Written Statement, Techniques On Plea Bargaining And Pre-Trial Conference (Criminal Procedure Code (Amendment) 2010 [Act A1378])
23. Workshop on Enforcement of Forfeiture Order
24. Course On Environmental Crime
25. Course on Expert Evidence In Criminal Cases
26. Course on Prosecution of Offences Under Companies Act
27. Course On Planning And Land Development Cases In Malaysia
28. Course on Psychology Of Effective Communication And Persuasion In Court
29. Workshop on Challenges in Extradition Proceedings
30. Course On The Role Of Forensic Science In Criminal And Civil Cases (Royal Malaysian Police/Chemistry Department)
31. Workshop on Strategy In Trials And Appeal
32. Course On Effective Prosecution In Criminal Cases (Deputy Public Prosecutors)

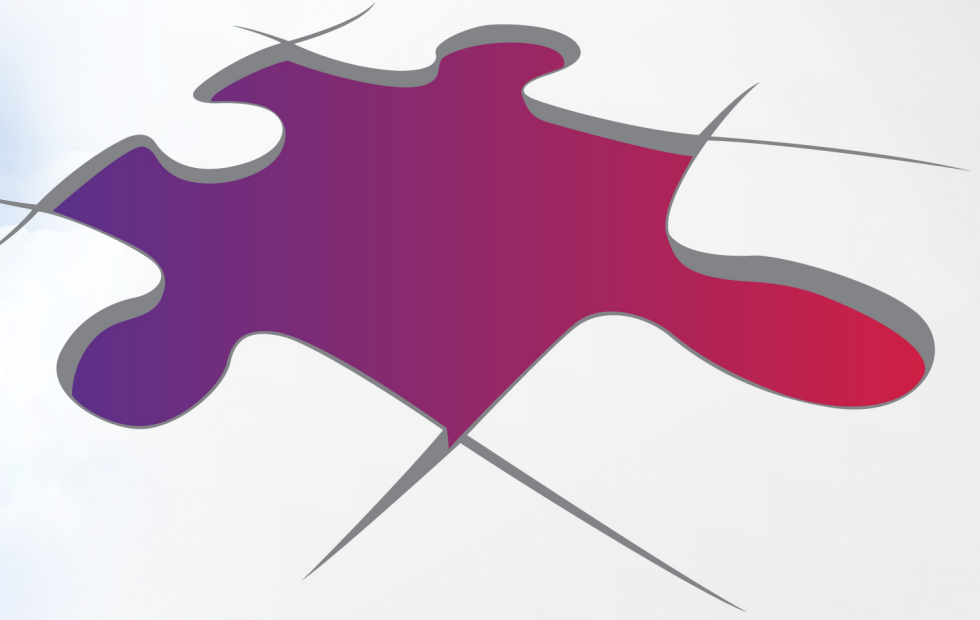
List Of Courses

ADVISORY PROGRAMME

1. Course on Intellectual Property Law - Rights and Issues
2. Course on Effective Legal Research
3. Course on Statutory Duties And Statutory Powers
4. Workshop On Handling And Discipline Management
5. Workshop On Legal Research For Assistant Legal Officer
6. Course on Federal Constitution : A Critical Analysis
7. Course On Womens' Rights Under Islamic Family Law And Civil Law
8. Workshop on The Legal Techniques of Legal Opinion Writing
9. Workshop : Practical Approach on Financial Statements and Company's Annual Report for Legal Officers
10. Seminar on Current World Trading System
11. Workshop on Malaysian Competition Law
12. Course on Syariah Audit For Islamic Finance
13. Workshop On Public Private Partnership (PPP) (Privatisation and Private Finance Initiatives (PFI))
14. Seminar On Liberal Islamic Thought Phenomenon And Religion Pluralism : Implications To The Position Of Islam As Religion Of The Federation
15. Course On Property Ownership Rights In Islamic Marriage
16. Workshop on Chicago Convention : The Key Annexes And Malaysia's Obligations (Foreign Expert)
17. Workshop on Negotiations Skills - Getting A Yes
18. Course On Personal Data Protection - Issues and Challenges for Legal Officers (Foreign Expert)
19. Course On Personal Data Protection - Issues and Challenges for Judicial Officers (Foreign Expert)
20. Course On Land Law – Issues And Current Challenges
21. Workshop on The International Legal Framework Governing Nuclear Safety, Security And Safeguards (Foreign Expert)
22. Course on Administration of Justice for Child's Safety, Care and Protection

CAREER DEVELOPMENT & ADMINISTRATION PROGRAMME

1. Course on Creative Thinking In Instant Problem Solving
2. "You Lead The Ship" : A Leadership Course
3. Workshop On Self Appearance for Excellent Image of Organisation
4. Mind Transformation Programme No.1/2015
5. Mind Transformation Programme No.2/2015
6. Workshop For Legal Assistant (Judicial)
7. Workshop For Legal Assistant (Legal)
8. Memory Skills Workshop No.1/2015
9. Memory Skills Workshop No.2/2015
10. Course on Speed Reading for Legal Professionals Bil.1/2015
11. Course on Speed Reading for Legal Professionals Bil.2/2015
12. Course On Effective Communication Skills
13. Course On Balancing Work And Life With Optimum Productivity
14. Course On Integrity and Ethics For Legal Assistant (Legal and Court)



**ILKAP
TRAINING
PROGRAMME**

ILKAP Training Program

JANUARY						
NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
1.	Special Course For Assistant Legal Officers (Legal Aid Department)	Legislation	20 - 22	Esah / Surina	Ordinan	Assistant Legal Officer (Legal Aid Department)
2.	Workshop On Preparation Of Criminal Record Of Appeal For Legal Administrative Assistant L17 (Court)	Judicial	20 - 21	Nadirah / Zuraidah	Kaedah	Legal Administrative Assistant (Court)
3.	Course on Intellectual Property Law - Rights and Issues	Advisory	26 - 29	Aidatul / Syahirah	Bilik Komputer 4, ITITC	Judicial and Legal Officer
4.	Course On The Use Of Language In Legislation (Grammar, Terminology, Translation and Editing Of Translation)	Legislation	27 - 29	Liza Melati / Wan Aimi	Bilik Komputer 1, ITITC	Officers and Officer Assistant Law Drafting Division and Revision and Law Reform, Lawyers, Law Lecturer, etc. (Open to Private)
5.	Workshop On Handling Of Road Accident Cases	Litigation	27 - 29	Erwani / Normilah	Bilik Komputer 4, ITITC	Judicial and Legal Officer
6.	Course on Statutory Duties And Statutory Powers	Advisory	27 - 29	Azlina / Rizana	Bilik Komputer 1, ITITC	Judicial and Legal Officer
7.	Workshop On Handling And Discipline Management	Advisory	27 - 29	Shahmin / Faizah	MTCP	Judicial and Legal Officer
FEBRUARY						
8.	Course On Negligence by Enforcement Agencies	Litigation	10 - 11	Alia / Wan Aimi	Bilik Komputer 4, ITITC	Judicial and Legal Officer, Enforcement Agency, Local Authorities and Statutory Authorities

ILKAP Training Program

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
9.	Special Course For Legal Aid Department (Legal Officers)	Legislation	10 - 12	Nadirah / Zerina	Bilik Komputer 1, ITITC	Legal Officer (Legal Aid Department)
10.	Course On Crime Scene and Investigation	Litigation	10 - 12	Sanusi / Norliza	Kaedah	Judicial and Legal Officer
11.	Workshop On Legal Research For Assistant Legal Officer	Advisory	10 - 11	Esah / Normilah	Peraturan	Assistant Legal Officer (Judicial and Legal)
12.	Course On Creative Thinking In Instant Problem Solving **	Career Development & Administration	11 - 12	Mazlan / Noorafazah	Bilik Komputer 3, ITITC	Judicial and Legal Officer
13.	Course on Federal Constitution: A Critical Analysis*	Advisory	9 - 13	Azlina / Syahirah	MTCP	Judicial and Legal Officer
14.	Course On Basic Legal Drafting (Various Department)	Legislation	24 - 26	Erwani / Norliza	Bilik Komputer 1, ITITC	Enforcement Officer Government Departments / Agencies, Local Authorities and Statutory Authorities
15.	Course On Asset Tracing And Money Trailing for State Director Of Insolvency / Head Of Branch *	Legislation	24 - 26	Liza Melati / Zerina	Akta	Legal Officer (Department of Insolvency Malaysia) and Enforcement
16.	Course on Electronic Evidence Bil.1/2015	Litigation	24 - 26	Rohaida / Nolisa	Kaedah	Judicial and Legal Officers, Lawyers, Law Lecturer, etc. (Open to Private)
MARCH						
17.	Workshop On Injunction And Declaratory Relief (Sessions Court Judges)	Judicial	3 - 4	Aidatul / Normilah	MTCP	Sessions Court Judge

ILKAP Training Program

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
18.	Workshop On Prosecution Techniques (Various Agencies) No.1/2015 **	Litigation	2 - 6	Shahmin / Noorafazah	Kaedah	Prosecutor Officer from Government Departments / Agencies, Local Authorities and Statutory Authorities
19.	"You Lead The Ship" : A Leadership Course	Career Development & Administration	3 - 4	Faridah / Wan Aimi	Bilik Komputer 3, ITITC	Judicial and Legal Officer
20.	Executive Diploma In Law Enforcement (ILKAP-UiTM) No.1/2015	Litigation	2 - 20	Zaki / Noorafazah	Peraturan	Enforcement Officer Government Departments / Agencies, Local Authorities & Statutory Authorities
21.	Course For Operational Assistant and Orderly **	Judicial	3 - 5	Alia / Nolisa	Kanun	Group of Implementors (Judicial)
22.	Workshop On Statute Reading For Assistant Legal Officer **	Legislation	3 - 5	Nadirah / Syahirah	Bilik Komputer 1, ITITC	Assistant Legal Officer (Judicial and Legal)
23.	Course On Effective Prosecution In Criminal Cases (Deputy Public Prosecutors)	Litigation	10 - 12	Mazlan / Normilah	Kaedah	Deputy Public Prosecutor
24.	Seminar For Industrial Court Chairman	Judicial	10 - 12	Erwani / Khairunnisa	MTCP	Chairman of the Industrial Court
25.	Course On Women's Rights Under Islamic Family Law And Civil Law	Advisory	17 - 19	Wafi / Noorafazah	Kanun	Judicial and Legal Officer, Lawyers, Law Lecturer, etc. (Open to Private)
26.	Course On Practical Approach In Executing Court's Judgement	Litigation	16 - 19	Liza Melati / Syawiah	Bilik Komputer 1, ITITC	Judicial and Legal Officer
27.	Course on Pre-Trial Procedures **	Litigation	17 - 19	Sanusi / Nolisa	MTCP	Judicial and Legal Officer

ILKAP Training Program

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
28.	Course On The Introduction Of Legal Drafting For Legal Officers **	Legislation	23 - 26	Esah / Zerina	Bilik Komputer 1, ITITC	Legal Officer
29.	Course On Insolvency : Bankruptcy and Company Winding Up Procedure And Issues Related To The Powers and Duties Of The Director General Of Insolvency **	Legislation	23 - 26	Wafi / Herma Nazirah	Kanun	Legal Officer (Department of Insolvency Malaysia)
30.	Workshop on Techniques of Good Legal Report Writing	Legislation	24 - 26	Rohaida / Surina	Bilik Komputer 3, ITITC	Judicial and Legal Officer
31.	Seminar On Judicial Ethics	Judicial	25	Erwani / Wan Aimi	MTCP	Judicial Officer
APRIL						
32.	Course On Medico Legal For Legal Officers	Litigation	6 - 10	Mazlan / Surina	Bilik Komputer 4, ITITC	Judicial and Legal Officer
33.	Workshop on Advocacy Skill (Hampel Method)	Litigation	6 - 10	Liza Melati / Syawiah	Bilik Pensyarah, Aras 3, ITITC	Legal Officer
34.	Course On Election: Understanding The Law And Procedure *	Legislation	7 - 9	Nadirah / Herma Nazirah	Bilik Komputer 1, ITITC	Legal Officer
35.	Workshop On Self Appearance for Excellent Image of Organisation *	Career Development & Administration	7 - 9	Alia / Zuraidah	MTCP	Judicial and Legal Officer
36.	Mind Transformation Programme No.1/2015	Career Development & Administration	6 - 14	Erwani / Wan Aimi	Peraturan / Theatre	Judicial and Legal Officer (L41)
37.	Course Gift Of The Gab Bil. 1/2015	Litigation	13 - 26 Mei	Shahmin / Zerina	Bilik Pensyarah, Aras 3, ITITC	Legal Officer
38.	Workshop on The Techniques of Legal Opinion Writing **	Advisory	14 - 16	Aidatul / Normilah	Bilik Komputer 3, ITITC	Judicial and Legal Officer

