Nama Pegawai : Pegawai Undang-Undang

Jawatan/Gred : **L54 dan ke atas**

Bahagian :

| **BIL.** | **KURSUS WAJIB / BIDANG PERUNDANGAN**  **(MUST KNOW)** | **KURSUS PILIHAN / BIDANG PERUNDANGAN**  **(SHOULD KNOW)** | **KURSUS BUKAN PERUNDANGAN**  **(NICE TO KNOW)** | **KURSUS CADANGAN** |
| --- | --- | --- | --- | --- |
| **1.** | **Bahagian Pendakwaan** | | | |
|  | 1. Kursus Kemahiran Pengurusan 2. Kursus Pengurusan Kewangan 3. Kursus *Advocacy Skills* 4. Kursus *Appellate Advocacy Skills* 5. Kursus Penyediaan Pendapat Undang-Undang (*Legal Opinion Writing*) 6. Kursus *Mutual Legal Assistance In Criminal Matters Act 2002 And Extradition Act* 7. Kursus Pindaan Kanun Tatacara Jenayah – Pemakaian | 1. Kursus Pendakwaan Kes Jenayah Perdagangan 2. Kursus Keterangan DNA 3. Kursus *Pre-Trial Preparation* 4. Kursus Pengendalian Kes *Habeas Corpus* 5. Kursus Pendakwaan Kes Jenayah Seksual 6. Kursus *Mutual Legal Assistance In Criminal Matters Act 2002* 7. Kursus Pengendalian Kes Harta Intelek (*Intellectual Property*) 8. Kursus Undang-Undang Siber 9. Kursus Penyediaan Pendapat Undang-Undang (*Legal Opinion Writing)* 10. Kursus Pendakwaan Efektif – Kes Jenayah Pemerdagangan 11. Akta Antipemerdagangan Orang Dan Antipenyeludupan Migran 2007 (ATIPSOM): Pengendalian Pendakwaan Kes Di Bawah Atipsom 2007 12. Kursus *Whistleblower Protection Act 2010 And Witness Protection Act 2009* 13. Kursus *Sedition Act 1948* 14. Kursus *Unlawful Assembly* 15. Kursus Undang-Undang Siber 16. Kursus Keterangan DNA | 1. *Strategic Planning & Management* 2. *Leadership* 3. *Interpersonal & Communication Skills* 4. *Managing People* 5. *Management Of Financial & Other Resources* 6. *Managerial Skills* 7. *Globalization And Its Effect* 8. *Law On Affidavit* 9. *Maritime Law* 10. Kursus Pengurusan Sumber Manusia 11. Kursus Perakaunan Dan Kewangan 12. *Stress Management* | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Fundamentals Of Managing People* 3. *Planning And Time Management* 4. *Social Etiquette* 5. *Employee Misdemeanour – The Legal Perspective* 6. *Finance & Cash Flow Management Skills* 7. *Enhancing Your Administration Skills* 8. *Organizational Structure And Human Resources Management* 9. *The Secrets Of Outstanding Leadership* |
| **2.** | **Bahagian Hal Ehwal Antarabangsa** | | | |
|  | 1. *Analysis And Application Of The Principles Of International Law* 2. *Strategy For International Negotiation Multilateral/ Regional/Bilateral* 3. *Leadership And Management Skills-People And Resources* 4. *Financial Management Including Preparation Of The Yearly Financial Budget For Unit Requirements* 5. *Preparatory Works For International Disputes/ Matters Before Any International Courts* 6. *Submission/Appearance Before International Courts/Tribunals/ Treaty Bodies* 7. *Research Skills For Legal, Historical And Other Relevant Areas Relating To International Matters* 8. *Introduction To Public International Law* 9. *Introduction To World Trade Organization (WTO)* 10. *Introduction To The Law Of The Sea* 11. *Introduction To Air Law* 12. *Introduction To International Criminal Law* 13. *Introduction To International Humanitarian Law (IHL)* 14. *Introduction To Human Rights Law* 15. *Negotiation Skills For Negotiating International Agreements Multilateral/Regional/ Bilateral* 16. *Opinion Writing* 17. *Introduction To Dispute Settlement Mechanisms* 18. *Computer Skills* | 1. *Time Management Course* 2. *How To Become A Better Leader-Lead And Guide* 3. *Introduction To Legislative Drafting* 4. *Interpersonal And Communication Skills* 5. *Bioethics* 6. *Research Methodologies* 7. *Mutual Legal Assistance In Criminal Matters* 8. *Extradition* | 1. *The Art Of Counseling* 2. *Grooming And Dining Etiquette* 3. *Foreign Language* 4. *Personal Financial Management* 5. *Work Ethics* 6. *Loyalty To Organization* | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Fundamentals Of Managing People* 3. *Planning And Time Management* 4. *Social Etiquette* 5. *Employee Misdemeanour  – The Legal Perspective* 6. *Enhancing Your Administration Skills* 7. *Organizational Structure And Human Resource Management* 8. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) |
| **3.** | **Bahagian Gubalan** | | | |
|  | 1. Kursus Gubalan Lanjutan 2. Kursus Kemahiran Pengurusan 3. Kursus Pengurusan Kewangan 4. Kursus Perlembagaan (Khusus) 5. Kursus Pengenalan Kepada Parlimen 6. Kursus Proses Dan Tatacara Parlimen 7. *Translating Policy Into Legislation* 8. *Regulatory Law Course* 9. Kursus Penterjemahan 10. Kursus Bahasa (Melayu Dan Inggeris) 11. Kursus Kepimpinan 12. Kursus Kemahiran Interpersonal Dan Komunikasi (*Course On Interpersonal And Communication Skills* ) 13. Kursus Perancangan Strategik | 1. Kursus Harta Intelek 2. Kursus Undang-Undang Siber 3. Kursus Teknologi Maklumat 4. Kursus Penyiasatan, Penguatkuasaan Dan Pendakwaan 5. Kursus Litigasi Sivil 6. Kursus Mengenai Undang-Undang Kewangan Dan Perbankan 7. Kursus Mengenai Undang-Undang Antarabangsa 8. Kursus Undang-Undang Syariah 9. Kursus Undang-Undang Tanah 10. Kursus Mengenai Hak Asasi 11. Kursus Mengenai Semakan Undang-Undang (*Course On Judicial Review*) 12. Kursus Peningkatan Diri 13. *Managing People* 14. Pemikiran Kreatif Dan Kritikal (*Creativity And Critical Thinking*) 15. Perancangan Dan Pengurusan Masa (*Planning And Time Management*) 16. Pengucapan Awam 17. *Training The Trainers* 18. Pewakilan Berkesan (*Effective Delegation*) | 1. *Strategic Planning* 2. *Leadership* 3. *Interpersonal & Communication Skills* 4. *Managing People The Art Of Counselling* 5. Penyelesaian Pertikaian Alternatif/ Pengantaraan (*Alternative Dispute Resolution/Mediation*) 6. Pengurusan Tekanan (*Stress Management*) 7. Pengurusan Kesihatan 8. Motivasi/ EQ – IQ – SQ 9. Etiket Sosial 10. Pengurusan Pejabat Maya (*Managing A Virtual Office*) | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Fundamentals Of Managing People* 3. *Planning And Time Management* 4. *Social Etiquette* 5. *Employee Misdemeanour  – The Legal Perspective* 6. *Finance & Cash Flow Management Skills* 7. *Enhancing Your Administration Skills* 8. *Organizational Structure And Human Resourcemanagement* 9. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) |
| **4.** | **Bahagian Penasihat** | | | |
