



# **【Online】 Knowledge Co-Creation Program (Country Focus)**

## **General Information On**

**LEP2.0 Leadership Development Program for Middle  
Management Level (Managers)  
国別研修「マレーシア LEP2.0 中間管理職のための指導教育」  
JFY 2021  
NO. 202003798J001  
Course Period : From February 16, 2022 to March 8, 2022**

This information pertains to one of the JICA Knowledge Co-Creation Programs (Group & Region Focus) of the Japan International Cooperation Agency (JICA) implemented as part of the Official Development Assistance of the Government of Japan based on bilateral agreement between both Governments.

### **JICA Knowledge Co-Creation Program (KCCP)**

The Japanese Cabinet released the Development Cooperation Charter in February 2015, which stated, *“In its development cooperation, Japan has maintained the spirit of jointly creating things that suit partner countries while respecting ownership, intentions and intrinsic characteristics of the country concerned based on a field-oriented approach through dialogue and collaboration. It has also maintained the approach of building reciprocal relationships with developing countries in which both sides learn from each other and grow and develop together.”* JICA believes that this ‘Knowledge Co-Creation Program’ will serve as a foundation of mutual learning process.

# **I. Concept**

## **Background**

Since the launched of Malaysia Look East Policy Program by the Government of Malaysia in the late 1981, it has served as an important vehicle for Malaysians to learn a successful Japanese model and adapting them to Malaysian needs. Education and training program were initiated under the Look East Policy Program (LEP) sponsored by Public Service Department (JPA) and Executive Management Seminar (EMS), and the earlier edition of managerial training program was conducted from 1997 to 2005 with the cost shared by both Governments.

The implementation of the program continued from 2006 to 2015 under the Economic Partnership Program (EPP) with some revisions and upgrades of contents after the Japan Malaysia Economic Partnership Agreement (JMEPA) was signed and ratified by both Japan and Malaysia Governments in 2006.

As the LEP approached its 30th Anniversary, a decision was made to reevaluate and update the concept of the LEP to better reflect Malaysia's current needs. The second wave of LEP, also known as LEP2.0 was announced during the ASEAN-Japan Commemorative Summit in 2013, and both country leaders reiterated the significant contribution of LEP, particularly on human resource development. As a result, LEP2.0 Training Program, a new cost sharing training program in line with Malaysia's Economic Transformation Program was launched based upon the accomplishment of the EPP and it has been continuing since then.

## **For what?**

This program aims to enhance the capability and competence of middle management officers including decision making and communication skills to enable them to play their role as a middle management officer in respective organization.

## **For whom?**

This program is designed for middle management officers in central and local governments.

## **How?**

Participants shall have opportunities to gain knowledge of management skills carried out by both government and private enterprises in Japan and understand recent situation of human resource development and policy making by Japanese government. Participants are supposed to examine what to be done at each of their organization by learning from the above knowledge and adapting them to the Malaysian needs

## **Sustainable Development Goals (SDGs)**

The United Nations Sustainable Development Goals (SDGs) of the 2030 Agenda for

Sustainable Development were adopted by world leaders in September 2015 and call for action by all countries. As a development cooperation agency, JICA is committed to achieving the SDGs. This program, which aims to enhance the capability and competence of middle management officers, especially indirectly contributes to realizing the goal 16.



## II. Description

1. **Title (Course-No.):**  
LEP2.0 Leadership Development Program for Middle Management Level (Managers) (202003798J001)
2. **Course Period**  
February 16, 2022 to March 8, 2022
3. **Target Regions or Countries**  
Malaysia
4. **Eligible / Target Organization**  
Central or Local Government
5. **Course Capacity (Upper limit of Participants)**  
20 participants
6. **Language:** English
7. **Course Objective:**  
To enhance the capability and competence of middle management officers including decision making and communication skills to enable them to play their role as a middle management officer in respective organization.
8. **Output and Contents:**  
This program consists of the following components. Details on each component are given below:

Expected Module Output	Subjects/ Agendas	Methodology
<b>(1) Understanding the current situations and issue in their organizations</b>	♦ Identifying participant's issues as a middle management level officer at current department	♦ Self-analysis ♦ Submission of Preliminary Report ♦ Presentation ♦ Group discussion