ILKAP Training Program

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
39.	Workshop On Research Skills, Preparation Of Legal Opinion And Case Summary (Civil and Criminal) **	Judicial	14 - 16	Zaki / Khairunnisa	Kanun	Judicial Officer
40.	Workshop: Practical Approach on Financial Statements and Company's Annual Report for Legal Officers	Advisory	21 - 23	Azlina / Nolisa	MTCP	Judicial and Legal Officer
41.	Workshop on Mediation: Skills and Knowledge *	Judicial	21 - 23	Aidatul / Noorafizah	Kanun	Judicial Officer
42.	Course On Cyber Crime Prosecution	Litigation	28 - 30	Esah / Surina	Kaedah	Judicial and Legal Officer, Enforcement Agencies and Statutory Authorities (Open To Private)
43.	Course On Procedures Or Methods In Tendering Witness Evidence Protected Under Witness Protection Act 2009 [Act 696] And Security Offences (Special Measures) Act 2012 [Act 747] (SOSMA)	Litigation	28 - 30	Sanusi / Normilah	Perlembagaan	Legal Officer
44.	Course on Construction Law	Litigation	28 - 30	Wafi / Zuraidah	MTCP	Judicial and Legal Officer and Various Departments
45.	Workshop For Legal Assistant (Legal) **	Career Development & Administration	28 - 30	Rohaida / Nolisa	Akta	Assistant Legal Officer (Legal)

MAY

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
46.	Memory Skills Workshop Bil.1/2015	Career Development & Administration	5 - 6	Liza Melati / Wan Aimi	MTCP	Judicial and Legal Officer
47.	Seminar on Current World Trading System	Advisory	5 - 7	Zaki / Surina	Kanun	Judicial and Legal Officer, Various Departments Officer, Lawyer, Lecturer of Law, etc. (Open To Private)
48.	Course On Criminal Cases Under The Jurisdiction Of Magistrate	Judicial	5 - 7	Alia / Nolisa	Ordinan	Magistrate
49.	Course On Investigation and Prosecution Under The Anti-Money Laundering and Anti-Terrorism Financing Act 2001 [Act 613] and Its Challenges	Litigation	5 - 7	Wafi / Syahirah	Akta	Judicial and Legal Officer, Enforcement Agencies, Statutory Authorities and etc. (Open To Private)
50.	Course On Sexual Crime *	Litigation	5 - 7	Sanusi / Noorafizah	Bilik Komputer 1, ITITC	Judicial and Legal Officer, Enforcement Officer, etc.
51.	Course on Speed Reading for Legal Professionals Bil.1/2015	Career Development & Administration	12 - 14	Faridah / Normilah	Bilik Komputer 1, ITITC	Judicial and Legal Officer
52.	Course On Legal Research And Preparation Of Ground Of Judgement For Civil and Criminal Case *	Judicial	18 - 21	Erwani / Zuraidah	Bilik Komputer 1, ITITC	Judicial Officer

ILKAP Training Program

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
53.	Pre-Trial Course (Criminal Procedure Code (Amendment) 2010 [Act A1422]) - Pre-Trial Conference, Plea Bargaining, Witness Statement and Case Management *	Litigation	19 - 21	Mazlan / Syawiah	Kaedah	Judicial and Legal Officer and Officer Various Departments
54.	Course on Case Management and Trial in Civil and Criminal Cases*	Judicial	25 - 28	Sanusi / Khairunnisa	MTCP	Judicial and Legal Officer
55.	Course On Effective Communication Skills *	Career Development & Administration	26 - 28	Nadirah / Syahirah	Bilik Komputer 3, ITITC	Judicial and Legal Officer
56.	Workshop on Arbitration	Judicial	25 - 28	Liza Melati / Herma Nazirah	Bilik Komputer 1, ITITC	Judicial and Legal Officer
57.	Workshop on Enforcement of Forfeiture Order - Practical Aspects and Challenges Faced	Litigation	26 - 28	Aidatul / Surina	Kaedah	Judicial and Legal Officer and Enforcement Officers
58.	Workshop on Malaysian Competition Law	Advisory	26 - 28	Azlina / Noorafizah	MTCP	Judicial and Legal Officer, Lawyer, Lecturer of Law, etc. (Open To Private)
59.	Workshop on Introduction To The Rules Of Court 2012 (Legal Administrative Assistant)*	Judicial	26 - 28	Rohaida / Normilah	Kanun	Legal Administrative Assistant (Court)
JUNE						
60.	Course On Assessment of Damages (Judicial) *	Judicial	1 - 4	Alia / Norliza	Bilik Komputer 1, ITITC	Judicial and Legal Officer

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
61.	Workshop On Prosecution Techniques (Various Agencies) No.2/2015	Litigation	1 - 5	Zaki / Surina	Kaedah	Prosecutor Officer from Government Departments / Agencies, Local Authorities and Statutory Authorities
62.	Kursus Jenayah Alam Sekitar	Litigation	2 - 4	Wafi / Zerina	Perlembagaan	Judicial and Legal Officer
63.	Workshop For Bailiff - Execution Of Judgement *	Judicial	2 - 4	Nadirah / Syahirah	Akta	Bailiff
64.	Course On Balancing Work And Life With Optimum Productivity	Career Development & Administration	2 - 4	Shahmin / Wan Aimi	MTCP	Judicial and Legal Officer
65.	Course on Islamic Finance: Understanding Shariah Governance in Islamic Financial Institutions *	Advisory	2 - 4	Azlina / Noorafazah	Bilik Komputer 4, ITITC	Judicial and Legal Officer, Private Bar, Academics etc. (Open To Private)
66.	Course on Parliamentary Procedures and Practices	Legislation	8 - 11	Rohaida / Zuraidah	MTCP	Judicial and Legal Officer, Lawyers, Law Lecturer, etc. (Open To Private)
67.	Course On Privatization – Financial & Technical Aspects Of The Privatization Agreement	Advisory	9 - 11	Mazlan / Normilah	Kanun	Legal Officer
68.	Course On Expert Evidence In Criminal Cases	Litigation	8 - 12	Erwani / Rizana	Kaedah	Judicial Officer and Legislation, Medical Officer, Science Officer and Police Officer
69.	Memory Skills Workshop Bil.2/2015	Career Development & Administration	23 - 24	Nadirah / Wan Aimi	Bilik Komputer 1, ITITC	Judicial and Legal Officer

ILKAP Training Program

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
70.	Course on Prosecution of Offences Under Companies Act *	Litigation	23 - 25	Shahmin / Zerina	Ordinan	Judicial and Legal Officer, Enforcement Officer
JULY						
71.	Seminar On Liberal Islamic Thought Phenomenon And Religion Pluralism : Implications To The Position Of Islamic As A Religion Of The Federation	Advisory	7	Nadia / Surina	Theatrette	Judicial and Legal Officer, Lawyer, Lecturer of Law, etc. (Open To Private)
72.	Course On Security Offences And Related Laws	Legislation	7 - 8	Liza Melati / Syahirah	Bilik Komputer 4, ITITC	Judicial and Legal Officer and Enforcement Officer
73.	Course On Integrity and Ethics For Legal Assistant (Legal and Judicial)	Career Development & Administration	7 - 9	Esah / Zerina	Kanun	Assistant Legal Officer (Judicial and Legal)
74.	Workshop For Legal Assistant (Judicial) **	Career Development & Administration	7 - 9	Nadirah/ Noorafizah	Kaedah	Assistant Legal Officer (Court)
75.	Course On Planning And Land Development Cases In Malaysia *	Litigation	28 - 30	Aidatul / Wan Aimi	Bilik Komputer 1, ITITC	Judicial and Legal Officer
76.	Course On Property Ownership Rights In Islamic Marriage*	Advisory	28 - 30	Nadia / Zuraidah	Kaedah	Judicial and Legal Officer and Officer Department of Syariah Judiciary Malaysia
77.	Workshop on Chicago Convention: The Key Annexes And Malaysia's Obligations (Foreign Expert) *	Advisory	28 - 30	Dr. Intan / Halimaton	MTCP	Judicial and Legal Officer, Attorney, Enforcement Agencies, Law Lecturer, etc. (Open To Private)

ILKAP Training Program

NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
78.	Course On Psychology Of Effective Communication And Persuasion In Court	Litigation	28 - 30	Wafi / Zerina	Bilik Komputer 4, ITITC	Judicial and Legal Officer, Enforcement Agencies, Statutory Bodies etc. (Open To Private)
79.	Course For Interpreter (Civil and Criminal Procedure)*	Judicial	28 - 30	Alia / Nolisa	Peraturan	Interpreters (Court)
80.	Workshop on Negotiations Skills – Getting A Yes**	Advisory	28 - 30	Mazlan / Normilah	Bilik Komputer 4, ITITC	Judicial and Legal Officer
81.	Course On Administration Of Estate and Letter Of Administration *	Judicial	27 - 30	Rohaida / Noorafizah	Kanun	Judicial Officer
82.	Course Gift Of The Gab Bil. 2/2015	Litigation	28 - 8 Sept	Shahmin / Surina	Bilik Pensyarah, Aras 3, ITITC	Legal Officer

AUGUST

83.	Executive Diploma In Law Enforcement (ILKAP-UiTM) No.2/2015	Litigation	3 - 21	Sanusi / Zerina	Peraturan	Enforcement Officer Government Departments / Agencies, Local Authorities & Statutory Bodies
84.	Mediation Accreditation Course	Judicial	3 - 10	Zaki / Khairunnisa	MTCP	Judicial and Legal Officer
85.	Mind Transformation Programme No.2/2015	Career Development & Administration	10 - 18	Azlina / Zuraidah	Kaedah/ Theatre	Judicial and Legal Officer (L41)
86.	Course on Personal Data Protection - Issues and Challenges (Foreign Expert)	Advisory	10	Nadia / Halimatun	Bilik Komputer 1, ITITC	Legal Officer
87.	Course on Personal Data Protection - Issues and Challenges (Foreign Expert)	Advisory	11	Nadia / Halimatun	Bilik Komputer 1, ITITC	Judicial Officer