|  | 1. Kursus Kemahiran Penyediaan Pendapat Undang-Undang 2. Kursus Kemahiran Perundingan Berkesan 3. Kursus Kemahiran Mengistinbat Hukum Syarak Dari Sumber- Sumber Pertama 4. Kursus Kaedah Mengharmoniskan Undang-Undang Syarak Dan Undang-Undang Sivil 5. Kursus Pengurusan Organisasi 6. Kursus Hak Asasi Dan Undang-Undang 7. Hubungan Antara Persekutuan Dan Negeri 8. Kursus Tafsiran Undang-Undang 9. Kursus Tatatertib, Surcaj Dan *Natural Justice* 10. Kursus Hak Harta Intelek 11. Kursus Undang-Undang Tanah 12. Kursus Akta Kontrak 1950, Akta Kontrak Kerajaan 1949 Dan Akta Tatacara Kewangan 1957 13. Kursus Akta Syarikat 1965 Dan Akta Komunikasi 14. Kursus Akta Multimedia 1998, Akta Jenayah Komputer 1997, Akta Kerajaan Elektronik 2007 Dan Akta Tandatangan Digital 1997 15. Kursus Menggubal Dan Menyemak Perjanjian Berkaitan Skop ICT/ Kontrak-Kontrak Kerajaan/ Penswastaan 16. Kursus Gubalan Undang-Undang (Lanjutan) 17. Kursus Peningkatan Pemahaman Mengenai Kedudukan Islam Di Malaysia Menurut Perlembagaan Persekutuan 18. Kursus Perlembagaan (Khusus) 19. Pengurusan Stres 20. *Analytical And Critical Thinking* | 1. Kursus Globalisasi Dan Kesannya Kepada Malaysia 2. Kursus Hak Harta Intelek 3. Kursus ICT Yang Berkaitan Dengan Penyampaian Perkhidmatan 4. Kursus Perkembangan Undang-Undang Terkini Berhubungan Dengan Alam Sekitar Dan Perdagangan 5. Kursus Jurispunden Islam Dan Konvensional 6. *Finance & Cash Flow Management Skills* 7. Kursus Berkaitan Perlembagaan Persekutuan, Arahan Perbendaharaan, Pekeliling Perbendaharaan, Arahan Teknologi Maklumat, Pekeliling Perkhidmatan 8. Kursus Muamalat, Kewangan Dan Perbankan Islam 9. Kursus Pentadbiran Undang-Undang Keluarga Islam Dan Sistem Kehakiman Syariah 10. Kursus Isu-Isu Syariah Semasa Berhubung Dengan Perlembagaan Persekutuan | 1. *Strategic Planning & Management* 2. *Leadership* 3. *Interpersonal & Communication Skills* 4. *Managing People* 5. Kursus Perancangan Strategik Dan Organisasi 6. *Planning And Time Management* 7. Etika Bekerja 8. *Advocacy Skills* 9. Kursus ICT Yang Berkaitan Dengan Penyampaian Perkhidmatan 10. Kursus Kemahiran Penyediaan Memorandum Jemaah Menteri 11. Kursus Pengurusan Dan Penyediaan Bajet | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Employee Misdemeanour  – The Legal Perspective* 3. *Enhancing Your Administration Skills* 4. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) 5. *Leadership and Management Skills – People and Resources* 6. *Strategic Planning & Management* |
| **5.** | **Bahagian Perbicaraan dan Rayuan** | | | |
|  | 1. Kursus Kemahiran Pengurusan 2. Kursus Pengurusan Kewangan 3. Kursus Pengurusan Personnel 4. Kursus Advanced *Trial And Appellate Advocacy Skills* | 1. Kursus Pendakwaan Kes Jenayah Perdagangan 2. Kursus Keterangan DNA 3. Kursus Pengendalian Kes *Habeas Corpus* 4. Kursus Pendakwaan Kes Jenayah Seksual 5. Kursus *Mutual Legal Assistance In Criminal Matters Act 2002* 6. Kursus Pengendalian Kes Harta Intelek (*Intellectual Property*) 7. Kursus Undang-Undang Siber 8. Kursus Penyediaan Pendapat Undang-Undang (*Legal Opinion Writing)* 9. Kursus Anti Pemerdagangangan Manusia 10. *Advanced Legal English* 11. *Effective Persuasion-Understanding Stategies Of Communication In A Court Room* 12. *Writing Effective Submission* | 1. *Strategic Planning & Management* 2. *Leadership* 3. *Interpersonal & Communication Skills* 4. *Managing People* 5. *Management Of Financial & Other Resources* 6. *Managerial Skills* 7. *Globalization And Itseffect* 8. *Law On Affidavit* 9. *Basic Legislative Drafting* 10. *Law On Treaties* 11. *Maritime Law* | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Fundamentals Of Managing People* 3. *Planning And Time Management* 4. *Social Etiquette* 5. *Employee Misdemeanour  – The Legal Perspective* 6. *Finance & Cash Flow Management Skills* 7. *Enhancing Your Administration Skills* 8. *Organizational Structure* 9. *And Human Resource Management* 10. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) |
| **6.** | **Bahagian Penyelidikan** | | | |
|  | 1. *Research Skills* 2. Perlembagaan 3. Perhubungan Antara Kerajaan Persekutuan Dan Kerajaan Negeri 4. Penyediaan Pendapat Undang-Undang ( *Legal Opinion Writing)* 5. Pengenalan Kepada Parlimen 6. Pengurusan Kewangan | 1. Jurispruden Islam Dan Konvensional 2. Keterangan DNA 3. Undang-Undang Tanah 4. Undang-Undang Amanah 5. Undang-Undang Komital 6. *The Twenty Points; The History And Effect* 7. Penyediaan Bajet 8. *Alternative Dispute Resolution – Negotiation Mediation Or Arbitration* 9. *Analysis And Application Of The Principles Of International Law* 10. *Introduction To Public International Law, The Law Of The Sea, Air Law* 11. *International Criminal Law, Humanitarian Law (IHL), Human Rights Law, World Trade Organisation (WTO)* 12. *Introduction To Legislative Drafting* 13. *Law On Treaties* 14. *Parliamentary Processes & Procedure* 15. *Advocacy Skills* | 1. *Strategic Planning & Management* 2. *Leadership* 3. *French Language* 4. *Arabic Language* 5. Penyediaan Bajet 6. *Interpersonal & Communication Skills* 7. *Managing People* 8. *Computer Skills* 9. *How To Become A Better Leader – Lead And Guide* 10. Kemahiran Pengurusan 11. *Research Skills For Historical And Other Relevant Areas Relating To International Matters* 12. *Writing Skills* | 1. *Stress Management* 2. *Formulation Of National And Foreign Policies* |
| **7.** | **Bahagian Guaman** | | | |
|  | 1. Kursus Kemahiran Kepeguaman Di Peringkat Rayuan 2. Kursus Pengurusan Kewangan 3. Kursus Pentadbiran Dan Pengurusan Organisasi 4. Kursus Perlembagaan (Khusus) 5. Kursus Mengenai Hak Asasi Manusia 6. Kursus Perancangan Strategik 7. Kursus Pemikiran Kreatif, Inovatif, Analitikal Dan Kritikal 8. Kursus *Comparative Jurisdictions* | 1. Kursus Teknik Penghujahan Berkesan 2. Kursus Perhubungan Antara Kerajaan Persekutuan Dan Kerajaan Negeri 3. Kursus Penyediaan Bajet 4. Kursus Kepimpinan 5. Kursus Undang-Undang Tanah 6. Kursus Undang-Undang Amanah 7. Kursus Undang-Undang Fitnah 8. Kursus Undang-Undang Komital 9. Kursus Undang-Undang Injuksi 10. Kursus Kewajipan Dan Kuasa Statutori Di Rang Undang-Undang Sivil 11. Kursus Undang-Undang Pentadbiran 12. Kursus Undang-Undang Kewangan Awam 13. *Negotiation Skills* | 1. *Accountability* 2. *Change Management* 3. *Teambuilding* 4. *Interpersonal & Communication Skills/ Interpersonal Skills Through “HORENSO”* 5. *Motivational Skills* 6. *Managing People And Delegation* 7. *Negotiation Skills* 8. *Networking* 9. *Ocean Blue Strategy* 10. *Lateral Thinking – Edward De Bono* 11. *Problem Solving Decision Making Process* | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Planning And Time Management* 3. *Social Etiquette* 4. *Organizational Structure And Human Resource Management* 5. *Employee Misdemeanour  – The Legal Perspective* 6. *Finance & Cash Flow Management Skills* 7. *Enhancing Your Administration Skills* 8. *Organizational Structure* 9. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) |
| **8.** | **Bahagian Penyemakan & Pembaharuan Undang-Undang** | | | |
|  | 1. Kemahiran Pengurusan  * *Strategic Planning* * *Leadership* * *Interpersonal And Communication Skills* * *Managing People* * *Office Management* * Arahan Keselamatan (Rahsia Kerajaan) * *Analytical, Critical, Innovative and Creative Thinking*  1. Pengurusan Kewangan 2. *Legal Opinion Writing* 3. *Research Skills* 4. *Report Writing Skills* 5. *Powers Of Commissioner Of Law Revision* 6. Perlembagaan Persekutuan   (termasuk Akta Malaysia 1963)   1. Kursus Gubalan 2. Pengurusan Tatatertib 3. *Parliamentary Process* 4. *Statutory Interpretation* 5. *Computer Skills* | 1. Kursus Undang-Undang Sivil  * *Alternative Dispute Resolution*  1. *Election Law* 2. *Effective Presentation* 3. *Islamic Law*   *(contohnya Islamic Finance)*   1. *Cyber Law* 2. *Finance And Corporate Law*  * *Privatisation*  1. *Land Law* 2. *Environmental Law* 3. Kursus Bahasa Malaysia 4. Kursus Bahasa Inggeris 5. Kursus Undang-Undang Jenayah 6. *Intellectual Property* 7. *Labour Law* 8. *Human Rights* 9. *Introduction to Public International Law* 10. *Comparative Laws* 11. Kursus Kaedah Mengharmoniskan Undang-Undang Syarak dan Undang-Undang Sivil | 1. *Risk Management* 2. *Conflict Management* 3. *Stress Management / Wellness And Lifestyle* 4. *Impact Assesment Analysis* 5. *Public Speaking* 6. *Advocacy Skills* | 1. *Social Etiquette* 2. *Effective Negotiations* |

