

2019



PROGRAMME SCHEDULE

28th Executive Development Programme for Middle Management Officer (EDPMMO)



UNIVERSITI ISLAM SULTAN SHARIF ALI

Program Objective

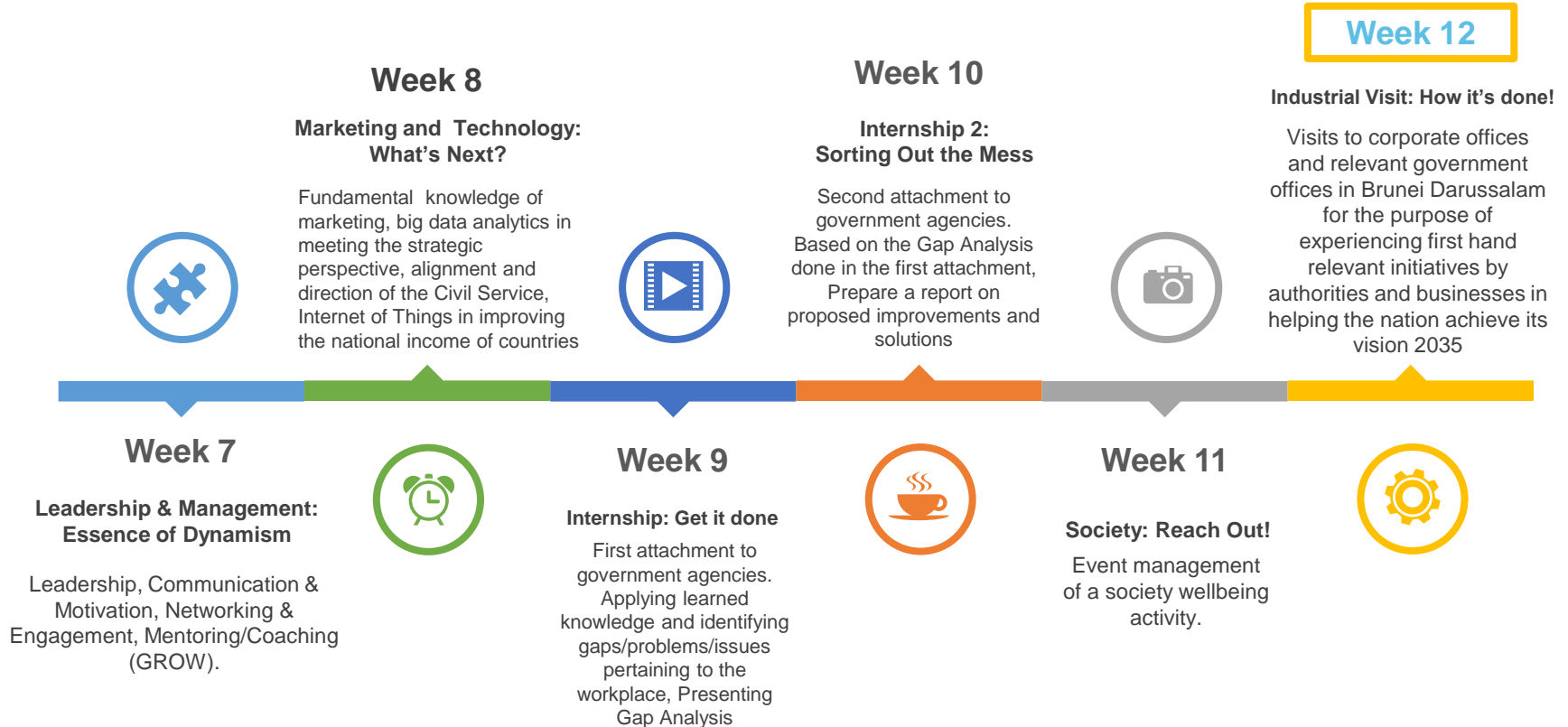


Program Outline:

The program will be carried out in 12 weeks total (5days a week). Each of the week will have its own theme.



Executive Development Program Overview



PROGRAMME ASSESSMENTS

At the end of this programme participants will be assessed through:

1. Modules Assessment (Individual & Group)
2. Development of Personal Policy Portfolio (Individual)
3. Internship
4. Social Outreach Project



Overall Assessments

How do we grade them?