ILKAP Training Program

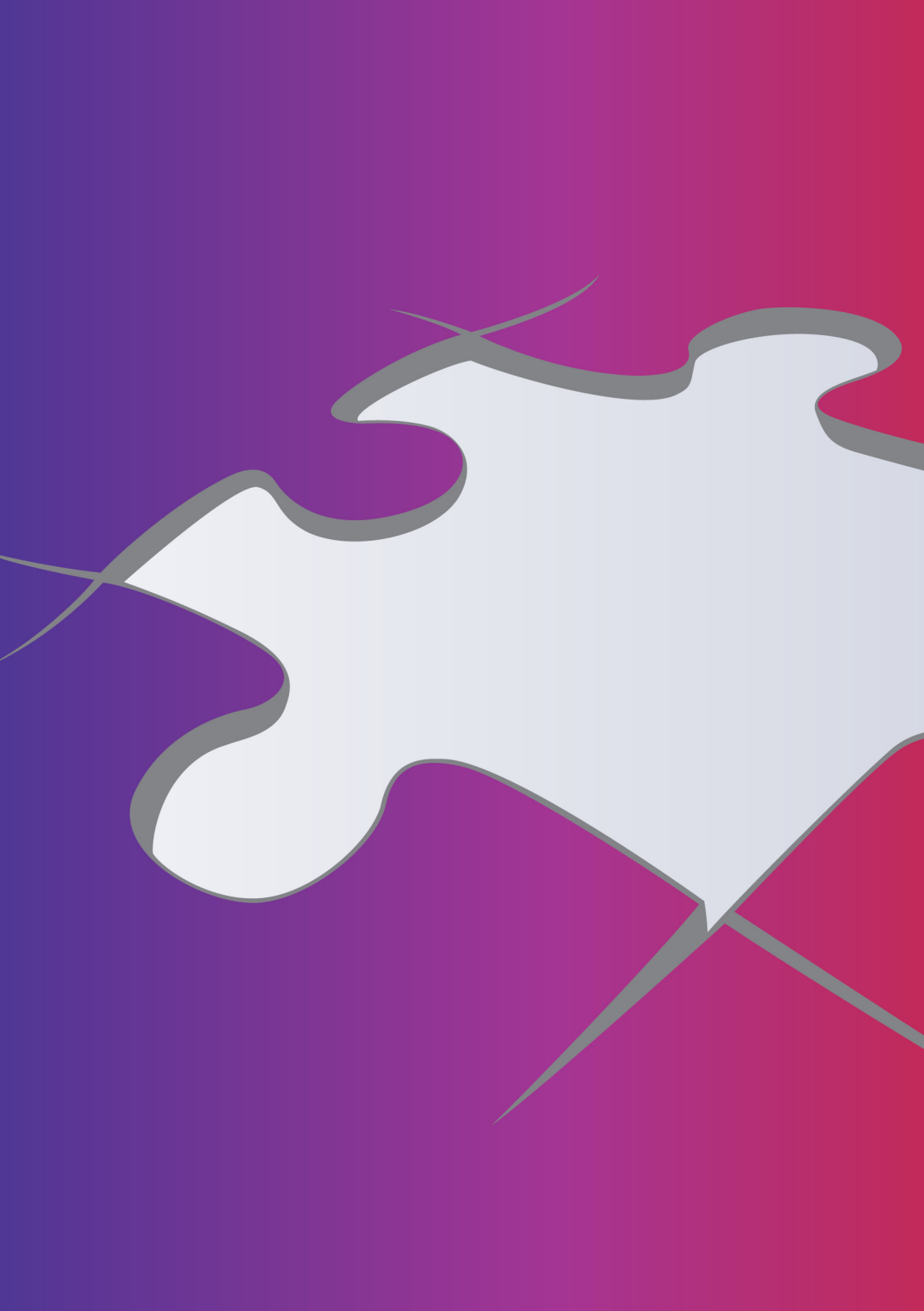
NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
88.	Workshop on Challenges in Extradition Proceedings*	Litigation	11 - 13	Aidatul / Syawiah	Bilik Komputer 3, ITITC	Judicial and Legal Officer
89.	Course on Effective Legal Research	Advisory	12 - 14	Nadia / Halimatun	Perlembagaan	Judicial and Legal Officer
90.	Course On The Role Of Forensic Science In Criminal And Civil Cases (Royal Malaysian Police/Chemistry Department)	Litigation	24 - 27	Mazlan / Noorafizah	Bilik Komputer 4, ITITC	Pegawai Kehakiman dan Perundangan, Agensi Penguatkuasa, PDRM dan Pelbagai Jabatan
91.	Course On Application On Remand and Miscellaneous Criminal Application *	Judicial	25 - 27	Zaki / Normilah	Akta	Judicial Officer
92.	Workshop on Strategy In Trials and Appeal	Litigation	25 - 27	Alia / Nolisa	MTCP	Judicial and Legal Officer
SEPTEMBER						
93.	Course On Land Law – Issues And Current Challenges *	Advisory	8 - 10	Shahmin / Zuraidah	Kaedah	Judicial and Legal Officer, Lawyer, Lecturer of Law, etc. (Open To Private)
94.	Course on Statutory Interpretation (Foreign Expert)	Legislation	7 - 11	Liza Melati / Herma Nazirah	Bilik Komputer 1, ITITC	Judicial and Legal Officer
95.	Workshop On The International Legal Framework Governing Nuclear Safety, Security And Safeguards (Foreign Expert)	Advisory	8 - 10	Nadia / Halimatun	MTCP	Pegawai Perundangan dan Agensi Penguatkuasa
96.	Course on Speed Reading for Legal Professionals Bil.2/2015	Career Development & Administration	28 - 30	Esah / Nolisa	Bilik Komputer 1, ITITC	Judicial and Legal Officer
97.	Course On Electronic Evidence Bil 2/2015	Litigation	28 - 30	Wafi / Zerina	Kaedah	Judicial and Legal Officer, Lawyers, Law Lecturer, etc.

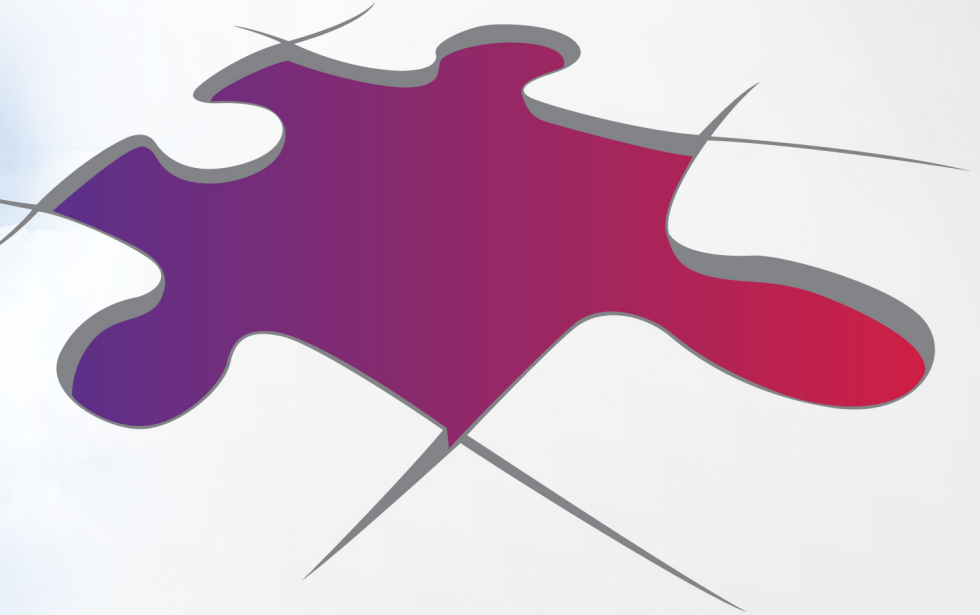
NO	NAME / COURSE TYPE	PROGRAM	DATE	COORDINATOR / SECRETARIAT	LECTURE ROOM	PARTICIPANTS
98.	Course On Execution Of Judgement For Deputy Registrar and Senior Assistant Registrar*	Judicial	28 - 30	Mazlan / Normilah	Akta	Deputy Registrar and Senior Assistant Registrar

OCTOBER

99.	Workshop On Prosecution Techniques (Various Agencies) No.3/2015	Litigation	5 - 9	Alia / Syahirah	Kaedah	Prosecutor Officer from Government Departments / Agencies, Local Authorities and Statutory Authorities
100.	Course on Administration of Justice for Child's Safety, Care and Protection	Advisory	5 - 9	Azlina / Nolisa	Akta, Theatrette	Judicial and Legal Officer, Lawyers, Law Lecturer, etc. (Open To Private)
101.	Course On Bankruptcy Procedure and Company's Winding Up (Judicial) *	Judicial	5 - 8	Aidatul / Wan Aimi	Kanun	Judicial Officer
102.	Course on Domestic Violence (Court)	Judicial	6 - 8	Rohaida/ Zuraidah	Ordinan	Judicial Officer
103.	Course On Diploma of Professional Translation Special Session (Law Module)*	Legislation	5 - 19	Esah / Surina	Bilik Komputer 1, ITITC	Legal Officer

*	Course Curriculum Committee Meeting (JKKK)
**	Course Curriculum Review Committee Meeting (JKKSK)





JUDICIAL PROGRAMME

Judicial Programme

WORKSHOP ON PREPARATION OF CRIMINAL RECORD OF APPEAL FOR LEGAL ADMINISTRATIVE ASSISTANT L17 (COURT)

DATE : 20 - 21 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 (L17)

DURATION : 3 days

COURSE ON DOMESTIC VIOLENCE (COURT)

DATE : 6 - 8 OCTOBER

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Judicial Officers

DURATION : 3 days

COURSE ON APPLICATION ON REMAND AND MISCELLANEOUS CRIMINAL APPLICATION

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 LEGAL RESEARCH AND PREPARATION OF GROUND OF JUDGEMENT FOR CIVIL AND CRIMINAL CASE

DATE : 14 - 16 APRIL

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Judicial Officers

DURATION : 3 days

COURSE ON ADMINISTRATION OF ESTATE AND LETTER OF ADMINISTRATION

DATE : 27 - 30 JULY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Judicial Officers

DURATION : 4 days

WORKSHOP FOR BAILIFF: EXECUTION OF JUDGEMENT

DATE : 2 - 4 JUNE

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Bailiff

DURATION : 3 days

WORKSHOP ON MEDIATION: SKILLS AND KNOWLEDGE

DATE : 21 - 23 APRIL

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Judicial Officers

DURATION : 3 days

COURSE FOR INTERPRETER (CIVIL AND CRIMINAL PROCEDURE)

DATE : 28 - 30 JULY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Interpreter

DURATION : 3 days

COURSE ON EXECUTION OF JUDGEMENT FOR DEPUTY REGISTRAR AND SENIOR ASSISTANT REGISTRAR

DATE : 28 - 30 SEPTEMBER

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Deputy Registrar and Senior Assistant Registrar

DURATION : 3 days

COURSE FOR OPERATIONAL ASSISTANT AND ORDERLY

DATE : 3 - 4 MARCH

OBJECTIVES :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Operational Assistants and Orderlies

DURATION : 2 hari

WORKSHOP ON INTRODUCTION TO THE RULES OF COURT 2012 (LEGAL ADMINISTRATIVE ASSISTANT)

DATE : 26 - 28 MAY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Legal Administrative Assistants

DURATION : 3 days

COURSE ON CRIMINAL CASES UNDER THE JURISDICTION OF MAGISTRATE

DATE : 5 - 7 MAY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Magistrate

DURATION : 3 days

SEMINAR ON JUDICIAL ETHICS

DATE : 25 MARCH

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
- Applying Ethical Principles in and outside the office
- Case study and simulation
- Current issues and challenges

COURSE PARTICIPANTS :

- Judicial Officers

DURATION : 1 days

SEMINAR FOR INDUSTRIAL COURT CHAIRMAN

DATE : 10 - 12 MARCH

OBJECTIVE :

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

KANDUNGAN :

- Dismissal – Relief and Remedy
- Misconduct and Sentencing

- Collective agreement
- Surrendering document through Electronic to foreign company and through face book
- Fundamental Justice Principle
- Understanding Company's' Account
- Industrial Court Jurisdiction
- Human Resource Policy
- Naming Director as party in non compliance proceeding
- Industrial Action
- Status of the foreigners worker under the Industrial Laws
- Understanding 'Consumer Price Index'
- Current Issues in the Industrial Laws

PESERTA :

- Industrial Court Chairman

TEMPOH : 3 days

WORKSHOP ON INJUNCTION AND DECLARATORY RELIEF (SESSIONS COURT JUDGES)

DATE: 3 - 4 MARCH

OBJECTIVE :

- To enhance the comprehension of the participants on the principles of declaratory relief and injunctions applicable under the laws

KANDUNGAN :

- Declaratory Relief – An Overview
- Procedures and Principles
- Injunctions – An overview
- Types of injunctions
- Jurisdiction and power to grant injunctions
- Limitation of power
- Procedures and principles in applying injunction
- Injunctions and Declaratory relief against Government
- Case study
- Group discussion
- Group Presentation

PESERTA :

- Sessions Court Judges

TEMPOH : 2 days

COURSE ON CASE MANAGEMENT AND TRIAL IN CIVIL AND CRIMINAL CASES

DATE : 25 - 28 MAY

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

COURSE ON ASSESSMENT OF DAMAGES (JUDICIAL)

DATE : 1 - 4 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 : 4 days

MEDIATION ACCREDITATION COURSE

DATE : 3 - 10 AUGUST

OBJECTIVE :

- To introduce participants to the concepts in mediation
- To provide participants with hand-on experience on mediation
- To improve and professionalize conflict management skills of participants
- To provide participants with opportunities for personal development

CONTENTS :

- Introduction to Mediation
- Elements
- Stages of Mediation
- Mediators Communication Tools

- Managing impasse
- Process Skills
- Drafting Settlement Agreement
- Legal and ethical issues in Mediation Exercise
- Role Play case study
- Group exercise

COURSE PARTICIPANTS :

- Legal Officers

DURATION : 6 hari

WORKSHOP ON ARBITRATION

DATE : 25 - 28 MAY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Legal Officers

DURATION : 4 days

WORKSHOP ON RESEARCH SKILLS, PREPARATION OF LEGAL OPINION AND CASE SUMMARY (CIVIL AND CRIMINAL)

DATE : 18 - 21 MAY

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

Judicial Programme

COURSE ON BANKRUPTCY PROCEDURE AND COMPANY'S WINDING UP (JUDICIAL)