Nama Pegawai : Pegawai Undang-Undang

Jawatan/Gred : **L52**

Bahagian :

| **BIL.** | **KURSUS WAJIB / BIDANG PERUNDANGAN**  **(MUST KNOW)** | | **KURSUS PILIHAN / BIDANG PERUNDANGAN**  **(SHOULD KNOW)** | **KURSUS BUKAN PERUNDANGAN**  **(NICE TO KNOW)** | **KURSUS CADANGAN** |
| --- | --- | --- | --- | --- | --- |
| **1.** | **Bahagian Pendakwaan** | | | | |
|  | 1. Kursus *Expert Evidence On Firearms, Handwriting, Post Mortem, Arson And Fingerprints* 2. Kursus *Appellate Advocacy Skills* 3. Kursus *Research Skills And Legal Opinion Writing* 4. Kursus Undang-Undang Siber 5. Kursus *Mutual Legal Assistance In Criminal Matters Act 2002 And Extradition Act* 6. Kursus Pindaan Kanun Tatacara Jenayah – Pemakaian 7. Kursus Perakaunan Forensik | | 1. Akta Antipemerdagangan Orang Dan Antipenyeludupan Migran 2007 (ATIPSOM): Pengendalian Pendakwaan Kes Di Bawah ATIPSOM 2007 2. Kursus Pendakwaan Efektif – Kes Jenayah Pemerdagangan 3. Kursus Keterangan DNA 4. Kursus Pengendalian Harta Intelek (*Intellectual Property Law*) 5. Kursus Undang-Undang Siber 6. Kursus Pengendalian Kes *Hebeas Corpus* 7. Kursus Pendakwaan Kes Jenayah Seksual 8. Kursus *Criminal Defense* 9. Kursus *Whistleblower Protection Act 2010 And Witness Protection Act 2009* | 1. *Strategic Planning & Management* 2. *Leadership* 3. *Interpersonal & Communication Skills* 4. *Managing People* 5. *Management Of Financial & Other Resouces* 6. *Managerial Skills* 7. *Globalization And Its Effect* 8. *Basic Legislative Drafting* 9. *Law On Affidavit* 10. Kursus Pengurusan Sumber Manusia 11. Kursus Perakaunan Dan Kewangan | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Fundamentals Of Managing People* 3. *Social Etiquette* 4. *Finance & Cash Flow Management Skills* 5. *Enhancing Your Administration Skills* 6. *Organizational Structure And Human Resources Management* 7. *The Secrets Of Outstanding Leadership* |
| **2.** | **Bahagian Hal Ehwal Antarabangsa** | | | | |
|  | 1. *Maritime And Boundary Delimitation* 2. *Law Of Treaties* 3. *Territorial And Boundary Disputes* 4. *Practical Approach To Mutual Legal Assistance And Extradition* 5. *Advance Dispute Settlement Mechanism* 6. *International Organizations* 7. *Privileges And Immunities* 8. *Introduction To Public International Law* 9. *Introduction To The Law Of The Sea* 10. *Introduction To Air Law* 11. *Introduction To International Criminal Law* 12. *Introduction To International Humanitarian Law (IHL)* 13. *Introduction To Human Rights Law* 14. *Negotiation Skills For Negotiating International Agreements Multilateral/Regional/Bilateral* 15. *Opinion Writing* 16. *Introduction To Dispute Settlement Mechanisms* 17. *Computer Skills* 18. *Analytical Skills* 19. *Financial Management Including Preparation Of The Yearly Financial Budget For Unit Requirements* | | 1. *Advocacy Skills* 2. *Advanced Negotiation And Mediation Skills For International Treaties/Matters* 3. *Advanced Drafting Skills* 4. *Effective Communications Skills* 5. *Introduction To Legislative Drafting* 6. *Interpersonal And Communication Skills* 7. *Bioethics* 8. *Research Methodologies* 9. *Mutual Legal Assistance In Criminal Matters* 10. *Extradition* | 1. *Financial Management* 2. *Human Resources*   *Management*   1. *Grooming And Dining Etiquette* 2. *Foreign Language* 3. *Personal Financial*   *Management*   1. *Work Ethics* 2. *Loyalty To Organization* | 1. *Fundamentals Of Managing People* 2. *Planning And Time Management* 3. *Finance & Cash Flow Management Skills* 4. *Enhancing Your Administration Skills* 5. *Organizational Structure And Human Resource Management* 6. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) |
| **3.** | **Bahagian Gubalan** | | | | |
|  | 1. Kursus Gubalan Lanjutan 2. Kursus Kemahiran Pengurusan 3. Kursus Pengurusan Kewangan 4. Kursus Perlembagaan (Khusus) 5. Kursus Proses Dan Tatacara Parlimen 6. *Translating Policy Into Legislation* 7. *Regulatory Law Course* 8. Kursus Penterjemahan 9. Kursus Bahasa (Melayu Dan Inggeris) 10. Kursus Pentafsiran Undang-Undang 11. Kursus Mengenai Kemahiran Penyelidikan Dan Penulisan Pendapat (*Course On Research Skills And Opinion Writing*) 12. Kursus Kemahiran Interpersonal Dan Komunikasi (*Course On Interpersonal And Communication Skills* ) | | 1. Kursus Harta Intelek 2. Kursus Undang-Undang Siber 3. Kursus Teknologi Maklumat 4. Kursus Penyiasatan, Penguatkuasaan Dan Pendakwaan 5. Kursus Litigasi Sivil 6. Kursus Mengenai Undang-Undang Kewangan Dan Perbankan 7. Kursus Mengenai Undang-Undang Antarabangsa 8. Kursus Undang-Undang Syariah 9. Kursus Undang-Undang Tanah 10. Kursus Mengenai Hak Asasi 11. Kursus Mengenai Semakan Undang-Undang (*Course On Judicial Review*) 12. Kursus Peningkatan Diri 13. *Managing People* 14. Pemikiran Kreatif Dan Kritikal (*Creativity And Critical Thinking*) 15. Perancangan Dan Pengurusan Masa (*Planning And Time Management*) 16. Pengucapan Awam 17. Kursus Kepeguaman 18. *Training The Trainers* | 1. *Strategic Planning* 2. *Leadership* 3. *Interpersonal & Communication Skills* 4. *Managing People* 5. *The Art Of Counselling* 6. Penyelesaian Pertikaian Alternatif/ Pengantaraan (*Alternative Dispute Resolution/Mediation*) 7. Pengurusan Tekanan (*Stress Management*) 8. Pengurusan Kesihatan 9. Motivasi/ EQ – IQ – SQ 10. Etiket Sosial | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Planning And Time Management* 3. *Social Etiquette* 4. *Employee Misdemeanour  – The Legal Perspective* 5. *Enhancing Your Administration Skills* 6. *Fundamentals Of Managing People* 7. *Finance & Cash Flow Management Skills* 8. *Organizational Structure And Human Resource Management* 9. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) |
| **4.** | **Bahagian Penasihat** | | | | |
|  | | 1. Kursus Kemahiran Penyediaan Pendapat Undang-Undang 2. Kursus Kemahiran Perundingan Berkesan 3. Kursus Peningkatan Pengetahuan Mengeni Peruntukan-Peruntukan Utama Perlembagaan Persekutuan 4. Kursus Hak Asasi Manusia Menurut Perspektif Islam 5. Kursus Gubalan Lanjutan 6. Hubungan Antara Persekutuan Dan Negeri 7. Kursus Tafsiran Undang-Undang 8. Kursus Tatatertib, Surcaj Dan *Natural Justice*. 