There are 4 parts in the total overall assessment for the participants:

1. Individual Modules Assessments (40%)
2. Development of 2 policy papers (30%)
3. Internship feedback (20%)
4. Social Outreach Project (10%)

Modules Assessment

Participants will be assessed at the end of every module through various assessment methods which will be briefed to the participants by the facilitators.

40%

Development of 2 Policy Papers

Each Participant will be given the task to propose and develop 2 policy papers which will bring benefit to the civil service and nation. The Participants will be guided throughout the process of development by qualified supervisors

30%

Internship

The participants will be evaluated by their supervisors on specific criteria while undergoing their 2 weeks of internship. They are also expected to carry out a gap analysis and present a report to be evaluated by appointed supervisors.

20%

Social Outreach Project

In week 10 the participants will be divided into groups that will plan, organize and execute one social outreach project. They will be evaluated by the feedbacks gathered as well as a report presentation that will be evaluated by appointed supervisors

10%

Overall Grading

Each of the participants will be graded as such:

- Excellent (86-100%)
- Good (70-85%)
- Fair (60-69%)
- Below Par (50-59%)
- Fail (<50%)

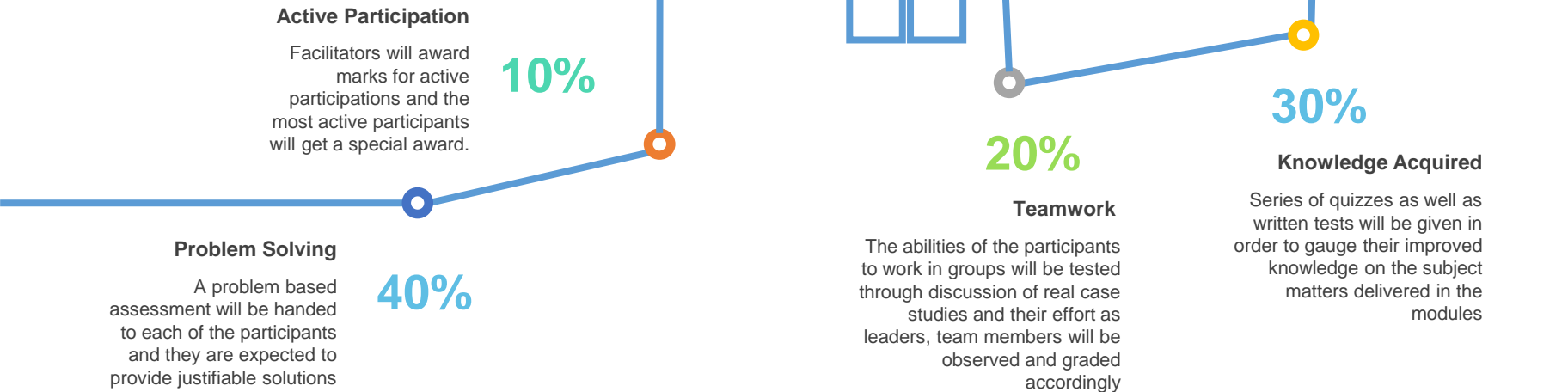
100%



Individual Modules Assessments

How do we grade them?

Upon completion of each of the week, participants will be assessed through various assessment methods that include their active participation, problem solving skills, teamwork, leadership and knowledge attain from each of the module.





2 Policy Papers Portfolios

At the end of the EDP, Participants are required to produce 2 policy papers on critical areas within the scope of their individual departments. The policy papers should highlight the following:

1. Issues pertaining the area of interest
2. Current policies that are associated with the area of interest
3. Current background and empirical evidences
4. Gap Analysis
5. Review of plausible solutions
6. Conclusion and recommendations
7. Reference

Participants' Policy Papers will be grade using a report style rubric that will assess the quality of the paper produced by each of the participants.