DATE : 5 - 8 OCTOBER

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

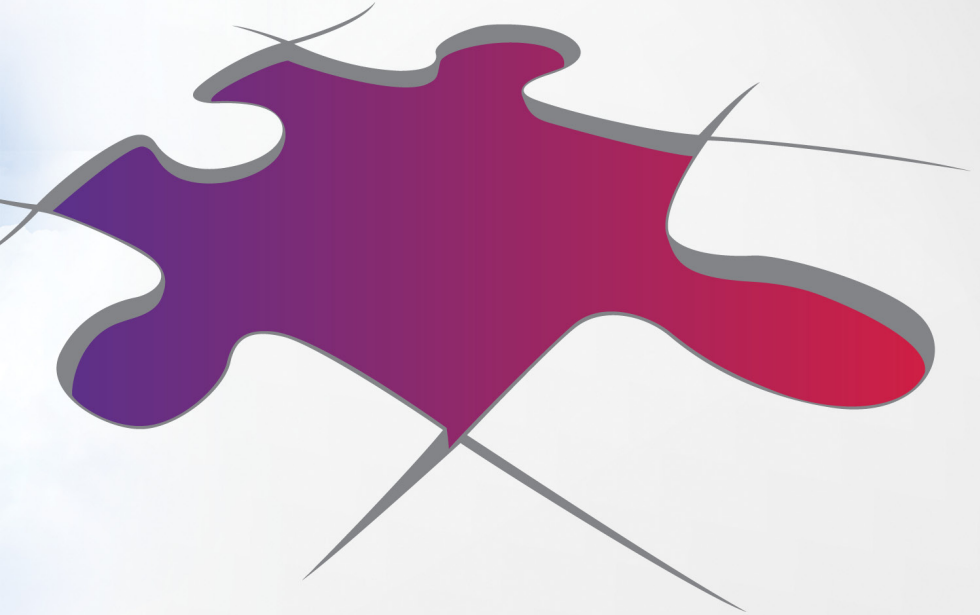
CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Judicial Officers

DURATION : 4 days



LEGISLATION PROGRAMME

Legislation Programme

WORKSHOP ON STATUTE READING FOR ASSISTANT LEGAL OFFICER

DATE : 3 - 5 MARCH

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Assistant Legal Officers from Judicial and Legal Service

DURATION : 2 days

- Parliament
- Supply Bill
- Other Bills
- Committees under the Parliament
- Parliamentary Convention
- Visit to Parliament

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers
- Lawyers
- Law Lecturers

DURATION : 3 days

COURSE ON ASSET TRACING AND MONEY TRAILING FOR STATE DIRECTOR OF INSOLVENCY/ HEAD OF BRANCH

DATE : 24 - 26 FEBRUARY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Officers from the Department of Insolvency Malaysia

DURATION : 3 days

COURSE ON ELECTION: THE LAW AND PROCEDURE

DATE : 7 - 9 APRIL

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

DURATION : 3 days

COURSE ON PARLIAMENTARY PROCEDURE AND PRACTICES

DATE : 8 - 11 JUNE

OBJECTIVE :

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

CONTENTS :

- An Introduction to the Parliament of Malaysia
- Function 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

COURSE ON STATUTORY INTERPRETATION (FOREIGN EXPERT)

DATE : 7 - 11 SEPTEMBER

OBJECTIVE :

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

CONTENTS :

- Why statutory interpretation is of the concern to drafters
- Primary rules of statutory interpretation
- Secondary rules of statutory interpretation
- Internal aids to interpretation
- External aids to interpretation
- Practical exercises – interpretation with reference to the subject matter and purpose
- Presumptions in statutory interpretation
- Maxims of statutory interpretation

- Principles of constitutional interpretation
- Human rights and statutory interpretation
- Case studies / practical exercises

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers

DURATION : 5 days

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

DATE : 13 - 30 APRIL

OBJECTIVE :

- 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 :

- 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 :

- Legal Officers

DURATION : 16 days

COURSE ON THE INTRODUCTION OF LEGAL DRAFTING FOR LEGAL OFFICERS

DATE : 23 - 26 MARCH

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Legal Officers

DURATION : 4 days

COURSE ON BASIC LEGAL DRAFTING (VARIOUS DEPARTMENTS)

DATE : 4 - 26 FEBRUARY

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

COURSE PARTICIPANTS :

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

DURATION : 3 days

Legislation Programme

SPECIAL COURSE FOR LEGAL AID DEPARTMENT (LEGAL OFFICERS)

DATE : 10 - 12 FEBRUARY

OBJECTIVE :

- To produce knowledgeable, skilful and competent officers in conducting Legal Aid Department cases professionally.

CONTENTS :

- Conducting cases under Rules of Court 2012
- Pre trial procedure and preparation of pleading
- Enforcement of judgement
- Writ of Distress – rent
- Adoption law
- Labour law
- Conducting road accident cases
- Effect of the insolvency on client's case

COURSE PARTICIPANTS :

- Legal Officers from Legal Aid Department

DURATION : 3 days

SPECIAL COURSE FOR ASSISTANT LEGAL OFFICERS (LEGAL AID DEPARTMENT)

DATE : 20 - 22 JANUARY

OBJECTIVE :

- To produce knowledgeable, skilful and competent officers in conducting Legal Aid Department cases professionally.

CONTENTS :

- Basic understanding of the statute (Legal Aid Act 1971)
- Provision of advisory services
 - Land dealings
 - Voidable/void contract with damages
 - Conviction for criminal offences
 - Child adoption and revocation of adoption registration
- Conducting civil cases in court
 - Procedure and preparation of pleading
- Law of evidence
- Execution of orders
- Ethic and integrity
- Handling delinquent clients

COURSE PARTICIPANTS :

- Assistant Legal Officers from Legal Aid Department

DURATION : 3 days

COURSE ON SECURITY OFFENCES AND RELATED LAWS

DATE : 7 - 8 JULY

OBJECTIVE :

- To enhance the participants' understanding on the development of security offences through the related laws; and
- To expose the participants to the provisions of special powers, procedures, trials and evidence contain under the security offences law and related issues.

CONTENTS :

- Introduction to the Security Offences Law
- The powers of investigation for security offences
- Trial and evidence procedures in relation to the security offences under the Security Offences (Special Measures) Act 2012 [Act 747]
- The role of the Royal Malaysian Police (RMP) in the implementation of the special powers under the law of security offenses
- The effect of security offences law on human rights under the Constitution and international law - Challenges and issues
 - SOSMA v ISA: A Comparison

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers
- Enforcement Officers.

DURATION : 2 days

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

DATE : 27 - 29 JANUARY

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

COURSE PARTICIPANTS :

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

DURATION : 3 days

COURSE ON INSOLVENCY : BANKRUPTCY LAW AND COMPANY WINDING UP PROCEDURE

DATE : 23 - 26 MARCH

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Officers from Department of Insolvency Malaysia

DURATION : 4 days

WORKSHOP ON TECHNIQUES OF GOOD LEGAL REPORT WRITING

DATE : 24 - 26 MARCH

OBJECTIVE :

At the end of this course, participants will be able to:

- Understand the process of report writing
- Write a concise and effective legal report

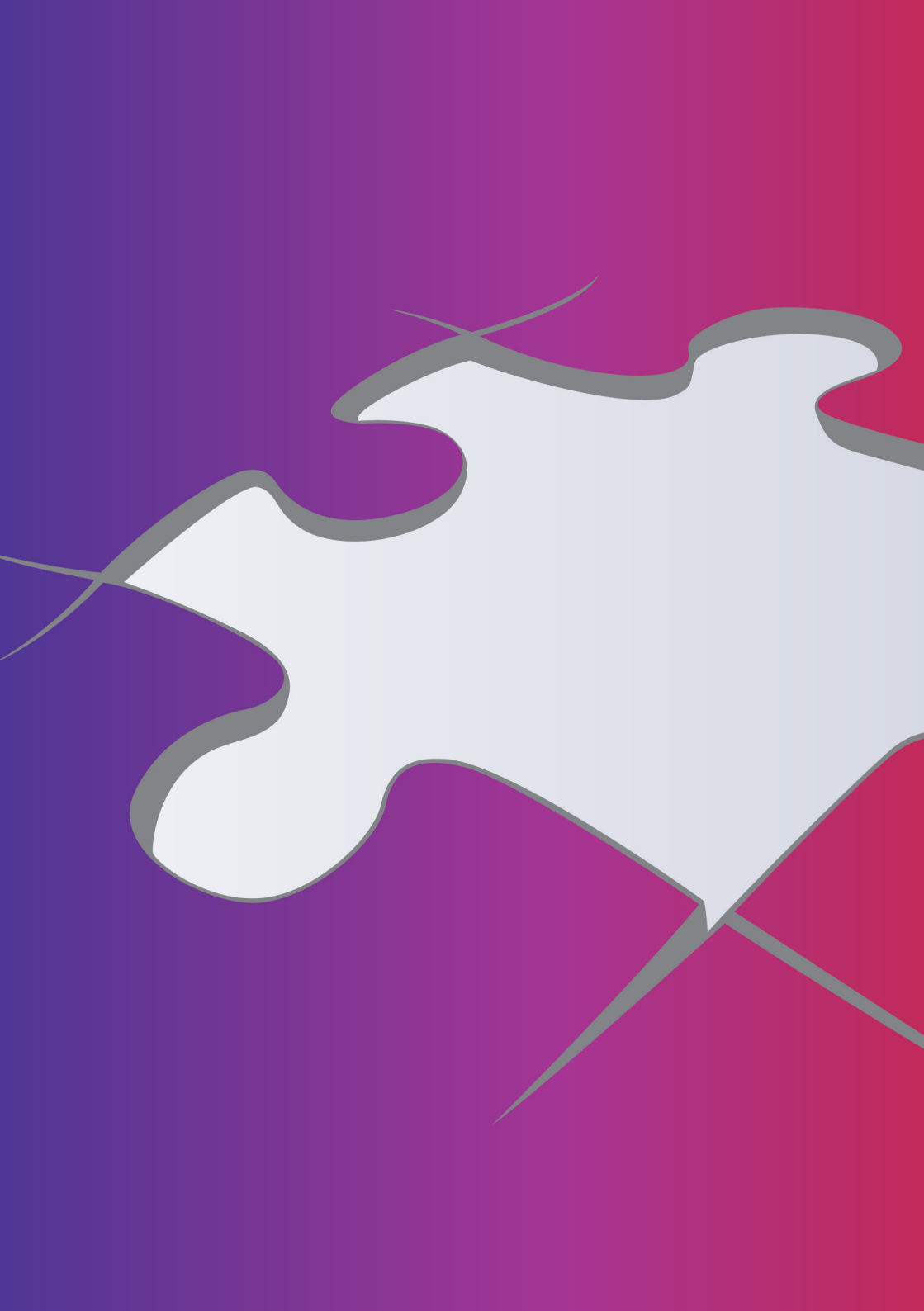
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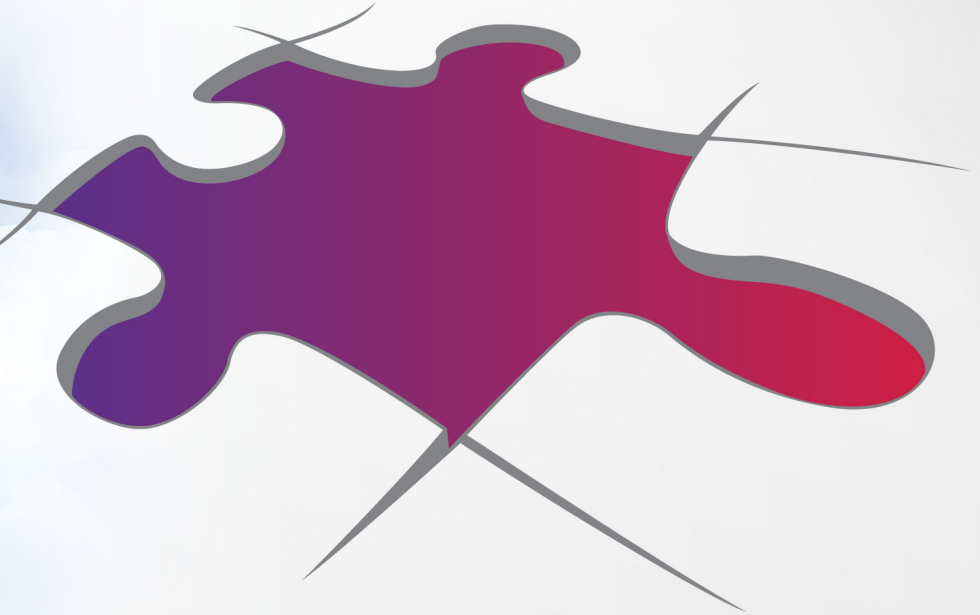
- Legal report writing
- Importance of effective legal report writing
- Steps in preparation for legal report writing
- Language and style of Legal Report Writing
- Practical Preparation for legal report writing
- Presentation and review

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers.