<b>(2) Understanding the organizational and business management skills carried out by private enterprises and human resource development, its system and policymaking by Japanese Government</b>	<ul style="list-style-type: none"> <li>◆ Organizational and business management of Japanese enterprises</li> <li>◆ The role of managerial staff</li> <li>◆ Management skill</li> <li>◆ KAIZEN Activities</li> <li>◆ Human resource management</li> <li>◆ Mission and role of the public officer</li> <li>◆ Work ethics</li> <li>◆ Exchange of opinions with Japanese government officials</li> </ul>	<ul style="list-style-type: none"> <li>◆ Lectures</li> <li>◆ Site visits</li> <li>◆ Discussion</li> </ul>
<b>(3) Making action plan to be taken for the issues they set at the beginning of the course with knowledge gained from this training program.</b>	<ul style="list-style-type: none"> <li>◆ Sum up the learning from the program</li> <li>◆ Preparation of Action Plan</li> <li>◆ Presentation of Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>◆ Self-analysis</li> <li>◆ Group discussion</li> <li>◆ Presentation</li> <li>◆ Submission of the Action Plan</li> </ul>

\*As you are supposed to attend online lectures and discussions, 2 site visits and write 1 report during the program and it would be full-day program from 16 February to 8 March, you are responsible for time management. Please make sure that you discuss this with your supervisor in your organization, so that you have enough time to focus on your course work.

### ***III. Eligibility and Procedures***

#### **1. Expectations for the Applying Organizations:**

- (1) This course is designed primarily for organizations that intend to address specific issues or problems identified in their operation. Applying organizations are expected to utilize the program for those specific purposes.
- (2) This course is enriched with contents and facilitation schemes specially developed in collaboration with relevant prominent organizations in Japan. These special features enable the course to meet specific requirements of applying organizations and effectively facilitate them toward solutions for the issues and problems.

## **2. Nominee Qualifications:**

Applying Organizations are expected to select nominees who meet the following qualifications.

### **(1) Essential Qualifications:**

**1) Current Duties:** Officers at middle management level at central and local government

**2) Experience in the Relevant Field:** At least 10 years' experience

**3) Educational Background:** A graduate of university (Bachelor degree or above).

**4) Language Proficiency:** participants should be competent at speaking and writing English, which is equal to TOEFL iBT 100 or more (This program includes active participation in discussions, which requires high competence in English).

### **5) Technical Requirements for the Online Course (Computer)**

Technology Proficiency:

- Basic computer skills such as, sending/receiving email with attachments, and using a web browser.
- The course will be delivered using Google workspace (cloud storage and online meeting). The ability to be self-directed in learning new technology skills are required.

Internet Connection:

- High Speed Broadband Connection (at least 2Mbps).

\* Internet access charge incurred for this course shall be borne by you if you take the program at home or your organization if you take at your office.

Hardware (Minimum Requirement):

- Regular access to a computer, either from your home or from your office.
- Operating System: Windows or Mac OS (Updated version is preferred).
- Processor: Intel Core 2 Duo or higher; 2GHz or higher
- Memory: 4GB of RAM or higher
- Hard Drive Space: 5GB free disk space
- Browser: Google Chrome is preferred browser. (Edge, Firefox, Safari can be used)
- Others: Webcam Microphone, and Audio output Device (Speaker or Headset)

**6) Health:** Must be in good health to participate in the program.

**7) Attendance Requirement:** Participation in online program is an essential requirement for the completion of the course.

**(2) Recommendable Qualifications:**

- 1) Expectations for the Participants: Civil servants who have the potentials to play a greater role in the governance of the country and in the states.
- 2) Age: between the ages of forty (40) and fifty three (53)
- 3) Gender Consideration: JICA promotes gender equality. Women are encouraged to apply for the Program.

**3. Required Documents for Application:**

**(1) Application Form:** The Application Form is available at **the JICA overseas office (or the Embassy of Japan)**.

**(2) Photocopy of Passport or ID:**

Photocopy should include Name, Date of Birth, Nationality, Sex, Passport number and Expire date. (If you do not have a passport, provide a valid identification documents with you name and date of birth)

**(3) English Score Sheet (photocopy):** It should be submitted with the Application Form, if you have any official documentation of English ability (e.g., TOEFL, TOEIC, IELTS).

**(4) Preliminary Report:** it needs to be submitted with the Application Form.

In the report, please chose one of the following themes and write about issues identified at your organization within one page (word A4).

- Improvement of civil service system
- Civil service ethics (prevention of corruption)
- Strengthening of project management capabilities and human development

\*We will assign participants into three groups at the time of issue analysis and action plan preparation depending on the themes you choose. (We may possibly assign some of the participants to different theme groups that they do not choose to make the number of participants in the groups balanced.

**4. Procedures for Application and Selection :**

**(1) Submission of the Application Documents:**

Closing date for applications: **Please confirm the local deadline with the JICA overseas office (or the Embassy of Japan).**

(All required material must arrive at **JICA Center in Japan by January 7, 2022**)

**(2) Selection:**

Primary screening is conducted at JICA office (or the embassy of Japan) after receiving official documents from your government. JICA Center will consult with concerned organizations in Japan in the process of final selection. Applying organizations with the best intentions to utilize the opportunity will be highly valued.