Policy Portfolio Grading Rubrics



CATEGORY	MARKS				Weightage
	4	3	2	1	
Introduction	*exceptional introduction that grabs interest of reader and states topic. **thesis is exceptionally clear, arguable, well-developed, and a definitive statement.	*proficient introduction that is interesting and states topic. **thesis is clear and arguable statement of position.	*basic introduction that states topic but lacks interest.**thesis is somewhat clear and arguable.	*weak or no introduction of topic.**paper's purpose is unclear/thesis is weak or missing.	10%
Quality of Information/ Evidence	*paper is exceptionally researched, extremely detailed, and historically accurate. **information clearly relates to the thesis.	*information relates to the main topic. **paper is well-researched in detail and from a variety of sources.	*information relates to the main topic, few details and/or examples are given. **shows a limited variety of sources.	*information has little or nothing to do with the thesis. **information has weak or no connection to the thesis.	35%
Analysis	*exceptionally critical, relevant and consistent connections made between evidence and the gap. **excellent analysis.	*consistent connections made between evidence and the gap; **good analysis.	*some connections made between evidence and the gap. **some analysis.	*limited or no connections made between evidence and the gap; **lack of analysis.	35%
Organization of the Report	*exceptionally clear, logical, mature, and thorough development of report with excellent transitions between and within paragraphs.	*clear and logical order that supports report with good transitions between and within paragraphs.	*somewhat clear and logical development with basic transitions between and within paragraphs.	*lacks development of ideas with weak or no transitions between and within paragraphs.	10%
Conclusion	*excellent summary of topic with concluding ideas that impact reader. **introduces no new information.	*good summary of topic with clear concluding ideas. **introduces no new information.	*basic summary of topic with some final concluding ideas. **introduces no new information.	Lack of Summary in the report	10%



Internship Assessments

How do we grade them?

Upon completion of the 2 weeks of internship, participants will be evaluated through feedback form from the supervisor in the organization as well as through a gap analysis report prepared and presented to the evaluators from UNISSA.

Supervisor's Feedback

An evaluation form shall be addressed to the supervisors and there are specific criteria which the supervisors have to evaluate from. .