DURATION : 3 days





LITIGATION PROGRAMME

Litigation Programme

COURSE ON EXPERT EVIDENCE IN CRIMINAL CASES

DATE : 8 - 12 JUNE

OBJECTIVE :

- To provide the participants with an understanding of the applicable laws on expert evidence and criminal matters
- To expose participants to the most effective way in understanding the evidence of expert witness
- To provide the participants with practical training on the best practise in examining expert witness

CONTENTS :

- Expert evidence
- Type of expert witness
- Difference between evidence of fact and opinion evidence
- Visit to Royal Malaysia Police Forensic Lab, Department of Chemistry, CyberSecurity Malaysia and Government Hospital

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION : 4 days

ADVOCACY TRAINING WORKSHOP (HAMPEL METHOD)

DATE : 6 - 10 APRIL

OBJECTIVE :

- To expose the participants to witness handling techniques and submission methods in courts
- To expose the participants to the effective techniques of closing arguments

CONTENTS :

- Handling of witnesses
- Case analysis and case theory
- Closing arguments
- Application for injunction
- Mock trial

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION : 5 days

COURSE ON PRE-TRIAL PROCEDURES

DATE : 16 - 19 MARCH

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers

DURATION : 4 days

COURSE ON PRACTICAL APPROACH IN EXECUTING JUDGMENT OF THE COURTS

DATE : 17 - 19 MARCH

OBJECTIVE :

- To enhance the knowledge of the participants in executing judgment of the courts

CONTENTS* :

- Judgment and order of the court
- Important aspects in executing judgment
- Challenges and settlement in executing the judgment and order of the court
- Case study – real property auction cases
- Execution against the Government and Government Link Companies

COURSE PARTICIPANTS* :

- Judicial and Legal Officers

DURATION : 3 days

WORKSHOP ON HANDLING OF ROAD ACCIDENT CASES

DATE : 27 - 29 JANUARY

OBJECTIVE :

- To enhance the knowledge of the participants on main principles in handling road accident cases
- To enhance the knowledge of the participants in preparing documentation relating to road accident cases

CONTENTS :

- Liability
- Damages
- Claim of damages
- Case assessment
- Trial preparation
- Handling and conducting trial on road accident cases
- Evidence of witnesses
- Submission techniques
- Practical exercises

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION : 3 days

KURSUS TENTANG PSIKOLOGI COURSE ON EFFECTIVE PSYCHOLOGY COMMUNICATION AND PERSUASION IN COURT

DATE : 28 - 30 JULY

OBJECTIVE :

- To provide the knowledge and comprehension to the participants in principles of psychology relating to effective communication and persuasion in courts
- To enhance the skills of the participants on communication and persuasion techniques

CONTENTS :

- Principles of psychology in behavioral pattern
- Effective communication process
- Elements of persuasion
- Effective written submissions
- Use of graphic in court proceeding
- Practical exercises

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers

DURATION : 3 days

COURSE ON MEDICO-LEGAL FOR LEGAL OFFICERS

DATE : 6 - 10 APRIL

OBJECTIVE* :

- To expose the participants to the current issues on Medico-Legal,
- To enhance the knowledge and skills of the participants in conducting Medico-Legal cases

CONTENTS* :

- The law and practice on medical negligence
- Liability of hospitals
- Medical records and medical reports
- Consent and confidentiality
- Defending medical negligence cases
- Medico-legal issues in cerebral palsy and obstetrics and gynecology
- Visit to hospital

COURSE PARTICIPANTS* :

- Judicial and Legal Officers

DURATION* : 4 days

WORKSHOP ON STRATEGY IN APPEALS AND TRIALS

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
- Pre-trial preparation
- Trials processes
- Written and oral submission
- Drafting petition of appeals
- Mock trial

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers

DURATION : 3 days

COURSE ON NEGLIGENCE OF ENFORCEMENT AGENCIES

DATE : 10 - 11 FEBRUARI

OBJECTIVE :

- To enhance the knowledge and skills of the participants on the law on negligence of enforcement agencies
- To expose the participants to the challenges and issues relating to negligence of enforcement agencies

CONTENTS :

- Introduction to the law on negligence
- Roles and responsibilities of enforcement agencies
- Group discussion
- Case study on negligence of enforcement agencies

COURSE PARTICIPANTS :

- Judicial and Legal Officers, enforcement agencies

DURATION : 2 days

COURSE ON CRIME SCENE INVESTIGATION

DATE : 10 - 12 FEBRUARY

OBJECTIVE :

- To expose the participants to the types of crime scene evidence and crime scene investigation procedures
- To enhance the knowledge of the participants on tendering crime scene evidence in trial proceeding

CONTENTS :

- Roles of crime scene investigator
- Roles of crime scene expert – methods of collecting and keeping the exhibits
- Tendering of crime scene evidence in criminal trials – issues
- Mock trial

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION : 3 days

COURSE ON ELECTRONIC EVIDENCE NO. 1/2015

DATE : 24 - 26 FEBRUARI

OBJECTIVE :

- To understand and enhance the knowledge of participants on the various aspects of electronic evidence; and
- To enhance the participants' skills in handling cases related to electronic evidence.

CONTENTS :

- Electronic evidence concept
- Collecting electronic evidence – issues
- Analysis and examination of electronic evidence
- Admissibility of electronic evidence under Evidence Act 1950
- Visit to CyberSecurity Malaysia
- Mock trial

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION : 3 days

COURSE ON ELECTRONIC EVIDENCE NO. 2/2015

DATE : 28 - 30 SEPTEMBER

OBJECTIVE :

- To understand and enhance the knowledge of participants on the various aspects of electronic evidence; and
- To enhance the participants' skills in handling cases related to electronic evidence.

CONTENTS :

- Electronic evidence concept
- Collecting electronic evidence – issues
- Analysis and examination of electronic evidence
- Admissibility of electronic evidence under Evidence Act 1950
- Visit to CyberSecurity Malaysia
- Mock trial

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION : 3 days

COURSE OF GIFT OF THE GAB: THE EFFECTIVE SKILLS OF ADVOCACY NO. 1/2015

DATE : 13 APRIL - 26 MEI

OBJECTIVE :

- To provide 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 :

- Case analysis, risk assessment and Trial Strategic Plan
- Opening address and skeletal arguments
- Examination in chief and witness statements
- Cross-examination
- Expert witness
- Legal and closing arguments
- Mock trial
- Appeals

COURSE PARTICIPANTS :

- Junior legal officers from Litigation Sector, Attorney General's Chambers

DURATION : 32 days

COURSE OF GIFT OF THE GAB: THE EFFECTIVE SKILLS OF ADVOCACY NO. 2/2015

DATE : 28 JULAI - 8 SEPTEMBER

OBJECTIVE :

- To provide 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 :

- Case analysis, risk assessment and Trial Strategic Plan
- Opening address and skeletal arguments
- Examination in chief and witness statements
- Cross-examination
- Expert witness
- Legal and closing arguments
- Mock trial

- Appeals

COURSE PARTICIPANTS :

- Junior legal officers from Litigation Sector, Attorney General's Chambers

DURATION : 32 days

COURSE ON ENVIRONMENTAL CRIME

DATE : 2 - 4 JUNE

OBJECTIVE :

- To expose the participants to environmental law in Malaysia
- To enhance the knowledge and skills of the participants on the techniques of investigation and prosecution in criminal cases

CONTENTS :

- Types of criminal environmental offences
- Enforcement of environmental law – issues and challenges
- Investigation procedures in environmental crime
- Expert evidence
- Trial preparation
- Mock Trial / Case Study

COURSE PARTICIPANTS :

- Judicial and Legal Officers and others

DURATION : 3 days

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

DATE : 5 - 7 MAY

OBJECTIVE :

- To enhance the knowledge of the participants in detecting, investigating and enforcing anti-money laundering and anti-terrorism financing cases
- To enhance the skills of the participants in conducting anti-money laundering and anti-terrorism financing cases

CONTENTS :

- Anti-money laundering and anti-terrorism financing offences
- Intelligence and investigation by Bank

Litigation Programme

- Negara and Royal Malaysia Police
 - Mock trial
 - Armchair discussion
- COURSE PARTICIPANTS :**
- Judicial and Legal Officers and others
- DURATION :** 3 days

WORKSHOP ON PROSECUTION TECHNIQUES (VARIOUS AGENCIES) NO. 1/2015

- DATE :** 2 - 6 MAC
- OBJECTIVE :**
- To be determined by the Course Curriculum Review Committee Meeting
- CONTENTS :**
- To be determined by the Course Curriculum Review Committee Meeting
- COURSE PARTICIPANTS :**
- Enforcement agencies officers
- DURATION* :** 5 days

WORKSHOP ON PROSECUTION TECHNIQUES (VARIOUS AGENCIES) NO. 2/2015

- DATE :** 1 - 5 JUNE
- OBJECTIVE :**
- To be determined by the Course Curriculum Review Committee Meeting
- CONTENTS :**
- To be determined by the Course Curriculum Review Committee Meeting
- COURSE PARTICIPANTS :**
- Enforcement agencies officers
- DURATION :** 5 days

WORKSHOP ON PROSECUTION TECHNIQUES (VARIOUS AGENCIES) NO. 3/2015

- DATE :** 5 - 9 OCTOBER
- OBJECTIVE :**
- To be determined by the Course Curriculum Review Committee Meeting
- CONTENTS :**
- To be determined by the Course Curriculum

- Review Committee Meeting
- COURSE PARTICIPANTS :**
- Enforcement agencies officers
- DURATION :** 5 days

COURSE ON EFFECTIVE PROSECUTION IN CRIMINAL CASES (DEPUTY PUBLIC PROSECUTORS)

- DATE :** 10 - 12 MARCH
- OBJECTIVE :**
- To enhance the skills of the participants in preparation for criminal cases prosecution
 - To enhance the skills of the participants in the conduct and strategy of prosecution
- CONTENTS :**
- Perusing charge sheet and identifying elements of an offence
 - Identifying strength and weakness of a case
 - Hearsay evidence and section 27 of the Evidence Act 1950
 - Effective submission
 - Group presentation
- COURSE PARTICIPANTS :**
- Deputy Public Prosecutor
- DURATION :** 3 days

COURSE ON CYBER CRIME PROSECUTION

- DATE :** 28 - 30 APRIL
- OBJECTIVE :**
- To expose the participants to cyber law in Malaysia
 - To enhance the knowledge and skills of the participants on the techniques of investigation and prosecution in cyber crime cases
- CONTENTS :**
- Introduction to cyber crime
 - Implementation and enforcement of cyber law in Malaysia
 - Cyber crime investigation
 - Tendering of digital evidence
 - Issues and challenges in prosecuting cases under Malaysian cyber law
 - Prosecution of cyber crime cases – case study

- Application of section 114A of the Evidence Act 1950
- Visit to CyberSecurity Malaysia

COURSE PARTICIPANTS :

- Judicial and Legal Officers and others

DURATION : 3 days

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

DATE : 24 - 27 AUGUST**OBJECTIVE :**

- To enhance the knowledge of the participants in forensic science for the purpose of conducting civil and criminal cases;and
- To apply forensic science in conducting civil and criminal cases

CONTENTS :

- Role of forensic science in proving of civil and criminal cases
- Examination of documents
- Forensic DNA, Forensic Toxicology, Forensic Criminalistic, Forensic Narcotics
- Visit to Royal Malaysian Police (RMP) Forensic Lab and Chemistry Department

COURSE PARTICIPANTS :

- Judicial and Legal Officers and others

DURATION : 4 days

WORKSHOP ON CHALLENGES IN EXTRADITION PROCEEDING

DATE : 11 - 13 AUGUST**OBJECTIVE :**

- To be determined by Course Curriculum Committee Meeting

CONTENTS :

- To be determined by Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by Course Curriculum Committee Meeting

DURATION :

- To be determined by Course Curriculum Committee Meeting

WORKSHOP ON EXECUTING FORFEITURE ORDER

DATE : 26 - 28 MAY**OBJECTIVE :**

- To be determined by Course Curriculum Committee Meeting

CONTENTS :

- To be determined by Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by Course Curriculum Committee Meeting

DURATION :

- To be determined by Course Curriculum Committee Meeting

COURSE ON PROOF BY WRITTEN STATEMENT, TECHNIQUES ON PLEA BARGAINING AND PRE-TRIAL CONFERENCE (CRIMINAL PROCEDURE CODE (AMENDMENT) 2010 [ACT A1378])

DATE : 19 - 21 MAY**OBJECTIVE :**

- To be determined by Course Curriculum Committee Meeting

CONTENTS :

- To be determined by Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by Course Curriculum Committee Meeting

DURATION :

- To be determined by Course Curriculum Committee Meeting

Litigation Programme

COURSE ON SEXUAL CRIME

DATE : 5 - 7 MAY

OBJECTIVE :

- To expose participants to the related issues regarding sexual crime; and
- To provide understanding to the participants in prosecution's strategy in handling witness in the prosecution of sexual crime.

