

**KURIKULUM KURSUS TAHAP KECEKAPAN
BAGI PEGAWAI KEBUDAYAAN GRED B51/ B52/B53, PEREKA B51/52/53, AHLI
MUZIK B51/52/53, PEGAWAI EHWAL EKONOMI E51/52/53, PEGAWAI TADBIR
N51/52/53, PEGAWAI ARKIB S51/52/53, KURATOR S51/52/53 DAN PUSTAKAWAN
S51/52/53
TK5 (KURSUS)**

1. MATLAMAT KURSUS

- (a) Menilai pengetahuan, daya kepimpinan, serta kebolehan pegawai menggerakkan kerja berpasukan ke arah mencapai objektif dan kecemerlangan organisasi.

2. TUJUAN KURSUS

- (a) Menilai kompetensi pegawai bagi memenuhi salah satu syarat untuk dipertimbangkan bagi Anjakan Gaji dan/atau Kenaikan Pangkat di Tahap Kecekapan 5;
- (b) Untuk memantapkan daya kepimpinan dan memberi peluang pegawai menyerlahkan potensi, kebolehan dan keupayaan sebagai peneraju organisasi; dan
- (c) Untuk memantapkan pegawai dalam bidang pengetahuan dan kemahiran umum dan khusus serta nilai-nilai peribadi supaya dapat memimpin di samping membimbing beberapa pasukan kerja / fungsi organisasi.

3. PEGAWAI YANG LAYAK MENGIKUTI KURSUS

Pegawai Kebudayaan Gred B51/ B52/B53, Pereka B51/B52/B53, Ahli Muzik B51/B52/B53, Pegawai Ehwil Ekonomi E51/E52/E53, Pegawai Tadbir N51/N52/N53, Pegawai Arkib S51/S52/S53, Kurator S51/S52/S53 dan Pustakawan S51/S52/S53 yang menyandang jawatan secara hakiki.

4. KOMPETENSI

- a) Kebolehan mengurus dan mengawal sumber;
- b) Kebolehan merancang dan mengawal aktiviti pemasaran;
- c) Kebolehan berfikir secara kritikal, strategik dan kreatif;
- d) Kebolehan berunding secara berkesan;
- e) Kebolehan berkomunikasi secara berkesan;
- f) Kebolehan mengurus organisasi secara berkesan;
- g) Kebolehan menyelaras amalan dengan prinsip;
- h) Kebolehan memimpin, memberi tunjuk ajar dan *align* pasukan kerja ke arah mencapai visi, misi dan objektif organisasi;
- i) Kebolehan membuat keputusan dengan berkesan;
- j) Kebolehan menjalin *network* yang relevan dan berfaedah bagi membantu pencapaian objektif organisasi;

5. MODUL KURSUS

- (a) Kepimpinan dalam pengurusan organisasi (*Leadership in organisation management*);
- (b) *Emotional Quotient (EQ)*;
- (c) Pengurusan dan kawalan sumber ;
- (d) Pengurusan perubahan dan konflik (*Conflict and Change Management*);
- (e) Kemahiran komunikasi dan perundingan (*Communication and Negotiation Skill*);
- (f) Pemikiran strategik (*Strategic Management*);
- (g) Pengurusan Masa (*Time Management*);
- (h) Pengurusan Ilmu (*Knowledge Management*); dan
- (i) Pengekalan Warisan Negara

6. TEMPOH KURSUS

Sepuluh hari (10) hari

7. PENDEKATAN KURSUS

- (a) Ceramah
- (b) Kertas Tugas Individu
- (c) Persembahan Individu
- (d) Kertas Tugas Kumpulan
- (e) Persembahan Kumpulan
- (f) Pengucapan awam
- (g) Kajian Kes
- (h) Ulasan buku (lisan)
- (i) Ujian

8. PENILAIAN KURSUS

8.1 Penilaian adalah berasaskan kepada:

- a) Ujian; merangkumi Kompetensi Umum
- b) Penilaian Semasa kursus merangkumi pengucapan awam, kertas tugas individu, kertas tugas kumpulan, kajian kes, ulasan buku, penilaian personaliti, kemahiran persembahan individu dan persembahan kumpulan

8.2 Bagi tujuan penilaian, pegawai diwajibkan untuk menghadiri kuliah yang kandungannya boleh membantu pegawai dalam menghadapi ujian dan penilaian. Tajuk-tajuk kuliah adalah seperti di perenggan 5 di atas.

8.3 Komponen penilaian adalah meliputi:

a)	Ujian bertulis	:	20 %
b)	Penilaian	:	80 %
	i) Tugas		
	• Kertas Tugas Individu (BM)	:	15%
	• Persembahan Individu(BM)	:	5%
	• Kertas Tugas Individu (BI)	:	20%
	• Kertas Tugas Kumpulan(BI)	:	15%
	• Persembahan Kumpulan(BI)	:	20%
	• Pengucapan Awam(BM)	:	7.5%
	• Pengucapan Awam (BI)	:	7.5%
	ii) Personaliti / Sikap Peserta		
	• Panel Penilaian	:	7%
	• Penilaian Urusetia	:	3%

8.4 Ujian Bertulis adalah seperti berikut:

8.4.1 Pelaksanaan ujian

a) Ujian mengandungi lapan (8) soalan. Setiap calon dikehendaki menjawab empat (4) soalan. Ujian adalah berbentuk *open book* dan *open ended*.