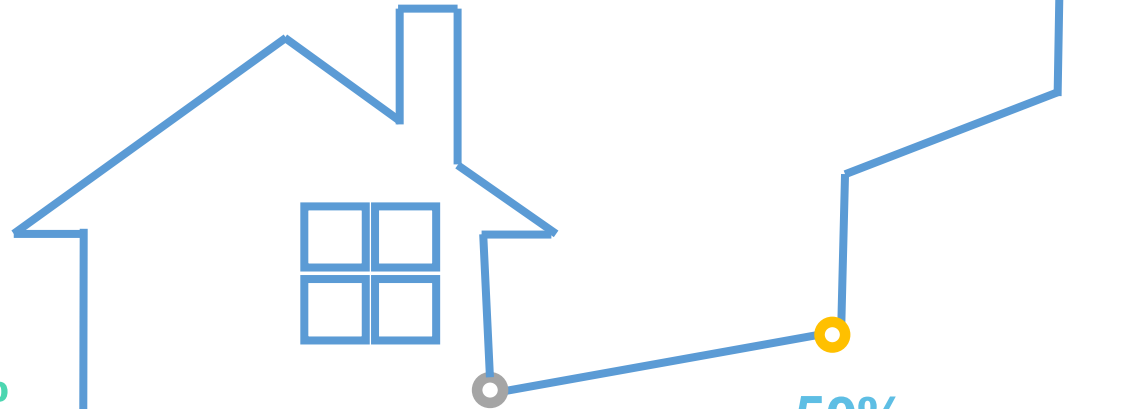
50%

50%

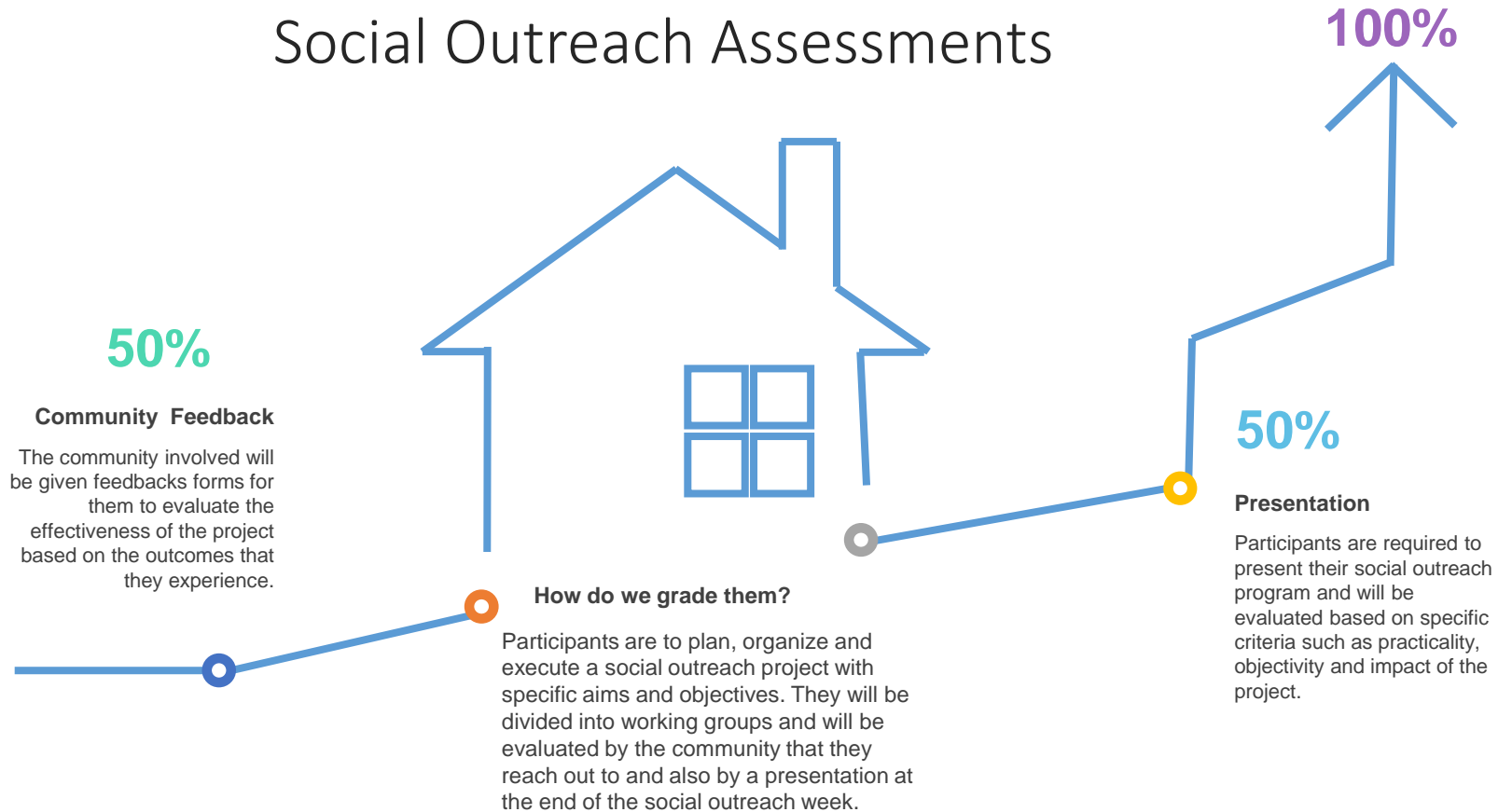
Gap Analysis Report

Participants are required to perform a proper and guided gap analysis to determine bottlenecks in the operations of the department that they are attached to. The report will be presented to supervisors at the end of the internship.