CONTENTS :

- Handling specific aspects of sexual crimes
- Understanding inter-agency's role in sexual crimes
- Taking of evidence from rape victim and child witness
- Special measures in giving evidence
- Witness protection
- Role of psychologist/psychiatrist in gathering child evidence
- Understanding medical evidence
- Case study
- Practical exercises

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION : 3 days

COURSE ON INTRODUCTION TO SECURITY OFFENCES (SPECIAL MEASURES) ACT 2012 (SOSMA) - PROCEDURE OF HANDLING WITNESS AND TENDERING OF EVIDENCE

DATE : 28 - 30 APRIL

OBJECTIVE :

- To be determined by Course Curriculum Committee Meeting

CONTENTS :

- To be determined by Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by Course Curriculum Committee Meeting

DURATION :

- To be determined by Course Curriculum Committee Meeting

COURSE ON PLANNING AND LAND DEVELOPMENT CASES IN MALAYSIA

DATE : 28 - 30 JULY

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers and others

DURATION* : 2 days

COURSE ON PROSECUTING OFFENCES UNDER COMPANIES ACT 1965 [ACT 125]

DATE : 23 - 25 JUNE

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers
- Enforcement agencies officers

DURATION : 3 days

COURSE ON CONSTRUCTION LAW

DATE : 28 - 30 APRIL

OBJECTIVE :

- To expose the participants to the legal principles and issues relating to construction contract and related matters

CONTENTS :

- Types of construction contract
- Scope of contractual provision
- Implementing construction contract
- Payment in construction projects
- Termination of contract
- Construction dispute and remedies
- Adjudication

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION : 3 days

EXECUTIVE DIPLOMA IN LAW ENFORCEMENT (ILKAP-UITM) NO. 1/2015

DATE : 2 - 20 MARCH

OBJECTIVE :

- To enhance the participants' knowledge in law of enforcement; and
- To ensure that participants are aware of the changes and the latest application of the law.

CONTENTS :

- Malaysian Legal System
- Administrative Law
- Criminal Law
- Law of Evidence
- Criminal Procedure
- Contemporary Legal Issues in Enforcement Law
- Forensic Science
- Criminal Trial and Advocacy

COURSE PARTICIPANTS :

- Enforcement officers
- Local Authorities
- Statutory Bodies

DURATION : 15 days

EXECUTIVE DIPLOMA IN LAW ENFORCEMENT (ILKAP-UITM) NO. 2/2015

DATE : 3 - 21 AUGUST

OBJECTIVE :

- To enhance the participants' knowledge in law of enforcement; and
- To ensure that participants are aware of the changes and the latest application of the law.

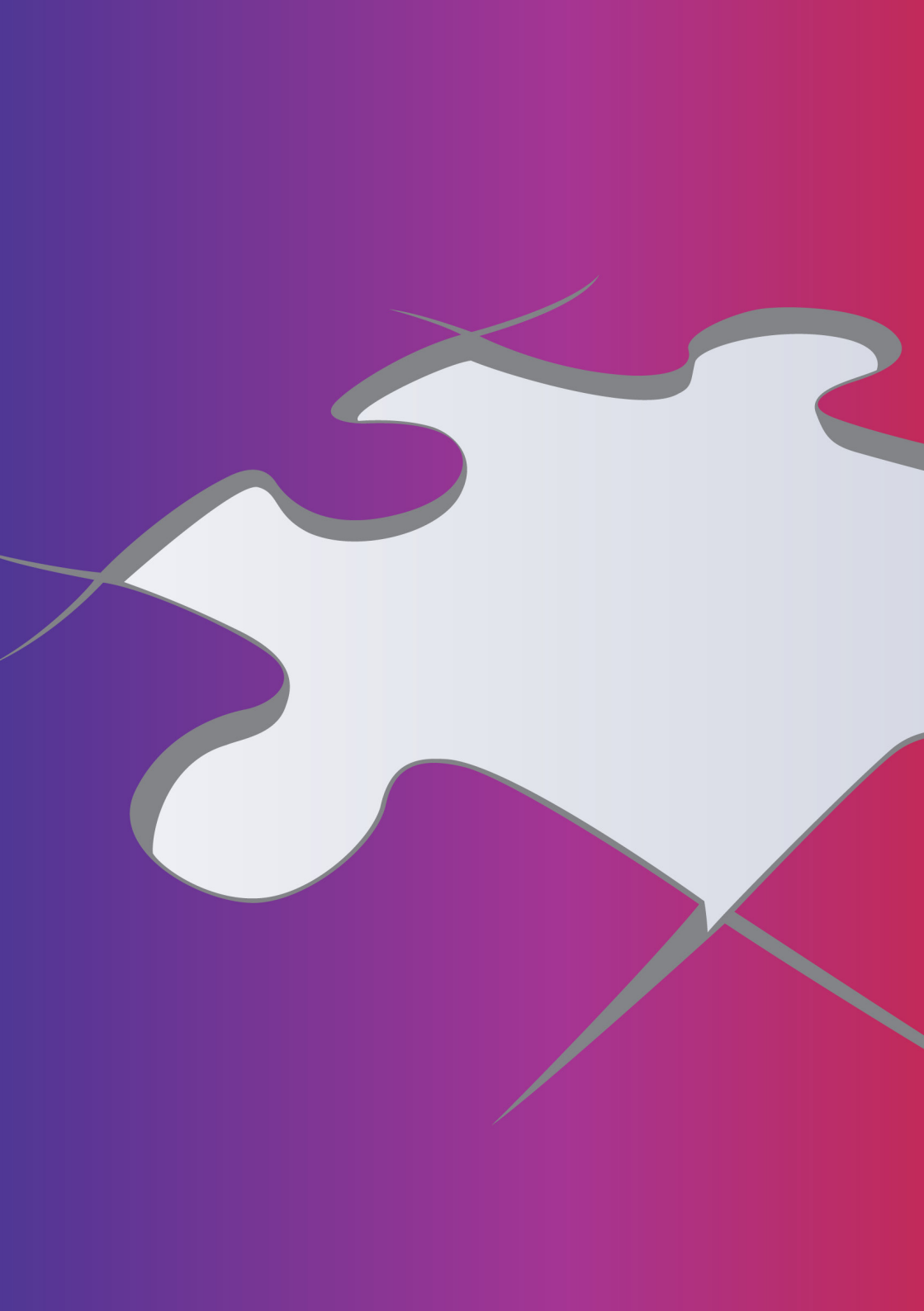
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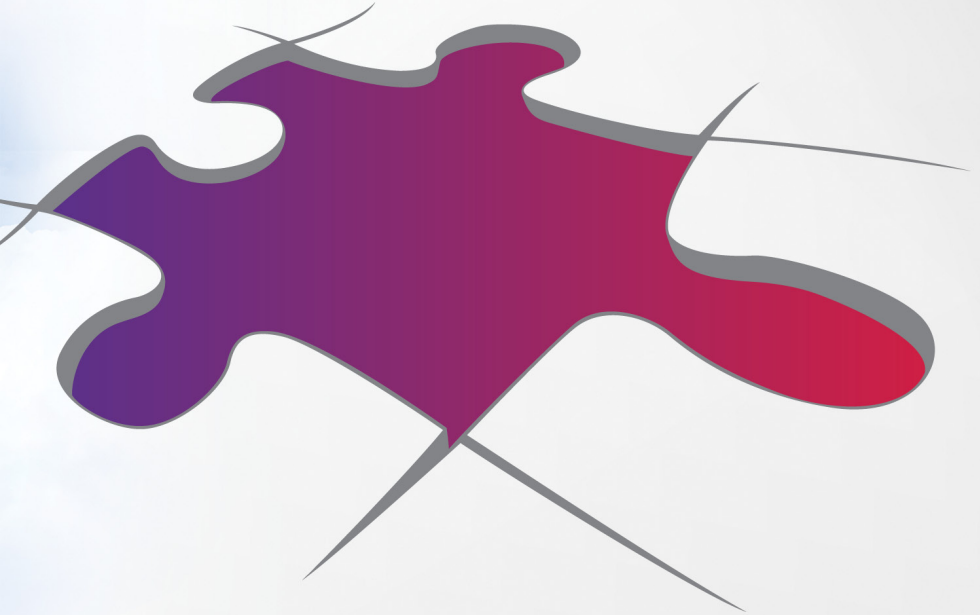
- Malaysian Legal System
- Administrative Law
- Criminal Law
- Law of Evidence
- Criminal Procedure
- Contemporary Legal Issues in Enforcement Law
- Forensic Science
- Criminal Trial and Advocacy

COURSE PARTICIPANTS :

- Enforcement officers
- Local Authorities
- Statutory Bodies

DURATION : 15 days





**ADVISORY
PROGRAMME**

WORKSHOP OF HANDLING AND DISCIPLINE MANAGEMENT

DATE: 27 - 29 JANUARY

OBJECTIVE :

- To provide participants with exposure and knowledge on the rules relating to the discipline management and surcharge in the Public Service; and
- Enhance participants' skills in the discipline management at the Ministry / Department with the right way, fairly and in accordance with the requirements of the Disciplinary Authority and regulations

CONTENTS :

- Introduction –
- What is Discipline?
- Rationale of Disciplinary Regulation in public service legislation
- Duty to Comply with Disciplinary Regulation
 - ◊ Laws involved
- Introduction to the formation of the Disciplinary Authority in the Ministry / Department
- Code of Conduct and the prohibitions of the Public Service
 - ◊ Absolute Prohibition
 - ◊ Prohibition with sanction
- Procedure for Disciplinary Action
- Procedure for Disciplinary Action Case
 - ◊ Officer Subject to Criminal Proceedings and Proceedings of the Detention Order
 - ◊ Resistant Work Order and Work Suspension
- Procedure Case Absenteeism and Non-Detectable
- Punishment and Disciplinary Appeal
- Common Mistakes In Discipline Management
- Guidelines in Managing Low Performance Officer and Troubled Officer

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION: 3 days

WORKSHOP ON LEGAL RESEARCH FOR ASSISTANT LEGAL OFFICER

DATE: 10 - 11 FEBRUARY

OBJECTIVE :

- To enhance participants knowledge on legal research related to their duties as Assistant Legal Officer; and
- To enhance participant's skills in helping Legal Officer conducting legal research with accurate and comprehensive.

CONTENTS :

- Introduction to legal research -
- Basic principles of legal research
- The purpose of the law -
 - ◊ Legal opinion
 - ◊ Grounds of judgment
 - ◊ Law reform
 - ◊ legal argument
- Characteristics of quality legal research
- The process of legal research -
 - ◊ search for the laws
 - ◊ Selection of legal information
- Analysis / paring the appropriate
- Techniques on legal research and its application
- Case research and legal opinion
- Research on law relating to -
 - ◊ Federal Constitution and State Constitutions
 - ◊ Act and subsidiary legislation
- The rules of conduct in legal research manually
 - ◊ The main sources –
 - ◊ Secondary Sources
- The rules of conduct legal research on-line
 - ◊ online database
 - ◊ Recognize the legal validity of electronic resources
 - ◊ Working Group - Selection methods in legal research (user / application)

COURSE PARTICIPANTS :

- Assistance Judicial and Legal Officers

DURATION: 2 days

COURSE ON ADMINISTRATION OF JUSTICE FOR CHILD SAFETY, CARE AND PROTECTION

DATE: 5 - 6 OCTOBER

OBJECTIVE :

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

CONTENTS :

- Definition of "Children" - national and international perspective
- Laws and procedures related to the administration of justice for the safety and protection of children
- Safety and child protection - Perspectives of enforcement agencies
- Development of the administration of justice for the safety and protection of children in Malaysia

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers
- Cybersecurity
- Malaysian Child Resource Institute (MCRI)
- Ministry of Women, Family and Community Development
- UNICEF
- Lawyers
- Academician

DURATION: 2 days

COURSE ON EFFECTIVE LEGAL RESEARCH

DATE: 17 - 19 JANUARY

OBJECTIVE :

- To enhance the ability of participants to become independent researchers; and
- To provide the participants with the right techniques and strategies for effective legal research.