9. Kursus Menggubal Dan Menyemak Perjanjian Berkaitan Skop ICT/ Kontrak-Kontrak Kerajaan/ Penswastaan 10. Kursus Undang-Undang Tanah 11. Kursus Undang-Undang Harta Intelak 12. Kursus Akta Kontrak 1950, Akta Kontrak Kerajaan 1949 Dan Akta Tatacara Kewangan 1957 13. Kursus Akta Syarikat 1965 Dan Akta Komunikasi 14. Kursus Akta Multimedia 1998, Akta Jenayah Komputer 1997, Akta Kerajaan Elektronik 2007 Dan Akta Tandatangan Digital 1997 15. Kursus Lanjutan Mengistinbat Hukum Syarak Dari Sumber-Sumber Pertama 16. Kursus Peningkatan Pemahaman Mengenai Kedudukan Islam Di Malaysia Menurut Perlembagaan Persekutuan 17. Kursus Mengenai Hubungan Dan Pembahagian Kuasa Antara Kerajaan Persekutuan Dengan Kerajaan Negeri 18. Pengurusan Stres 19. *Analytical And Critical Thinking* 20. *Contract Negotiation Skills* 21. *Advocacy Skills* 22. *Effective Legal Research* 23. Kursus Kemahiran Penyediaan Memorandum Jemaah Menteri 24. Kursus Pengurusan Dan Penyediaan Bajet | 1. Kursus Kursus Harta Intelek 2. Kursus Undang-Undang Tanah 3. Kursus Globalisasi Dan Kesannya Kepada Malaysia 4. Kursus Methodologi Penyelidikan Dan Analisis Undang-Undang 5. Kursus Kuasa Dan Tanggungjawab Statutori 6. Kursus Berkaitan Perlembagaan Persekutuan, Arahan Perbendaharaan, Pekeliling Perbendaharaan, Arahan Teknologi Maklumat, Pekeliling Perkhidmatan 7. Kursus Pentadbiran Undang-Undang Keluarga Islam Dan Sistem Kehakiman Syariah 8. Kursus Isu-Isu Syariah Semasa Dengan Perlembagaan Persekutuan 9. Kursus Penyediaan *Pliding* | 1. *Strategic Planning & Management* 2. *Leadership* 3. *Interpersonal & Communication Skills* 4. *Managing People* 5. Kursus Perancangan Strategik Dan Organisasi 6. Etika Penampilan Diri Dan Etika Sosial 7. Etika Bekerja 8. *Time Management Course* 9. *Interpersonal And Communication Skills* | 1. *Social Etiquette* 2. *Employee Misdemeanour  – The Legal Perspective* 3. *Finance & Cash Flow Management Skills* 4. *Enhancing Your Administration Skills* 5. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) | |
| **5.** | **Bahagian Perbicaraan dan Rayuan** | | | | |
|  | 1. Kursus *Expert Evidence On Firearms, Handwriting, Post Mortem, Arson And Fingerprints* 2. Kursus *Research Skills And Opinion Writing* 3. Kursus *Advanced Trial And Appellate Advocacy Skills* 4. Kursus Sains Forensik | | 1. Kursus Pendakwaan Kes Jenayah Perdagangan 2. Kursus Keterangan DNA 3. Kursus Pengendalian Kes *Hebeas Corpus* 4. Kursus Pendakwaan Kes Jenayah Seksual 5. Kursus *Mutual Legal Assistance In Criminal Matters Act 2002* 6. Kursus Pengendalian Kes Harta Intelek (*Intellectual Property*) 7. Kursus Undang-Undang Siber 8. Kursus Anti Pemerdagangan Manusia 9. *Effective Persuasion –*   *Understanding Strategies Of Communication In A Court Room*   1. *Writing Effective*   *Submission*   1. *Advanced Legal English* | 1. *Strategic Planning &*   *Management*   1. *Leadership* 2. *Interpersonal &*   *Communication Skills*   1. *Managing People* 2. *Management Of Financial & Other Resources* 3. *Managerial Skills* 4. *Globalization And Its Effect* 5. *Law On Affidavit* 6. *Basic Legislative Drafting* 7. Kursus Penampilan Diri   Dan Etika Sosial | 1. Kursus Pengurusan Dan Pentadbiran Pejabat 2. *Fundamentals Of Managing People* 3. *Social And Court Etiquette* 4. *Finance & Cash Flow Management Skills* 5. *Enhancing Your Administration Skills* 6. *Organizational Structure And Human Resource Management* 7. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) |
| **6.** | **Bahagian Penyelidikan** | | | | |
|  | 1. Research Skills 2. Penyediaan Pendapat Undang-Undang (*Legal Opinion Writing*). 3. Perlembagaan 4. *Introduction To Public International Law* 5. Pengenalan Kepada Parlimen | | 1. Undang-Undang Tanah 2. *Introduction To Legislative Drafting* 3. *Alternative Dispute Resolution* 4. *Law On Treaties* 5. *Introduction To Electronic Evidence* 6. Peranan Sains Forensik Dalam Jenayah Kes-Kes Jenayah 7. *Medico-Legal* 8. *Advocacy Skills* | 1. Perancangan Strategik Dan Organisasi 2. *Interpersonal & Communication Skills* 3. *Leadership* 4. *Strategic Planning* 5. *Computer Skills* 6. Kemahiran Perundingan Berkesan 7. *Managing People* 8. Globalisasi Dan Kesannya Kepada Malaysia 9. *Writing Skills* | 1. *Protocol Etiqutte* 2. *Employee Misdemeanour  – The Legal Perspective* |
| **7.** | **Bahagian Guaman** | | | | |
|  | 1. Kursus Kemahiran Kepeguaman Lisan/Bertulis 2. Kursus Semakan Semula Kehakiman 3. Kursus Keterengan Saksi Pakar 4. Kursus Perlembagaan (Khusus) 5. Kursus Mengenai Hak Asasi Manusia 6. Kursus Kemahiran Interpersonal & Komunikasi (*Interpersonal & Communication Skills*) 7. Kursus Kemahiran Pengurusan | | 1. Kursus Penghujahan 2. Kursus Percukaian Kos 3. Kursus Kebangkrapan 4. Kursus *Industrial Relations* 5. Kursus Undang-Undang Perkhidmatan 6. Kursus *Medico Legal* 7. Kursus Undang-Undang Timbangtara 8. Kursus Undang-Undang Injunksi 9. Kursus Undang-Undang Fitnah 10. Kursus Prosiding Oleh Dan Terhadap Kerajaan 11. Kursus Undang-Undang Tanah 12. Kursus Mengenai Semakan Undang-Undang (*Course On Judicial Review*) 13. Kursus Teknologi Maklumat 14. Kursus Harta Intellek | 1. *Research & Statistical Skills* 2. *Research Technique* 3. *Report Writing Skills* 4. *Managerial Skills* 5. *Planning* 6. *Research Technique* 7. *Budgeting* 8. *Delegating* 9. *Managing People* 10. *Disciplining* 11. *The Art Of Counseling* 12. *Stress Management* 13. Etiket Sosial 14. Pengurusan Bajet 15. Pemikiran Kreatif Dan Kritikal (*Creativity And Critical Thinking*) 16. *Training The Trainers* | 1. *Planning And Time Management* 2. *Social Etiquette* 3. *Employee Misdemeanour  – The Legal Perspective* 4. *Enhancing Your Administration Skills* 5. *Organizational Structure And Human Resources Management* 6. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) 7. Kursus Pengurusan Dan Pentadbiran Pejabat 8. *Finance & Cash Flow Management Skills* |
| **8.** | **Bahagian Penyemakan & Pembaharuan Undang-Undang** | | | | |
|  | 1. Kemahiran Pengurusan  * *Strategic Planning* * *Leadership* * *Interpersonal And Communication Skills* * *Managing People* * *Office Management* * Arahan Keselamatan (Rahsia Kerajaan) * *Analytical, Critical, Innovative and Creative Thinking*  1. Pengurusan Kewangan 2. *Research Skills* 3. *Report Writing Skills* 4. *Legal Opinion Writing* 5. *Powers Of Commissioner Of Law Revision* 6. Perlembagaan Persekutuan   (termasuk Akta Malaysia 1963)   1. Kursus Gubalan 2. Pengurusan Tatatertib 3. *Parliamentary Process* 4. *Statutory Interpretation* 5. *Computer Skills* | | 1. Undang-Undang Syariah 2. *Effective Presentation* 3. *Environmental Law* 4. *Election Law* 5. Kursus Bahasa Malaysia 6. Kursus Bahasa Inggeris 7. Kursus Undang-Undang Jenayah 8. Kursus Undang-Undang Sivil  * *Alternative Dispute Resolution*  1. *Islamic Law*   *(contohnya Islamic Finance)*   1. *Finance And Corporate Law*  * *Privatisation*  1. *Land Law* 2. *Cyber Law* 3. *Intellectual Property* 4. *Labour Law* 5. *Human Rights* 6. *Introduction to Public International Law* 7. *Comparative Laws* 8. Kursus Kaedah Mengharmoniskan Undang-Undang Syarak dan Undang-Undang Sivil | 1. *Risk Management* 2. *Conflict Management* 3. *Stress Management / Wellness And Lifestyle* 4. *Impact Assesment Analysis* 5. *Public Speaking* 6. *Advocacy Skills* 7. *Kursus Nurturing Achievements and Developing Intelligent Minds* | 1. *Social Etiquette* 2. *Effective Negotiations* |