(b) Masa Ujian : 3 jam

8.4.2 Ujian Bertulis adalah berasaskan kepada modul kursus seperti di perenggan (5) di atas.

8.5 Penilaian

8.5.1 Kertas Tugas Individu

Kertas tugas individu adalah mengenai bidang perkhidmatan pegawai. Kertas tersebut hendaklah disediakan oleh pegawai sendiri secara komprehensif berdasarkan kepada tajuk-tajuk yang disediakan oleh urusetia. Kertas tugas hendaklah diserahkan selewat-lewatnya 2 minggu selepas tamat kursus. Kegagalan mengemukakan kertas tugas dalam tempoh yang ditetapkan akan dianggap gagal.

8.5.2 Persembahan Individu

Pegawai akan diminta untuk membuat persembahan kertas tugas di hadapan Panel Penilaian secara individu dalam tempoh 10-15 minit.

8.5.3 Kertas Tugas Kumpulan

Kertas tugas kumpulan adalah mengenai tajuk umum yang ditetapkan oleh penganjur. Kertas tugas perlu disediakan secara berkumpulan dan diserahkan 2 minggu selepas tamat kursus.

8.5.4 Persembahan Kumpulan

Persembahan kumpulan adalah hasil perbincangan kumpulan berdasarkan tajuk-tajuk yang disediakan oleh penganjur. Persembahan adalah dalam tempoh 15-20 minit.

8.5.5 Perbincangan Kumpulan

Penilaian akan dibuat semasa sesi perbincangan kumpulan berdasarkan tajuk yang disediakan. Sesi perbincangan akan diadakan di hadapan Panel Penilai.

8.5.6 Pengucapan Awam

Pegawai dikehendaki membuat pengucapan awam di hadapan Panel Penilaian dalam Bahasa Malaysia dan Bahasa Inggeris (masing-masing dalam tempoh 10 minit) berdasarkan tajuk-tajuk yang disediakan oleh pihak penganjur.

8.5.7 Penilaian Personaliti

Penilaian personaliti dilaksanakan bertujuan untuk menilai ciri-ciri penampilan diri, tatakelakuan, potensi kepimpinan, kematangan berkomunikasi, kematangan idea, penggerak kumpulan dan keyakinan diri.

9. BAHAN RUJUKAN

- i. Nilai Dan Etika Dalam Perkhidmatan Awam – INTAN
- ii. Penyelesaian Berkesan - Utusan Publications & Distributors Sdn. Bhd.
- iii. Pengurusan Masa Kini - Utusan Publications & Distributors Sdn. Bhd.
- iv. *Common-Sense Time Management Personal Success* - S.Abdul Majeed & Co. (*Publishing Division*)
- v. *How to Motivate People - Australian Business Library*
- vi. Pengurusan Masa Peribadi - Penerbitan Pelangi Sdn. Bhd.
- vii. Anda Perancang Kejayaan - Penerbitan Saiful Azanis
- viii. Motivasi dan Pembangunan Diri - Utusan Publications & Distributors Sdn.Bhd
- ix. Akta Pertubuhan 1966
- x. Pengurusan Kewangan dan Pentadbiran
- xi. Pengurusan Strategik
- xii. Komunikasi Antara Budaya – DBP
- xiii. *The Effective Communicator* - Pelanduk Publications
- xiv. *Success For Everyone* - Pelanduk Publications
- xv. Pengucapan Awam
- xvi. Komunikasi Berkesan
- xvii. Perhubungan Awam
- xviii. *Management And The Arts* - Focal Press, Boston, London.
- xix. *The Marketing Plan – Third Edition (How To Prepare And Implement It)* - AMACOM – American Management Association

- xx. Nota-nota kursus yang disediakan oleh pihak urus setia
- xxi. Alat Muzik Tradisional Dalam Masyarakat Melayu Di Malaysia
- xxii. Pembangunan Kebudayaan Untuk Pembinaan Negara dan Bangsa
- xxiii. Pemuliharaan Buku dan Manuskrip – DBP
- xxiv. Bebaskan Kreativiti Anda
- xxv. Falsafah dan Seni Kreatif Melayu – DBP
- xxvi. *Cultures In Contact*
- xxvii. Teater Tradisional Melayu (Buku Satu)
- xxviii. Metodologi Penyelidikan
- xxix. Pemikiran Kreatif

MANAGING CHANGE

1. Al-Talib, Hashim (1991). *Training guide for Islamic workers*. Herndon, Virginia: *The International Institute of Islamic Thought*
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11. Jick, Todd D. (2003). *Managing change: cases and concepts*. Second edition. Boston: *McGraw-Hill*.
12. Beckhard, Richard (1985). *Managing change in organization: participant's workbook*. Canada: *Addison-Wesley Publishing*.
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8. Nanus, Burt. (1992). *Visionary Leadership: Creating a compelling sense of direction for your organization*. San Francisco: Jossey-Bass Publishers.
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11. Pincus, J. David (1994). *Top dog: A different kind of book about becoming an excellent leader*. New York: McGraw-Hill Inc.
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3. De Bono, Edward. (1993). *Serious creativity*. Fontana: London.
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