CONTENTS :

- Introduction to legal research

- Strategies and techniques of legal research
- Interpretation of statutes and legal research interests
- Research the law relating to the Federal Constitution and the State Constitution
- Legal Research manually and electronically
- Case Study
- Preparation of legal opinions

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION: 3 days

COURSE ON INTELLECTUAL PROPERTY LAW – RIGHTS & ISSUES

DATE: 19 - 22 JANUARY

OBJECTIVE :

- To provide the participants with the knowledge and understanding on the applicable laws on intellectual property; and
- To expose the participants on the rights and issues arising from intellectual property.

CONTENTS :

- Intellectual Property in Malaysia and applicable law
- Copyright
 - ◊ Patent
 - ◊ Trademarks
 - ◊ Industrial Designs
 - ◊ Geographical Indications
- Current issues in copyright
- Overview of competition law
- International aspects of intellectual property
- Interpretation and validity of patent specifications

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION: 4 days

COURSE ON LAND LAW: ISSUES AND CURRENT CHALLENGES

DATE: 8 - 10 SEPTEMBER

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

Advisory Programme

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by the Course Curriculum Committee Meeting

DURATION: 3 days

WORKSHOP ON MALAYSIAN COMPETITION LAW

DATE: 26 - 28 MAY

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers
- Lawyers
- Lecturers

DURATION: 3 days

WORKSHOP ON NEGOTIATION SKILLS – GETTING A YES

DATE: 28 - 30 JULAI

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers

DURATION: 3 days

COURSE ON PERSONAL DATA PROTECTION- ISSUES AND CHALLENGES FOR LEGAL OFFICERS (FOREIGN EXPERT)

DATE: 10 AUGUST

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Legal Officers

DURATION: 1 day

COURSE ON PERSONAL DATA PROTECTION- ISSUES AND CHALLENGES FOR JUDICIAL OFFICERS (FOREIGN EXPERT)

DATE: 10 AUGUST

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Judicial Officers

DURATION: 1 day

COURSE ON STATUTORY DUTIES AND STATUTORY POWERS

DATE: 27 - 29 JANUARY

OBJECTIVE :

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

CONTENTS :

- The introduction of a statutory duty and statutory powers
- Judicial review
- "Misfeasance" in public office
- Negligence
- Damages available for breach of statutory duties and statutory powers:
 - ◊ Common Law
 - ◊ Section 7 Civil Law Act 1956
 - ◊ Section 8 Civil Law Act 1956

COURSE PARTICIPANTS :

- Judicial and Legal Officers

DURATION: 3 days

COURSE ON PROPERTY OWNERSHIP RIGHTS IN ISLAMIC MARRIAGE

DATE: 28 - 30 JULY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by the Course Curriculum Committee Meeting

DURATION: 3 days

COURSE ON WOMEN'S RIGHTS IN ISLAMIC FAMILY LAW AND CIVIL LAW

DATE: 17 - 19 MARCH

OBJECTIVE :

- To provide participants with an understanding of women's rights in Islamic family law and civil law; and
- To enhance participants' understanding of current issues related to women's rights under Islamic family law and civil law.

CONTENTS :

- Introduction to women's rights in Islamic Family Law and Civil Law
- Women's rights under Islamic Family Law:
 - ◊ Pre marriage ;
 - ◊ During marriage; and
 - ◊ After the dissolution of marriage
- The rights of women under the Law Reform (Marriage and Divorce 1976) [Act 164]
 - ◊ Pre marriage ;
 - ◊ During marriage; and
 - ◊ After the dissolution of marriage
- Effective implementation of Islamic Family Law in protecting the rights of Muslim and non-Muslims women
- Comparison of the rights of women under Islamic law and Civil Law includes related issues

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers
- Shariah Officers
- Lawyers
- Lecturers

DURATION: 3 days

WORKSHOP ON PUBLIC PRIVATE PARTNERSHIP (PPP) (PRIVATISATION AND PRIVATE FINANCE INITIATIVES (PFI))

DATE: 9 - 11 JUNE

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Review Committee Meeting

COURSE PARTICIPANTS :

- Legal Officers

DURATION: 3 days

COURSE ON SYARIAH AUDIT FOR ISLAMIC FINANCE

DATE: 2 - 4 JUNE

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by the Course Curriculum Committee Meeting

DURATION: 3 days

COURSE ON FEDERAL CONSTITUTION : A CRITICAL ANALYSIS

DATE: 9 - 13 FEBRUARY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by the Course Curriculum Committee Meeting

DURATION: 5 days

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

DATE: 7 JULAI

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 Introduction of Liberal Islamic thought and Religious Pluralism concept.
 - ◊ The main features of Liberal Islamic thought
 - ◊ The main features of 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 Service Officers
- Related Ministry, Department/ Agency

DURATION: 1 days

WORKSHOP ON THE TECHNIQUES OF LEGAL OPINION WRITING

DATE: 14 - 16 APRIL

OBJECTIVE :

- To be determined by the Course Curriculum Review Committee Meeting

CONTENTS :

To be determined by the Course Curriculum Review Committee Meeting

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: 21 - 23 APRIL

OBJECTIVE :

- To understand the structure and function of financial statements, reports and other statements in the Annual Report.
- To enhance the understanding of participants on how to read, interpret, analyze and explain the contents of financial statements.
- To provide knowledge in handling cases related to commercial or company law.

CONTENTS :

- An overview of financial reporting
 - ◊ Understanding Financial Reporting
 - ◊ Legal Requirements
- Structure and Contents of financial statements
 - ◊ Income Statement
 - ◊ Balance Sheet
 - ◊ Cash Flow Statement
 - ◊ Notes to the Financial Statements
- The Annual Report
 - ◊ Reports and Statements
 - ◊ Understanding the Auditor's Report
 - ◊ Case Study

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers

DURATION: 3 days

WORKSHOP ON CHICAGO CONVENTION: THE KEY ANNEXES AND MALAYSIA'S OBLIGATIONS

DATE: 28 - 30 JULY

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

CONTENTS :

- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by the Course Curriculum Committee Meeting

DURATION: 3 days

SEMINAR ON CURRENT WORLD TRADING SYSTEM

DATE: 5 - 7 MAY

OBJECTIVE :

- To provide participants with understanding on the world trading system
- To enhance participants' knowledge and understanding on the Dispute Settlement mechanism in the WTO as well as the FTAs entered into by Malaysia and other countries.

CONTENTS :

- The introduction of the world trading system
 - the World Trade Organization (WTO) and Free Trade Agreements (FTAs)
 - ◊ Principle of Most-Favoured Nation (MFN)
 - ◊ Principle of National Treatment
 - ◊ Special and Differential Treatment for Developing and Least-Developed Countries
- Latest trends and developments
- Dispute Settlement in the WTO and FTAs
- Principles of non-discrimination

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers
- Ministry Policy Division Officers
- Lecturers
- Lawyers

DURATION: 3 days

WORKSHOP ON THE INTERNATIONAL LEGAL FRAMEWORK GOVERNING NUCLEAR SAFETY, SECURITY AND SAFEGUARDS

DATE: 8 - 10 SEPTEMBER

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

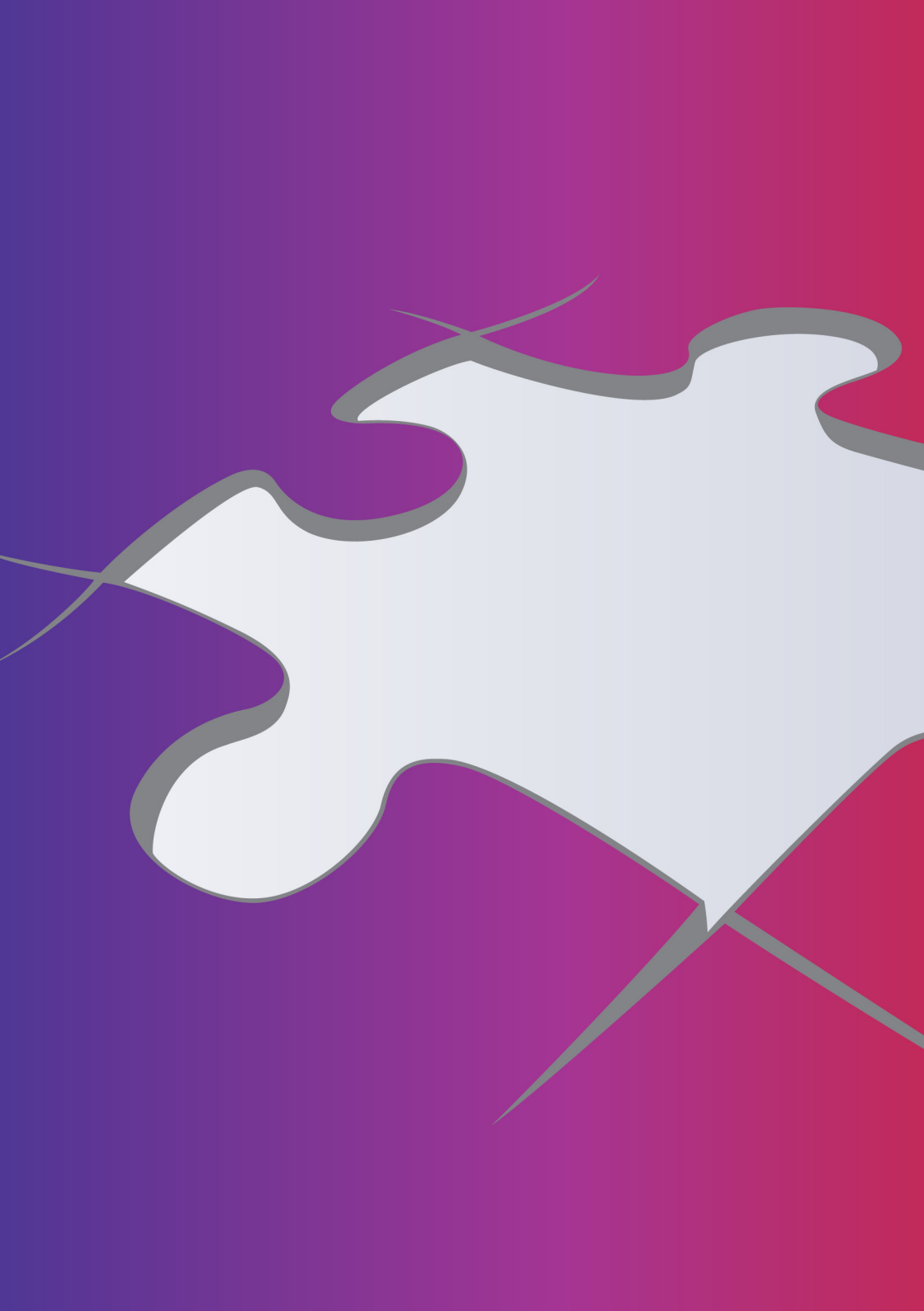
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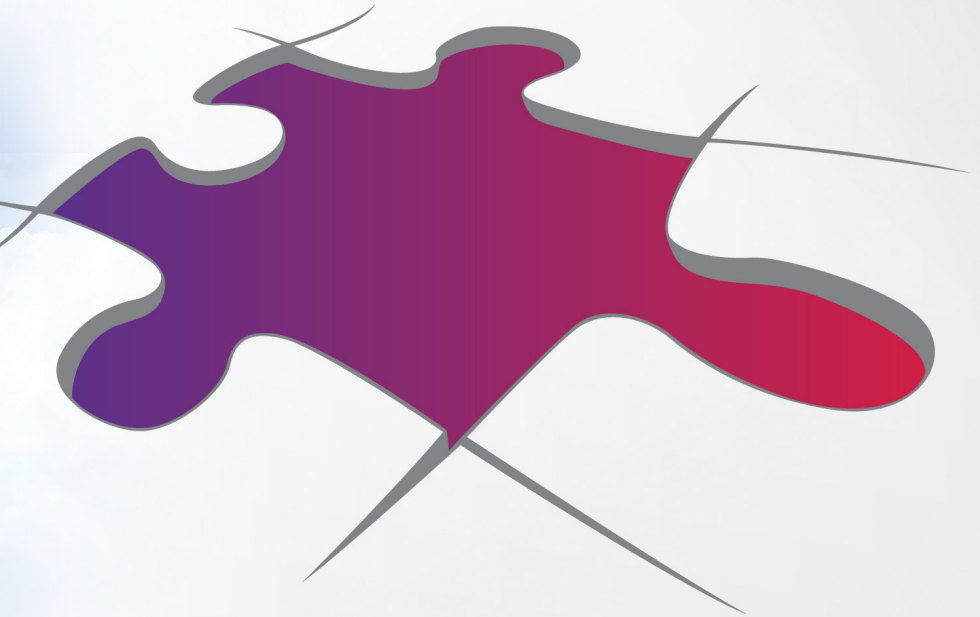
- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- To be determined by the Course Curriculum Committee Meeting

DURATION: 3 days





**CAREER
DEVELOPMENT AND
ADMINISTRATION
PROGRAMME**

Career Development And Administration Programme

WORKSHOP FOR LEGAL ASSISTANT (LEGAL)

DATE : 28 - 30 APRIL

OBJECTIVE :

- To be determined by Course Curriculum Committee Meeting

CONTENTS :

- To be determined by Course Curriculum Committee Meeting

COURSE PARTICIPANT :

- Legal Assistant (Legal)

DURATION : 3 days

- Enhancement of moral of Public Officers towards excellence in Service
- Group Discussion

COURSE PARTICIPANTS :

- Legal Assistant (Judicial and Legal)

DURATION : 2 days

MIND TRANSFORMATION PROGRAMME NO. 1/2015

DATE : 6 - 14 APRIL

OBJECTIVE :

- To expose officers on the 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 values of officers to be more competent and capable of adapting in the public service
- To be able to apply excellent work culture to ensure efficient and effective service delivery
- To provide officers with first class mentality towards achieving the goal to be developed country.