The Government of Japan will examine applicants who belong to the military or other military-related organizations and/or who are enlisted in the military, taking into consideration of their duties, positions in the organization, and other relevant information in a comprehensive manner to be consistent with the Development Cooperation Charter of Japan.

**(3) Notice of Acceptance:**

The JICA overseas office (or the Embassy of Japan) will notify the results **no later than January 17, 2022.**

**5. Additional Document to be submitted by accepted participants:**

Only accepted participants need to do an additional task until **February 1, 2022.**

We will inform you of the details at the time of notice of acceptance

**6. Conditions for Attendance:**

The Participants of KCCP are required

- (1)** to strictly observe the course schedule
- (2)** not to change the program topics
- (3)** not to record or share the online contents without JICA's permission



## IV. Administrative Arrangements

### 1. Organizer (JICA Center in Japan):

(1)Center: JICA Kansai Center (JICA Kansai)

(2)Programme Officer:

Ms. MURAKAMI Masako ([Murakami.Masako@jica.go.jp](mailto:Murakami.Masako@jica.go.jp)) and

Ms. KONO Yukiko ([Kono.Yukiko@jica.go.jp](mailto:Kono.Yukiko@jica.go.jp))

### 2. Implementing Partner:

(1)Name: Japan International Cooperation Center

(2)URL: <https://www.jice.org/en/index.html>

### 3. Pre-departure Orientation

\*YouTube of “Knowledge Co-Creation Program and Life in Japan” and “Introduction of JICA Center” are viewable from the link below.

Part I: Knowledge Co-Creation Program and Life in Japan	
English ver.	<a href="https://www.youtube.com/watch?v=SLurfKugrEw">https://www.youtube.com/watch?v=SLurfKugrEw</a>
Part II: Introduction of JICA Centers in Japan	
JICA Kansai	<a href="https://www.jica.go.jp/kansai/english/office/index.html">https://www.jica.go.jp/kansai/english/office/index.html</a>

## V. Other Information

1. Participants who have successfully completed the program will be awarded a certificate by JICA.

## **For Your Reference**

### **JICA and Capacity Development**

Technical cooperation is people-to-people cooperation that supports partner countries in enhancing their comprehensive capacities to address development challenges by their own efforts. Instead of applying Japanese technology per se to partner countries, JICA's technical cooperation provides solutions that best fit their needs by working with people living there. In the process, consideration is given to factors such as their regional characteristics, historical background, and languages. JICA does not limit its technical cooperation to human resources development; it offers multi-tiered assistance that also involves organizational strengthening, policy formulation, and institution building.

Implementation methods of JICA's technical cooperation can be divided into two approaches. One is overseas cooperation by dispatching experts and volunteers in various development sectors to partner countries; the other is domestic cooperation by inviting participants from developing countries to Japan. The latter method is the Knowledge Co-Creation Program, formerly called Training Program, and it is one of the core programs carried out in Japan. By inviting officials from partner countries and with cooperation from domestic partners, the Knowledge Co-Creation Program provides technical knowledge and practical solutions for development issues in participating countries.

The Knowledge Co-Creation Program (Group & Region Focus) has long occupied an important place in JICA operations. About 400 pre-organized courses cover a wide range of professional fields, ranging from education, health, infrastructure, energy, trade and finance, to agriculture, rural development, gender mainstreaming, and environmental protection. A variety of programs is being customized by the different target organizations to address the specific needs, such as policy-making organizations, service provision organizations, as well as research and academic institutions. Some programs are organized to target a certain group of countries with similar developmental challenges.

### **Japanese Development Experience**

Japan, as the first non-Western nation to become a developed country, built itself into a country that is free, peaceful, prosperous and democratic while preserving its tradition. Japan will serve as one of the best examples for our partner countries to follow in their own development.

From engineering technology to production management methods, most of the know-how that has enabled Japan to become what it is today has emanated, of course, has been accompanied by countless failures and errors behind the success stories.

Through Japan's progressive adaptation and application of systems, methods and technologies from the West in a way that is suited to its own circumstances, Japan has developed a storehouse of knowledge not found elsewhere from unique systems of

organization, administration and personnel management to such social systems as the livelihood improvement approach and governmental organization. It is not easy to apply such experiences to other countries where the circumstances differ, but the experiences can provide ideas and clues useful when devising measures to solve problems.

JICA, therefore, would like to invite as many leaders of partner countries as possible to come and visit us, to mingle with the Japanese people, and witness the advantages as well as the disadvantages of Japanese systems, so that integration of their findings might help them reach their developmental objectives.



***CORRESPONDENCE***

For enquiries and further information, please contact the JICA office or Embassy of Japan. Further, address correspondence to:

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