Nama Pegawai : Pegawai Undang-Undang

Jawatan/Gred : **L48**

Bahagian :

| **BIL.** | **KURSUS WAJIB / BIDANG PERUNDANGAN**  **(MUST KNOW)** | **KURSUS PILIHAN / BIDANG PERUNDANGAN**  **(SHOULD KNOW)** | **KURSUS BUKAN PERUNDANGAN**  **(NICE TO KNOW)** | **KURSUS CADANGAN** |
| --- | --- | --- | --- | --- |
| **1.** | **Bahagian Pendakwaan** | | | |
|  | 1. Kursus *Advocacy Skills* 2. Kursus *Expert Evidence On Firearms, Handwriting, Post Mortem, Arson And Fingerprints* 3. Kursus *Research Skills And Opinion Writing* 4. Kursus *Mutual Legal Assistance In Criminal Matters Act 2002 And Extradition Act* 5. Kursus Undang-Undang Siber 6. Kursus Pendakwaan Efektif Kes Bunuh 7. Kursus Akta Antipemerdagangan Orang Dan Antipenyeludupan Migran 2007 (ATIPSOM): Pengendalian Pendakwaan Kes Di Bawah ATIPSOM 2007 8. Kursus Perakaunan Forensik | 1. Kursus Pendakwaan Efektif Kes Jenayah 2. Kursus Keterangan DNA 3. Kursus Pengendalian Harta Intellek (*Intellectual Property Law*) 4. Kursus Kemahiran Pengurusan 5. Kursus Pengendalian *Habeas Corpus* 6. Kursus Pendakwaan Kes Jenayah Seksual 7. Kursus Undang-Undang Siber 8. Kursus Penyediaan Pendapat Undang-Undang (*Legal Opinion Writing*) 9. *Anti Money Laundering Act* (AMLA) 10. Kursus *Criminal Defense* 11. Kursus Pindaan Kanun Tatacara Jenayah - Pemakaian 12. Kursus *Whistleblower Protection Act 2010 And Witness Protection Act 2009* | 1. *Interpersonal & Communication Skills* 2. *Research & Statistical Skills* 3. *Management Of Financial & Other Resouces* 4. *Protocol And Etiquette* 5. *Basic Legislative Drafting* | 1. *Leadership Training – To Educate Or To Change Behaviour?* 2. *Tips To Make Meetings Works For You* 3. *The Coaching Dilemma* 4. *How To Build A Successful Virtual Team* 5. *Mastering Motivation Techniques For Managers And Supervisors Workshop* 6. *Personal & Professional Effectiveness At Work* |
| **2.** | **Bahagian Hal Ehwal Antarabangsa** | | | |
|  | 1. *Maritime And Boundary Delimitation* 2. *Law Of Treaties* 3. *Territorial And Boundary Disputes* 4. *Practical Approach To Mutual Legal Assistance And Extradition* 5. *Advance Dispute Settlement Mechanism* 6. *International Organizations* 7. *Privileges And Immunities* 8. *Introduction To Public International Law* 9. *Introduction To The Law Of The Sea* 10. *Introduction To Air Law* 11. *Introduction To International Criminal Law* 12. *Introduction To International Humanitarian Law (IHL)* 13. *Introduction To Human Rights Law* 14. *Negotiation Skills For Negotiating International Agreements Multilateral/Regional/Bilateral* 15. *Opinion Writing* 16. *Introduction To Dispute Settlement Mechanisms* 17. *Computer Skills* 18. *Analytical Skills* | 1. *Advocacy Skills* 2. *Advanced Negotiation And Mediation Skills For International Treaties/Matters* 3. *Advanced Drafting Skills* 4. *Effective Communications Skills* 5. *Introduction To Legislative Drafting* 6. *Interpersonal And Communication Skills* 7. *Bioethics* 8. *Research Methodologies* 9. *Mutual Legal Assistance In Criminal Matters* 10. *Extradition* | 1. *Settlement Of Investment*   *Dispute*   1. Kursus Bahasa (Melayu,   Inggeris Dan Bahasa Arab)   1. *Research & Statistical* 2. *Financial Management* 3. *Human Resources Management* 4. *Grooming And Dining Etiquette* 5. *Foreign Language* 6. *Personal Financial* 7. *Management* 8. *Work Ethics* 9. *Loyalty To Organization* | 1. [*Leadership Training – To Educate Or To Change Behaviour?*](http://www.trainingzone.co.uk/topic/leadership-educate-or-change-behaviour/159069) 2. *Tips To Make Meetings Work For You*  [*The Coaching Dilemma*](http://www.trainingzone.co.uk/topic/coaching-dilemma/148889)[*How To Build A Successful Virtual Team*](http://www.trainingzone.co.uk/topic/how-build-successful-virtual-team/153565) |
| **3.** | **Bahagian Gubalan** | | | |
|  | 1. Kursus Gubalan Lanjutan 2. Kursus Penyelidikan Dan Penulisan Pendapat (*Research Skills* And *Opinon Writing)* 3. Kursus Pengenalan Kepada Parlimen (Khusus) 4. Kursus Perlembagaan (Khusus) 5. Kursus Pengurusan Kewangan 6. Kursus Kemahiran Pengurusan 7. Kursus Proses Dan Tatacara Parlimen 8. *Translating Policy Into Legislation* 9. Regulatory Law Course 10. Kursus Penterjemahan 11. Kursus Bahasa (Melayu Dan Inggeris) 12. Kursus Pentafsiran Undang-Undang 13. Kursus Mengenai Kemahiran 14. Kursus Kemahiran Interpersonal Dan Komunikasi (*Course On Interpersonal And Communication Skills* ) | 1. Kursus Kemahiran Pengurusan 2. Kursus Pengurusan Kewangan 3. Kursus Harta Intelek 4. Kursus Undang-Undang Siber 5. Kursus Teknologi Maklumat 6. Kursus Mengenai Undang-Undang Kewangan Dan Perbankan 7. Kursus Mengenai Undang-Undang Antarabangsa 8. Kursus Undang-Undang Syariah 9. Kursus Undang-Undang Tanah 10. Kursus Mengenai Hak Asasi 11. Kursus Mengenai Semakan Undang-Undang (*Course On Judicial Review*) 12. Kursus Peningkatan Diri 13. Pengucapan Awam 14. Kursus Kepeguaman 15. Kursus Pengurusan Mesyuarat | 1. *Interpersonal & Communication Skills* 2. *Research & Statistical Skills* 3. *Leadership* 4. *Managing People* 5. Penyelesaian Pertikaian Alternatif/ Pengantaraan (*Alternative Dispute Resolution/Mediation*) 6. *Managing People* 7. Pengurusan Tekanan (*Stress Management*) 8. Motivasi/ EQ – IQ – SQ 9. Etiket Sosial 10. Pemikiran Kreatif Dan Kritikal (*Creativity And Critical Thinking*) 11. Perancangan Dan Pengurusan Masa (*Planning And Time Management*) | 1. *Tips To Make Meetings Work For You* 2. [*The Coaching Dilemma*](http://www.trainingzone.co.uk/topic/coaching-dilemma/148889) 3. [*How To Build A Successful Virtual Team*](http://www.trainingzone.co.uk/topic/how-build-successful-virtual-team/153565) 4. [*New Ideas In Leadership Thinking*](http://www.trainingzone.co.uk/item/3886) |
| **4.** | **Bahagian Penasihat** | | | |
|  | 1. Kursus Prinsip Undang-Undang Pentadbiran Dengan Rujukan Khusus Kepada Perkara Perkhidmatan 2. Kursus Mengenai Hubungan Dan Pebahagian Kuasa Antara Kerajaan Persekutuan Dan Kerajaan Negeri Dalam Perlembagaan Persekutuan 3. Kursus Penyediaan Pendapat Undang-Undang Yang Berkesan 4. Kursus Perundingan Berkesan 5. Kursus Gubalan Undang-Undang 6. Kursus Isu Undang-Undang Syariah Dalam Sistem Kewangan Dan Bon Islam 7. Kursus Kemahiran Penyediaan Pendapat Undang-Undang 8. Hubungan Antara Persekutuan Dan Negeri 9. Kursus Tafsiran Undang-Undang 10. Kursus Berhubung Tatatertib, Surcaj Dan *Natural Justice* 11. Kursus Kuasa Dan Tanggungjawab Statutori 12. Kursus Menggubal Dan Menyemak Perjanjian Berkaitan Skop ICT/ Kontrak-Kontrak Kerajaan/ Penswastaan, Kursus Undang-Undang Tanah 13. Kursus Undang-Undang Harta Intelek 14. Kursus Berkaitan Kata Kontrak 1950, Akta Kontrak Kerajaan 1949 Dan Akta Tatacara Kewangan 1957 15. Kursus Berkaitan Akta Syarikat 1965, Akta Komunikasi 16. Kursus Akta Multimedia 1998, Akta Jenayah Komputer 1997, Akta Kerajaan Elektronik 2007 Dan Akta Tandatangan Digital 1997 17. Kursus Hak Asasi Manusia Menurut Perspektif Islam 18. Kursus Lanjutan Mengistinbat Hukum Syarak Dari Sumber-Sumber Pertama 19. Kursus Peningkatan Pemahaman Mengenai Kedudukan Islam Di Malaysia Menurut Perlembagaan Persekutuan 20. Kursus Lanjutan Penyediaan Memorandum Jemaah Menteri 21. Kursus Pengurusan Stres 22. *Analytical And Critical Thinking* 23. Kursus Gubalan 24. *Translating Policy Into Law* 25. *Contract Negotiation Skills* | 1. Kursus *Effective Presentations* 2. Kursus Mengenai Undang-Undang Pekerjaan 3. *Advocacy Skills* 4. Kursus Berkaitan Perlembagaan Persekutuan, Arahan Perbendaharaan, Arahan Teknologi Maklumat, Pekeliling Perkhidmatan 5. *Effective Legal Research*, Kursus Pentadbiran Undang-Undang Keluarga Islam Dan Sistem Kehakiman Syariah 6. Kursus Mengenai Isu-Isu Syariah Yang Berhubung Dengan Perlembagaan Persekutuan 7. Kursus Penyediaan *Pliding* | 1. *Settlement Of Investment Dispute* 2. Kursus Bahasa (Melayu, Inggeris Dan Arab) 3. *Research & Statistical* 4. *Leadership Management Skills* 5. *Interpersonal & Communication Skills* 6. *Managerial Skills* 7. *Managing People* 8. Kursus Perancangan Strategik Dan Organisasi 9. Kursus Perundingan Berkesan 10. Etika Bekerja 11. *Negotiation Skills* 12. Kursus Pengurusan Dan Penyediaan Bajet | 1. *Leadership Training – To Educate Or To Change Behaviour?* 2. *Tips To Make Meetings Works For You* 3. *The Coaching Dilemma* 4. *How To Build A Successful Virtual Team* |