CONTENTS :

- 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 (self appearance)
- 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 issue)
- Integrity and security management (integrity issue)

WORKSHOP FOR LEGAL ASSISTANT (JUDICIAL)

DATE : 7 - 8 JULY

OBJECTIVE :

- To be determined by Course Curriculum Committee Meeting

CONTENTS :

- To be determined by Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Legal Assistant (Judicial)

DURATION : 3 days

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

DATE : 7 - 9 JULY

OBJECTIVE :

- 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 :

- Issue on integrity
- Management of integrity in Public service
- Code and ethics in Court
- The use of electronic media with integrity

Career Development And Administration Programme

- Integrity and security management (security issue)
- 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 and Court
- Test and formulation

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers (L41)

DURATION : 9 days

MIND TRANSFORMATION PROGRAMME NO. 2/2015

DATE : 10 - 18 AUGUST

OBJECTIVE :

- To expose officers on the 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 values of officers to be more competent and capable of adapting in the public service
- To be able to apply excellent work culture to ensure efficient and effective service delivery
- To provide officers with first class mentality towards achieving the goal to be developed country.

CONTENTS :

- 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 (self appearance)
- 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 issue)
- Integrity and security management (integrity issue)
- Integrity and security management (security issue)
- 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 and Court
- Test and formulation

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers (L41)

DURATION : 9 days

COURSE ON CREATIVE THINKING IN INSTANT PROBLEM SOLVING

DATE : 11 FEBRUARY

OBJECTIVE :

- Learn to describe the problem solving process and to identify various problem solving techniques
- To understand the thinking models and practise exercises to help in thinking out of the box and generate a larger solution space

CONTENTS :

- The Problem Solving Method
- Problem Definition
- Four Essential Thinking Skills: Creative, Critical, Analytical and Strategic
- Case Study in Thinking Strategically to Solve an Issue
- Five Problem Solving and Decision Making Models

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers

DURATION : 1 day

Career Development And Administration Programme

COURSE ON SPEED READING FOR LEGAL PROFESSIONALS NO. 1/2015

DATE : 12 - 14 MAY

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

DURATION : 3 days

COURSE ON SPEED READING FOR LEGAL PROFESSIONALS NO. 2/2015

DATE : 28 - 30 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 Service Officers

DURATION : 3 days

MEMORY SKILLS WORKSHOP NO. 1/2015

DATE : 5 - 6 MAY

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

DURATION : 2 days

MEMORY SKILLS WORKSHOP NO. 2/2015

DATE : 23 - 24 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

DURATION : 2 days

COURSE ON EFFECTIVE COMMUNICATION SKILLS

DATE : 26 - 28 MAY

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

DURATION : 3 days

WORKSHOP ON SELF APPEARANCE FOR EXCELLENT IMAGE OF ORGANISATION

DATE : 7 - 9 APRIL

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

DURATION : 3 days

COURSE ON BALANCING WORK AND LIFE WITH OPTIMUM PRODUCTIVITY

DATE : 2 - 4 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

DURATION : 3 days

“YOU LEAD THE SHIP” : A LEADERSHIP COURSE

DATE : 3 - 4 MAC

OBJECTIVE :

- To be determined by the Course Curriculum Committee Meeting

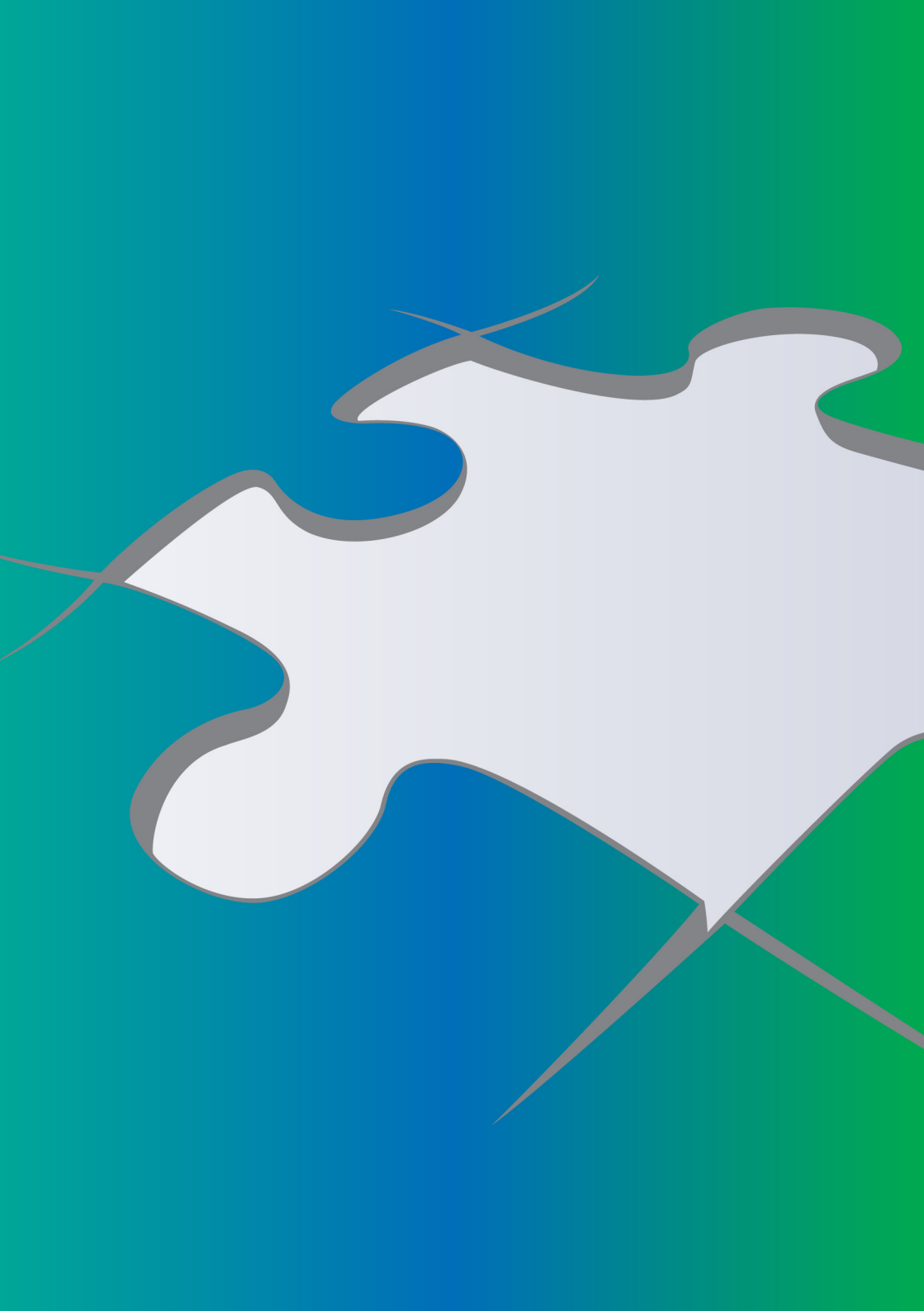
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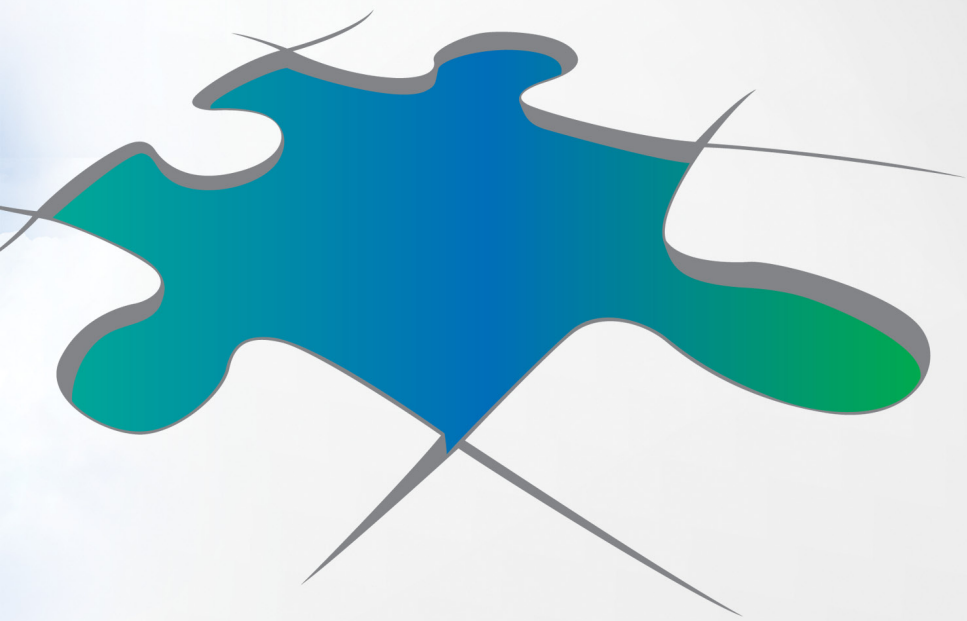
- To be determined by the Course Curriculum Committee Meeting

COURSE PARTICIPANTS :

- Judicial and Legal Service Officers

DURATION : 2 days





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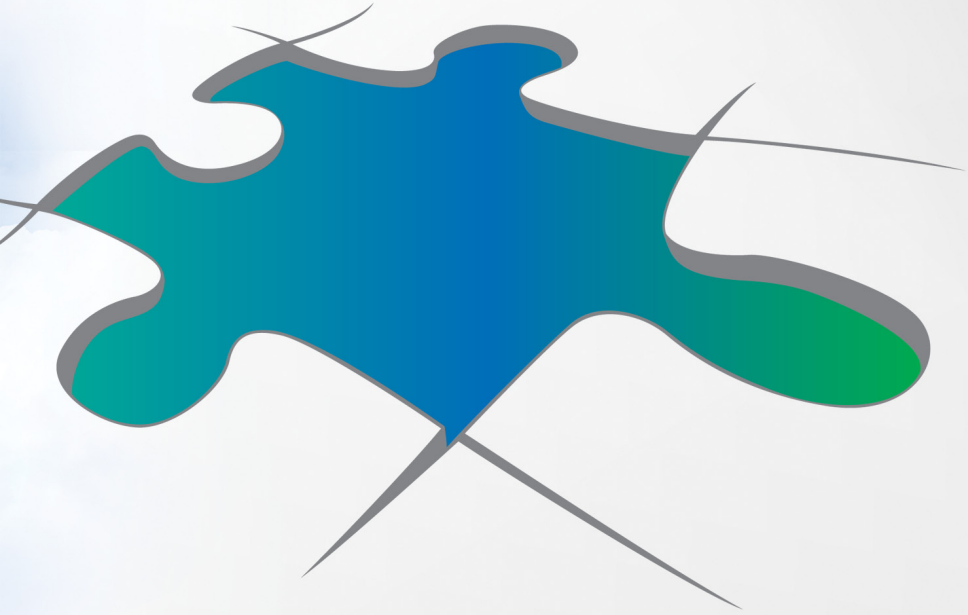
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