

Application and Requirements

APPLICATION GUIDELINES

1. Application should be made using prescribed MTCP forms available at:
mtcpcoms.kln.gov.my/mtcpcoms/online/list_course
2. The application must be completed and endorsed by the Ministry of Foreign Affairs / Focal Points responsible MTCP Programme in the applicant's country, then submitted through the applicant's government with Note Verbale to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission / Embassy.
3. Incomplete and/or unendorsed forms will not be processed
4. Online training link will be send out via email to successful candidate.

Age: Applicants should be at the age of 26 to 50 years

Course Fee and Registration: All courses fees will be borne by the Malaysian Government under the MTCP.

Manners: Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP participants and abide by the laws, rules and regulations as may be stipulated by the host government in respect of this training course.

Netiquette: Netiquette guidelines are a set of rules that dictate what tasteful and respectful online behavior is. During lectures, male participants are required to dress in long-sleeved shirts with ties, long pants and lounge suits and female participants should be appropriately dressed in office attire. During practical, participants are required to dress in suitable attire for practical training. For formal occasions – lounge suit or national costume are required.



For further enquiries, applications can either approach their respective Malaysian official representatives, or write/e-mail to the following address:

THE SECRETARIAT OF MTCP 2021
Centre for Instructor and Advanced Skill Training (CIAST)
P.O Box 7012, Jalan Petani 19/1
Section 19 Shah Alam
40900 Selangor
MALAYSIA.
Email : mtcp@ciast.gov.my

TRAINING COORDINATOR:

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Telephone : +603-5543 8311/+6017-3956535
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CLOSING DATE

22 February 2021 (Region of Asia)
05 March 2021 (Region of Middle East)
30 April 2021 (Region of Africa)

Malaysian Technical Cooperation Programme (MTCP)

THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME

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

The MTCP emphasizes on the development of human resources through the provision of trainings in various areas which are essential for a country's development such as the public administration, good governance, health, education, agriculture, sustainable development, poverty alleviation, economy and finance, ICT and environment. Annually, Malaysia offered more than 65 capacity-building and technical assistance programmes under the MTCP, which have benefited more than 34,000 participants from 144 countries.

OBJECTIVES OF MTCP

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

Centre for Instructor and Advanced Skill Training (CIAST)

Acronym for the Centre for Instructor and Advanced Skill Training. CIAST is the forefront institute in the Ministry of Human Resources and one of the leading organizations in development and enhancement trainers of skill training in Malaysia. The idea of CIAST was first mooted by the Malaysian Government in 1979. CIAST conducts various courses for participants from other vocational training institutes, domestic industries and international countries and this has been a tradition with the Ministry where human resources is the biggest and most important asset.

The centre offers courses in instructor training, supervisory training and advanced skill training for skills instructors, industrial supervisors and coaches and industrial skilled workers from the private and public sectors as well as international level. Training programs at the centre are conducted by experience instructors with various technical backgrounds. CIAST is located in Shah Alam, the state capital of Selangor which is also known as the 'Orchid City' of Malaysia. It is 25 km away or about half an hour drive from Kuala Lumpur, the capital of Malaysia and about one hour drive from Kuala Lumpur International Airport (KLIA).



MALAYSIAN TECHNICAL COOPERATION PROGRAMME MTCP 2021

Join our course:

LIVE VIDEO TECHNOLOGY FOR ONLINE TRAINING IN NEW NORM CODE: CM21PEME-01

Organised by:



Centre For Instructor And Advanced Skill Training (CIAST)
MALAYSIA

Date:

22-26 March 2021 (Region of Asia)
05-09 April 2021 (Region of Middle East)
31 May -04 June 2021 (Region of Africa)

Time:

Malaysia Time Zone (GMT +8)

Description and Course Outline

LIVE VIDEO TECHNOLOGY FOR ONLINE TRAINING IN NEW NORM

Live Video Technology For Online Training in New Norm is offered to technical trainers, vocational training managers, officers and lecturers of government institutions or departments. Course participants will be developed a working understanding of successful online teaching strategies that can apply in your own practice. Integrating online technologies into your teaching can be a challenging prospect, and it can be difficult to know how to approach it effectively for the benefit of both students and yourself. This course includes comprehensive theory, demonstration, daily activities as well as pre-test and post-test evaluation.

Target group

This course is developed for technical trainers, vocational training managers, officers, and lecturers of government institutions / departments related to the course being offered.

Course Methodologies

- ❖ Questionnaire survey for designing the course (2 weeks before)
- ❖ Fully online (web-based LMS and video conferencing)
- ❖ Lecture (Webinar);
- ❖ Presentation/ Demostartion (Webinar);
- ❖ Assignments/ Quizzes.

Hardware and System Requirements

- ❖ **Operating System:** Windows 10; MacOS X.
- ❖ **Hardware:** Minimum 4GB RAM, 10 GB of free disk space.
- ❖ **Internet Speed:** The optimum speed for hosts and attendees who want to share microphones, web cams, desktops, and presentations is 10Mbps+. If possible, a wired connection is much more stable and will help prevent dropped connections and interference.
- ❖ **Browser (one of the following):** Google Chrome, Microsoft Internet Explorer, Apple Safari, Mozilla Firefox.
Note: JavaScript and cookies must be enabled to allow you to properly use the e-platform.

Softwares

- ❖ Adobe Acrobat reader is required to view the PDF files.
- ❖ Microsoft Office (Windows or Apple version) or Open Office



1 Why Online Teaching Important

2 Planning Online Learning'

3 Online Learning Activities

4 Presentation