| **5.** | **Bahagian Perbicaraan & Rayuan** | | | |
|  | 1. Kursus *Expert Evidence On Firearms, Handwriting, Post Moretm, Arson And Fingerprints.* 2. Kursus *Research Skills And Opinion Writing* 3. Kursus *Trial And Appellate* 4. *Advocacy Skills* 5. Kursus Sains Forensik | 1. Kursus Pendakwaan Kes Jenayah Perdagangan 2. Kursus Keterangan DNA 3. Kursus Kemahiran Pengurusan 4. Kursus *Pre-Trial Preparation* 5. Kursus Pengendalian *Habeas Corpus* 6. Kursus Pendakwaan Kes Jenayah Seksual 7. Kursus *Mutual Legal Assistance In Criminal Matters* Act 2002 8. Kursus Pengendalian Kes Harta Intelek (*Intellectual Property*) 9. Kursus Undang-Undang Siber 10. Kursus Penyediaan Pendapat Undang-Undang (*Legal Opinion Writing*) 11. Anti *Money Laundering Act (AMLA)* 12. *Effective Persuasion – Understanding Strategies Of Communication In A Court Room* 13. *Writing Effective Submission* 14. *Advanced Legal English* 15. Kursus Anti Pemerdagangan Manusia | 1. *Interpersonal & Communication Skills* 2. *Research & Statistical Skills* 3. *Management Of Financial And Other Resources* 4. *Protocol And Etiquette* 5. *Managing People* | 1. [*Leadership Training – To Educate Or To Change Behaviour?*](http://www.trainingzone.co.uk/topic/leadership-educate-or-change-behaviour/159069) 2. *Tips To Make Meetings Work For You*  [*The Coaching Dilemma*](http://www.trainingzone.co.uk/topic/coaching-dilemma/148889)[*How To Build A Successful Virtual Team*](http://www.trainingzone.co.uk/topic/how-build-successful-virtual-team/153565)*Mastering Motivation Techniques For Managers And Supervisors Workshop* *Personal & Professional Effectiveness At Work* |
| **6.** | **Bahagian Penyelidikan** | | | |
|  | 1. *Research Skills* 2. Penyediaan Pendapat Undang-Undang ( *Legal Opinion Writing)* 3. Mengenai Hubungan Dan Pembahagaian Kuasa Antara Kerajaan Persekutuan Dan Kerajaan Negeri Dalam Perlembagaan Persekutuan 4. Pengenalan Akta 1 5. Asas Gubalan 6. Proses Dan Tatacara Parlimen 7. *Introduction To Criminal Law* 8. Undang-Undang Keterangan 9. Semakan Semula Kehakiman 10. *Introduction To Public International Law* 11. *Introduction To Human Rights Law* | 1. Undang-Undang Siber 2. Pendakwaan Kes Jenayah Seksual 3. Penguatkuasaan Undang-Undang 4. *Medico-Legal* 5. Undang-Undang Syariah 6. *Advocacy Skills* 7. *Course On Compliance With The Obligations Under The Convention On The Rights Of All Forms Of All Forms Of Discrimination Againt Women* (CEDAW) *And Persons With Disabilities Convention* (PWDC) 8. *Maritime And Boundry Delimitation* 9. *Introduction To Air Law* 10. *Introduction To The Law Of The Sea* 11. *Introduction To World Trade Organization* (WTO) 12. *Introduction To International Humanitarian Law* (IHL) 13. *Practical Approach To Mutual Legal Assistance And Extradition* 14. *Alternative Dispute Resolution* 15. Undang-Undang Syariah Dalam Sistem Kewangan & Bon Islam 16. Sains Forensik Dalam Kes-Kes Sivil Dan Jenayah 17. Undang-Undang Harta Intelek 18. Pengurusan Kewangan | 1. *Leadership* 2. *Managing People* 3. *Interpersonal & Communication Skill* 4. *Effective Presentation* 5. *Management Of Financing And Other Resourses*   7. Perundingan Berkesan   1. *Writing Skills* | 1. Pengurusan Dan Pentadbiran Pejabat 2. *Protocol Etiqutte* 3. *Employee Misdemeanour  – The Legal Perspective* 4. *Enhancing Your Administration Skills* 5. *Organizational Structure*   *And Human Resource Management*   1. [*The Secrets Of Outstanding Leadership*](http://www.trainingzone.co.uk/topic/secrets-outstanding-leadership/159045) 2. *Planning And Time Management* |
| **7.** | **Bahagian Guaman** | | | |
|  | 1. Kursus Kemahiran Kepeguaman Lisan/ Bertulis 2. Kursus Semakan Semula Kehakiman 3. Kursus Keterangan Saksi Pakar 4. Kursus Perlembagaan (Khusus) 5. Kursus Mengenai Hak Asasi Manusia | 1. Kursus Percukaian Kos 2. Kursus Kebangkrapan 3. Kursus Undang-Undang Fitnah 4. Kursus Prosiding Oleh Dan Terhadap Kerajaan 5. Kursus Penghujahan 6. Kursus *Industrial Relations* 7. Kursus Undang-Undang Perkhidmatan 8. Kursus *Medico Legal* 9. Kursus Pengurusan Kewangan 10. Kursus *Remedies, Damage & Assessment Of Damage* 11. Kursus Undang-Undang Siber 12. Kursus Teknologi Maklumat 13. Kursus Undang-Undang Tanah 14. Kursus Percukaian Kos 15. Kursus Undang-Undang Kontrak/ ADR 16. Kursus Mengenai Semakan Undang-Undang (*Course On Judicial Review*) | 1. *Interpersonal & Communication Skills* 2. *Research & Statistical Skills* 3. Kursus Bahasa (Melayu Dan Inggeris) 4. *Leadership And Management Skills* 5. *Managerial Skills* 6. *Management Of Financial & Other Resources* 7. *IT Management* 8. Pengurusan Tekanan (*Stress Management*) 9. Motivasi/ EQ – IQ – SQ 10. Etiket Sosial 11. Pemikiran Kreatif Dan Kritikal (*Creative And Critical Thinking*) 12. Perancangan Dan Pengurusan Masa (*Planning And Time Management*) | 1. *Tips To Make Meetings Work For You*  [*The Coaching Dilemma*](http://www.trainingzone.co.uk/topic/coaching-dilemma/148889)[*How To Build A Successful Virtual Team*](http://www.trainingzone.co.uk/topic/how-build-successful-virtual-team/153565)*New Ideas In Leadership Thinking**Tips And Techniques For Great Presentations* |
| **8.** | **Bahagian Penyemakan & Pembaharuan Undang-Undang** | | | |
|  | 1. Kursus Bahasa Melayu 2. Kursus Bahasa Inggeris 3. *Research Skills* 4. *Report Writing Skills* 5. *Legal Opinion Writing* 6. Terjemahan 7. *Powers Of Commissioner Of Law Revision* 8. Pengurusan tatatertib 9. Kursus Gubalan 10. *Parliamentary Process* 11. *Statutory Interpretation* 12. Perlembagaan Persekutuan (termasuk Akta Malaysia 1963) 13. *Computer Skills* | 1. *Effective Presentation* 2. *Intellectual Property* 3. Undang-Undang Syariah 4. *Election Law* 5. *Environmental Law* 6. Kursus Undang-Undang Jenayah 7. Kursus Undang-Undang Sivil  * *Alternative Dispute Resolution*  1. *Islamic Law*   *(contohnya Islamic Finance)*   1. *Finance And Corporate Law*  * *Privatisation*  1. *Land Law* 2. *Cyber Law* 3. *Labour Law* 4. *Human Rights* 5. *Introduction to Public International Law* 6. *Comparative Laws* 7. Kursus Kaedah Mengharmoniskan Undang-Undang Syarak dan Undang-Undang Sivil | 1. *Protocol Etiqutte* 2. *Risk Management* 3. *Conflict Management* 4. *Stress Management / Wellness And Lifestyle* 5. *Impact Assesment Analysis* 6. *Public Speaking* 7. *Advocacy Skills* 8. Pengurusan Kewangan 9. Kursus *Nurturing Achievements and Developing Intelligent Minds* 10. Kursus *Analytical, Critical, Innovative and Creative Thinking* | *Leadership Course**Effective Negotiations* |