100%



Social Outreach Assessments



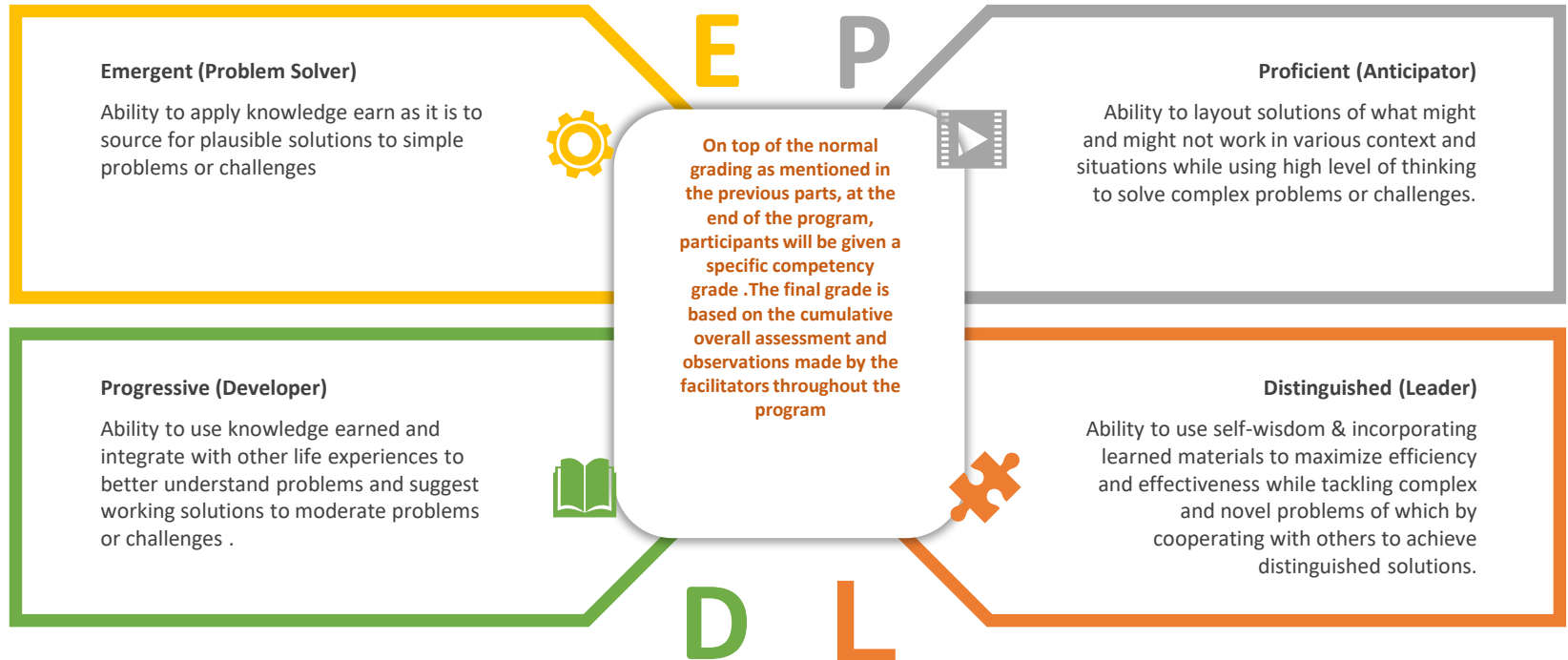
Social Outreach Grading Rubrics



CATEGORY	MARKS				Weightage
	4	3	2	1	
Planning	exceptionally clear, arguable, well-developed, and practical planning between team members	Acceptable, clear, well-developed, and practical planning between team members	somewhat clear, somewhat well-developed, and somewhat practical planning between team members	Weak planning and impractical	15%
Organization of Work	Task are exceptionally segregated to team members. Strength and weaknesses of team member are considered practically beforehand	Task are segregated to team members. Strength and weaknesses of team member are considered practically	Task are segregated to team members. Strength and weaknesses of team member are not considered	Ad-hoc organizing of activities and tasks with no clear roles for team members	15%
Impact/ Feedback	Exceptional impact to the target members of society getting 90% good feedback.	excellent impact to the target members of society getting 80-90% good feedback.	Considerable impact to the target members of society getting 60-80% good feedback.	*limited or no impact to targeted member of society with feedback marks of less than 60%	30%
Organization of the Report	*exceptionally clear, logical, mature, and thorough development of report with excellent transitions between and within paragraphs.	*clear and logical order that supports report with good transitions between and within paragraphs.	*somewhat clear and logical development with basic transitions between and within paragraphs.	*lacks development of ideas with weak or no transitions between and within paragraphs.	20%
Presentation	*excellent summary of topic with concluding ideas that impact reader. **introduces no new information.	*good summary of topic with clear concluding ideas. **introduces no new information.	*basic summary of topic with some final concluding ideas. **introduces no new information.	Lack of Summary in the report	20%



Overall Program Competency Grade



WEEK 1

BUCK UP: LOCK AND LOAD

Tues, 3rd Sept 2019

8.00 am – 12.00 pm
1.45 pm – 4.30 pm

Programme Briefing

Wed, 4th Sept 2019

8.00 am – 12.00 pm
1.45 pm – 4.30 pm

**OBBB:
Outward Bound
Brunei Darussalam**

Thu, 5th Sept 2019

8.00 am – 12.00 pm
1.45 pm – 4.30 pm

**OBBB:
Day 2**

Sat, 7th Sept 2019

8.00 am – 12.00 pm
1.45 pm – 4.30 pm

**Change Management
& Negotiation Skills**



WEEK 2

GOVERNANCE : CURRENT SHARI'AH – LEGAL DEVELOPMENT

Mon, 9 th Sept 2019	Tues, 10 th Sept 2019	Wed, 11 th Sept 2019	Thu, 12 th Sept 2019	Sat, 14 th Sept 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Brunei's Constitution/Concept and Objectives of Law and Shari'ah and Justice	Classification of Crimes and Maqasid Shari'ah	Legal & Shari'ah Prosecutors Talk	Remedies under Shari'ah and Law: Compared	Test and Problem Solving