Nama Pegawai : Pegawai Undang-Undang

Jawatan/Gred : **L44**

Bahagian :

| **BIL.** | **KURSUS WAJIB / BIDANG PERUNDANGAN**  **(MUST KNOW)** | **KURSUS PILIHAN / BIDANG PERUNDANGAN**  **(SHOULD KNOW)** | **KURSUS BUKAN PERUNDANGAN**  **(NICE TO KNOW)** |
| --- | --- | --- | --- |
| **1.** | **Bahagian Pendakwaan** | | |
|  | 1. Kursus *Advocacy Skills* 2. Kursus *Expert Evidence Of Firearms, Handwriting, Post Mortem, Arson And Fingerprints* 3. Kursus *Research Skills And Opinion Writing* 4. Kursus Akta Antipemerdagangan Orang Dan Antipenyeludupan Migran 2007 (Atipsom): Pengendalian Pendakwaan Kes Di Bawah Atipsom 2007 5. Kursus Pendakwaan Efektif Kes Jenayah Pemerdagangan 6. Kursus Pendakwaan Efektif Kes Dadah Berbahaya Dan Pelucutan Harta 7. Kursus Pengemukaan Keterangan Digital 8. Kursus Pendakwaan Efektif Kes Bunuh 9. Kursus Keterangan Kanak-Kanak 10. Kursus *Criminal Defence* | 1. Kursus Pendakwaan Kes Jenayah Perdagangan 2. Kursus *Mutual Legal Assistance In Criminal Matters Act 2002 And Extradition Act* 3. Kursus Penyediaan Pendapat Undang-Undang (*Legal Opinion Wrting*) 4. Kursus Keterangan DNA 5. Kursus *Anti Money Laundering* Act *2001* 6. Kursus *Inkues* 7. Kursus Pindaan Kanun Tatacara Jenayah – Pemakaian 8. Kursus Komputer Forensik | 1. *Interpersonal & Communication Skills* 2. *Research & Statistical Skills* 3. *Globalization And Its Effect* 4. *Medico Legal Evidence In Criminal Cases* 5. *Protocol And Social Etiquette* 6. *English For Functional Purpose* 7. *Basic Legislative Drafting* |
| **2.** | **Bahagian Hal Ehwal Antarabangsa** | | |
|  | 1. *Introduction To Public International Law* 2. *Introduction To World Trade Organization (WTO)* 3. *Introduction To The Law Of The Sea* 4. *Introduction To Air Law* 5. *Introduction To International Criminal Law* 6. *Introduction To International Humanitarian Law (IHL)* 7. *Introduction To Human Rights Law* 8. *Negotiation Skills For Negotiating International Agreements Multilateral/Regional/Bilateral* 9. *Opinion Writing* 10. *Introduction To Dispute Settlement Mechanisms* 11. *Computer Skills* 12. *Analytical Skills* | 1. *Introduction To Legislative Drafting* 2. *Interpersonal And Communication Skills* 3. *Bioethics* 4. *Research Methodologies* 5. *Mutual Legal Assistance In Criminal Matters* 6. *Extradition* | 1. *Grooming And Dining Etiquette* 2. *Foreign Language* 3. *Personal Financial Management* 4. *Work Ethics* 5. *Loyalty To Organization* |
| **3.** | **Bahagian Gubalan** | | |
|  | 1. Kursus Asas Gubalan 2. Kursus Perlembagaan (Umum) 3. Kursus Pembacaan Statut 4. Kursus Pengenalan Kepada Parlimen (Umum) 5. *Translating Policy Into Legislation* 6. *Regulatory Law Course* 7. Kursus Penterjemahan 8. Kursus Bahasa (Melayu Dan Inggeris) 9. Kursus Pengenalan Kepada Akta Tafsiran 10. Kursus Mengenai Kemahiran Penyelidikan Dan Penulisan Pendapat (*Course On Research Skills And Opinion Writing*) | 1. Kursus Bahasa Melayu 2. Kursus Bahasa Inggeris 3. Kursus Undang-Undang Siber 4. Kursus *Research Skills* And *Opinion Writing* 5. Kursus Harta Intelek 6. Kursus Undang-Undang Siber 7. Kursus Teknologi Maklumat 8. Kursus Mengenai Undang-Undang Kewangan Dan Perbankan 9. Kursus Mengenai Undang-Undang Antarabangsa 10. Kursus Undang-Undang Syariah 11. Kursus Undang-Undang Tanah 12. Kursus Mengenai Hak Asasi 13. Kursus Mengenai Semakan Undang-Undang 14. Pengucapan Awam 15. Kursus Kepeguaman 16. Kursus Pengurusan Mesyuarat | 1. *Leadership* 2. *Interpersonal & Communication Skills* 3. *Managing People* 4. *Various Courses* 5. *Team Building* 6. Pengurusan Tekanan (*Stress Management*) 7. Motivasi/ EQ – IQ – SQ 8. Kursus Peningkatan Diri 9. Etiket Sosial 10. Pemikiran Kreatif Dan Kritikal (*Creativity And Critical Thinking*) 11. Perancangan Dan Pengurusan Masa (*Planning And Time Management*) |
| **4.** | **Bahagian Penasihat** | | |
|  | 1. Kursus Penyediaan Pendapat Undang-Undang 2. Kursus Metadologi Penyelidikan Undang-Undang 3. Kursus Perundingan Berkesan 4. Kursus Tafsiran Undang-Undang 5. Kursus Gubalan Undang-Undang 6. Kursus Penyediaan Dokumen Perundangan Dan Surat Cara 7. Kursus Menggubal Dan Menyemak Perjanjian Berkaitan Skop Ict/ Kontrak-Kontrak Kerajaan/ Penswastaan 8. Kursus Undang-Undang Harta Intellek 9. Kursus Berkaitan Akta Kontrak 1950, Akta Kontrak Kerajaan 1949 Dan Akta Tatacara Kewangan 1957 10. Kursus Berkaitan Akta Syarikat 1965, Akta Komunikasi 11. Kursus Akta Multimedia 1998, Akta Jenayah Komputer 1997, Akta Kerajaan Elektronik 2007 Dan Akta Tandatangan Digital 1997 12. Kursus Hak Asasi Manusia Menurut Perspektif Islam 13. Kursus Asas Mengistinbat Hukum Syarak Dari Sumber-Sumber Pertama 14. Kursus Peningkatan Pemahaman Mengenai Kedudukan Islam Di Malaysia Menurut Perlembagaan Persekutuan 15. Kursus Pengurusan Stres 16. *Analytical And Critical Thinking* 17. *Negotiation Skills* | 1. Kursus Keterangan 2. Kursus Prosedur Mahkamah Rendah 3. Kursus Perlaksanaan Dan Penguatkuasaan Di Mahmakah 4. Kursus Prosiding Oleh Dan Terhadap Kerajaan 5. Kursus Penghujahan 6. Kursus Undang-Undang Tanah *Tort* Dan Kewajipan *Statutori* 7. Kursus Penyediaan Pendapat Undang-Undang 8. Hubungan Antara Persekutuan Dan Negeri 9. Kursus Mengenai Undang-Undang Pekerjaan 10. Kursus Berhubung Tatatertib, Surcaj 11. *Natural Justice, Advocacy Skills* 12. *Effective Legal Research* 13. Kursus Berkaitan Perlembagaan Persekutuan, Arahan Perbendaharaan, Pekeliling Perbendaharaan, Arahan Teknologi Maklumat, Pekeliling Perkhidmatan 14. Kursus Penyediaan *Pliding* 15. Kursus Mengenai Isu-Isu Syariah Semasa Yang Berhubung Dengan Perlembagaan Persekutuan 16. Kursus Tatabahasa Dan Penulisan Surat Rasmi 17. Kursus Kemahiran Kepeguaman 18. Kursus Pengurusan Dan Penyediaan Bajet 19. Kursus Pentadbiran Undang-Undang Keluarga Islam | 1. *Leadership And Management Skills* 2. *Interpersonal & Communication Skills* 3. *Research And Statistical Skills* 4. *Managerial Skills* 5. *Managing People* 6. *Management Of Financial & Other Resources* 7. Etika Bekerja 8. *Research And Statistical Skills* |
| **5.** | **Bahagian Perbicaraan dan Rayuan** | | |
|  | 1. Kursus *Expert Evidence Onfirearms, Handwriting, Post Mortem, Arson And Fingerprints* 2. Kursus *Research Skills And Opinionwriting* 3. Kursus *Trial And Appellate Advocacy Skills* 4. Aplikasi Kanun Tatacara Jenayah Dan Akta Keterangan Dalam Mahkamah 5. Kursus *Pre-Trial Preparation* | 1. Kursus Pendakwaan Kes Jenayah Perdagangan 2. Kursus *Mutual Legal Assistance In Criminal Matter Act 2002* 3. Kursus Penyediaan Pendapat Undang-Undang (*Legal Opinion Wrting*) 4. Kursus *Research Skills And Opinion Writing* 5. Kursus Keterangan DNA 6. Kursus *Anti Money Laundering Act 2001* 7. Kursus Anti Pemerdagangan Manusia 8. *Legal English* 9. Kursus *Advocacy Skills* | 1. *Interpersonal & Communicationskills* 2. *Research & Statistical Skills* 3. *Globalization And Its Effect* 4. *Medico Legal Evidence Incriminal Cases* 5. *Protocol And Social Etiquette* 6. *English For Functional Purpose* 7. *Basic Legislative Drafting* |
| **6.** | **Bahagian Guaman** | | |
|  | 1. Kursus Penyedian *Pliding* 2. Kursus Permohonan *Interlokutori* 3. Kursus Taksiran Ganti Rugi 4. Kursus Perlembagaan (Umum) 5. Kursus Kemahiran Kepeguaman 6. Kursus Mengenai Hak Asasi Manusia 7. Kursus Keterangan Saksi Pakar 8. Kursus Prosiding Oleh Dan Terhadap Kerajaan | 1. Kursus Keterangan 2. Kursus Prosedur Mahkamah Rendah 3. Kursus Perlaksanaan Dan Penguatkuasaan Di Mahkamah Rendah 4. Kursus Prosiding Oleh Dan Terhadap Kerajaan 5. Kursus Penghujahan 6. Kursus Undang-Undang Tanah *Tort* Dan Kewajipan *Statutori* 7. Kursus Penyediaan Pendapat Undang-Undang 8. Kursus Kepakaran Penyelidikan 9. Kursus Harta Intellek 10. Kursus Undang-Undang Kontrak/ ADR 11. Kursus *Remedies, Damage & Assessment Of Damage* 12. Kursus Perlaksanaan Dan Penguatkuasaan Di Mahkamah Rendah Dan Tinggi 13. Kursus Berkenaan ‘*Public & Private Law*’ 14. Kursus Undang-Undang Syariah 15. Kursus Undang-Undang Tanah 16. Kursus Mengenai Semakan Undang-Undang 17. Kursus Penyelidikan Undang-Undang | 1. *Leadership And Management Skills* 2. *Interpersonal & Communication Skills* 3. *Research & Statistical Skills* 4. *Managerial Skills* 5. *Managing People* 6. *Management Of Financial & Other Resources* 7. *Team Building* 8. Kursus Pengurusan Tekanan 9. Motivasi EQ – IQ – SQ 10. Kursus Peningkatan Diri 11. Kursus Etiket Sosial 12. Pemikiran Kreatif Dan Kritikal (*Creative And Critical Thinking)* 13. Perancangan Dan Pengurusan Masa (*Planning And Time Management*) |
| **7.** | **Bahagian Penyemakan & Pembaharuan Undang-Undang** | | |
|  | 1. *Research Skill* 2. *Writing Skills* 3. Perlembagaan Persekutuan (termasuk Akta Malaysia 1963) 4. Kursus Bahasa Melayu 5. Kursus Bahasa Inggeris 6. *Legal Opinion Writing* 7. *Powers Of Commissioner Of Law Revision* 8. Pengurusan Tatatertib 9. Kursus Gubalan 10. *Parliamentary Process* 11. *Statutory Interpretation* 12. Terjemahan 13. *Computer Skills* | 1. *Intellectual Property* 2. Undang-Undang Syariah 3. *Cyber Laws* 4. *Election Law* 5. *Effective Presentation* 6. Environmental Law 7. Kursus Undang-Undang Jenayah 8. Kursus Undang-Undang Sivil  * *Alternative Dispute Resolution*  1. *Islamic Law*   *(contohnya Islamic Finance)*   1. *Finance And Corporate Law*  * *Privatisation*  1. *Land Law* 2. *Labour Law* 3. *Human Rights* 4. *Introduction to Public International Law* 5. *Comparative Laws* 6. Kursus Kaedah Mengharmoniskan Undang-Undang Syarak dan Undang-Undang Sivil | 1. *Protocol And Etiquette* 2. *Risk Management* 3. *Conflict Management* 4. *Stress Management / Wellness And Lifestyle* 5. *Impact Assesment Analysis* 6. *Public Speaking* 7. *Advocacy Skills* 8. *Leadership Course* 9. *Financial Management* 10. Kursus *Nurturing Achievements and Developing Intelligent Minds* 11. Kursus *Analytical, Critical, Innovative and Creative Thinking* |