WEEK 3

PUBLIC POLICY AND GOVERNANCE

Mon, 16 th Sept 2019	Tues, 17 th Sept 2019	Wed, 18 th Sept 2019	Thu, 19 th Sept 2019	Sat, 21 th Sept 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Public Governance and Reforms in Brunei	Public Sector Integrity	CEO Integrity Talk	Policy Development	Case Study: Policy Reforms Exercise



WEEK 4

ISLAMIC DEVELOPMENT / HISTORY

Mon, 23 th Sept 2019	Tues, 24 th Sept 2019	Wed, 25 th Sept 2019	Thu, 26 th Sept 2019	Sat, 28 th Sept 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Understanding Islamic Development	Principles of Islamic Development	Minister Talk	Islamic Development Index	Islamic Leadership, History and Civilization



WEEK 5

ECONOMIC

Mon, 30 th Sept 2019	Tues, 01 st Oct 2019	Wed, 02 nd Oct 2019	Thu, 03 rd Oct 2019	Sat, 05 th Oct 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Essence of Economics: Brunei	Islamic Economics Paradigm	Minister / CEO Talk : Brunei Economy	Money Banking & Proces	Assessment Day: Case Study Analysis



WEEK 6

FINANCE

Mon, 07 th Oct 2019	Tues, 08 th Oct 2019	Wed, 09 th Oct 2019	Thu, 10 th Oct 2019	Sat, 12 th Oct 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Bond & Equity Market	Islamic Finance in Brunei (CEO Talk)	Shariah Contracts for Islamic Financial Instruments	Finance (Ministry of Finance Talk)	Case Study Analysis/ Assessment Day



WEEK 7

LEADERSHIP AND MANAGEMENT

Mon, 14 th Oct 2019	Tues, 15 th Oct 2019	Wed, 16 th Oct 2019	Thu, 17 st Oct 2019	Sat, 19 nd Nov 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Leadership and Management	Ambassador Talk	Mentoring @ Work	Managing Teams	Case Study Analysis



WEEK 8

MARKETING AND TECHNOLOGY

Mon, 21 st Oct 2019	Tues, 22 nd Oct 2019	Wed, 23 rd Oct 2019	Thu, 24 th Oct 2019	Sat, 26 th Oct 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Principles of Marketing and Branding	Data Management and Big Data	Machine Learning	Internet of Things	Case Study Analysis



WEEK 9

INTERNSHIP 1

Mon, 28 th Oct 2019	Tues, 29 th Oct 2019	Wed, 30 th Oct 2019	Thu, 31 st Oct 2019	Sat, 2 nd Nov 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Get it Done	Get it Done	Get it Done	Get it Done	Get it Done



WEEK 10

INTERNSHIP 2

Mon, 4th Nov 2019

8.00 am – 12.00 pm
1.45 pm – 4.30 pm

**Sorting Out The
Mess**

Tues, 5th Nov 2019

8.00 am – 12.00 pm
1.45 pm – 4.30 pm

**Sorting Out The
Mess**

Wed, 6th Nov 2019

8.00 am – 12.00 pm
1.45 pm – 4.30 pm

**Sorting Out The
Mess**

Thu, 7th Nov 2019

8.00 am – 12.00 pm
1.45 pm – 4.30 pm

**Sorting Out The
Mess**



WEEK 11

SOCIETY

Mon, 11 th Nov 2019	Tues, 12 th Nov 2019	Wed, 13 th Nov 2019	Thu, 14 th Nov 2019	Sat, 16 th Nov 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Reach Out	Reach Out	Reach Out	Reach Out	Reach Out



WEEK 12

INDUSTRIAL VISITS

Mon, 18 th Nov 2019	Tues, 19 th Nov 2019	Wed, 20 th Nov 2019	Thu, 21 st Nov 2019	Sat, 23 rd Nov 2019
8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm	8.00 am – 12.00 pm 1.45 pm – 4.30 pm
Prime Ministry Office & Ministry of Youth Development	Ladang Koperasi Setia Kawan	DST & Presentation	Presentation	Presentation & Programme Closing



Pusat Kepimpinan dan Pembelajaran Sepanjang Hayat
Universiti Islam Sultan Sharif Ali
Simpang 347, Jalan Pasar Gadong, Gadong BE1310
Negara Brunei Darussalam

☎: 2462000 ext 202/204

✉: C4L@unissa.edu.bn

🖱: www.unissa.edu.bn