Nama Pegawai : Pegawai Undang-Undang

Jawatan/Gred : **L41**

Bahagian :

| **BIL.** | **KURSUS WAJIB / BIDANG PERUNDANGAN**  **(MUST KNOW)** | **KURSUS PILIHAN / BIDANG PERUNDANGAN**  **(SHOULD KNOW)** | **KURSUS BUKAN PERUNDANGAN**  **(NICE TO KNOW)** |
| --- | --- | --- | --- |
| **1.** | **Bahagian Pendakwaan** | | |
|  | 1. Kursus *Pre-Trial Preparation* 2. Kursus *Advocacy Skills* 3. Kursus *Expert Evidence On Firearms, Handwriting, Post Mortem, Arson And Fingerprints* 4. Kursus Akta Antipemerdagangan Orang Dan Antipenyeludupan Migran 2007 (ATIPSOM): Pengendalian Pendakwaan Kes Di Bawah ATIPSOM 2007 5. Kursus Pendakwaan Efektif Kes Jenayah Seksual 6. Kursus Pendakwaan Efektif Kes Dadah Berbahaya Dan Pelucutan Harta 7. Kursus Pendakwaan Efektif Kes Jenayah Pemerdagangan 8. Kursus Pengemukaan Keterangan Digital 9. Kursus Keterangan Kanak-Kanak 10. Kursus *Criminal Defence* | 1. Kursus Pendakwaan Kes Jenayah Perdagangan 2. Kursus *Mutual Legal Assistance In Criminal Matter* *Act 2002 And Extradition Act* 3. Kursus Penyediaan Pendapat Undang-Undang 4. Kursus *Research Skills* A*nd Opinion Writing* 5. Kursus Keterangan DNA 6. Kursus *Anti Money Laundering* *Act 2001* 7. Kursus *Advocacy Skills* 8. Kursus Undang-Undang Siber 9. Kursus Pengendalian Kes 10. Kursus *Research Skills And Opinion Writing* 11. Kursus *Inkues* 12. Kursus Pindaan Kanun Tatacara Jenayah – Pemakaian 13. Kursus Komputer Forensik | 1. *Interpersonal & Communication Skills* 2. *Research & Statistical Skills* 3. *Globalization And Its Effect* 4. *Medico Legal Evidence In Criminal Cases* 5. *Protocol And Social Etiquette* 6. *English For Functional Purpose* 7. *Basic Legislative Drafting* 8. *Law On Affidavits* 9. Induksi Khusus – Undang- Undang 10. Induksi Umum – Undang-Undang |
| **2.** | **Bahagian Hal Ehwal Antarabangsa** | | |
|  | 1. *Introduction To Public International Law* 2. *Introduction To World Trade Organization (WTO)* 3. *Introduction To The Law Of The Sea* 4. *Introduction To Air Law* 5. *Introduction To International Criminal Law* 6. *Introduction To International Humanitarian Law (IHL)* 7. *Introduction To Human Rights Law* 8. *Negotiation Skills For Negotiating International Agreements Multilateral/Regional/Bilateral* 9. *Opinion Writing* 10. *Introduction To Dispute Settlement*   *Mechanisms*   1. *Computer Skills* 2. *Anaylitical Skills* | 1. *Introduction To Legislative Drafting* 2. *Interpersonal And Communication Skills* 3. *Bioethics* 4. *Research Methodologies* 5. *Mutual Legal Assistance In Criminal Matters* 6. *Extradition* | 1. *Grooming And Dining Etiquette* 2. *Foreign Language* 3. *Personal Financial Management* 4. *Work Ethics* 5. *Loyalty To Organization* 6. Induksi Khusus – Undang-Undang 7. Induksi Umum – Undang-Undang |
| **3.** | **Bahagian Gubalan** | | |
|  | 1. Kursus Asas Gubalan 2. Kursus Perlembagaan (Umum) 3. Kursus Pembacaan *Statut* 4. Kursus Pengenalan Kepada Parlimen (Umum) 5. *Translating Policy Into Legislation* 6. *Regulatory Law Course* 7. Kursus Penterjemahan 8. Kursus Bahasa (Melayu Dan Inggeris) 9. Kursus Pengenalan Kepada Akta Tafsiran 10. Kursus Mengenai Kemahiran Penyelidikan Dan Penulisan Pendapat (*Course On Research Skills And Opinion Writing*) | 1. Kursus Bahasa Melayu 2. Kursus Bahasa Inggeris 3. Kursus Undang-Undang Siber 4. Kursus *Research Skills* And *Opinion Writing* 5. Kursus Harta Intelek 6. Kursus Teknologi Maklumat 7. Kursus Mengenai Undang-Undang 8. Kewangan Dan Perbankan 9. Kursus Mengenai Undang-Undang Antarabangsa 10. Kursus Undang-Undang Syariah 11. Kursus Undang-Undang Tanah 12. Kursus Mengenai Hak Asasi 13. Kursus Mengenai Semakan Undang-Undang 14. Pengucapan Awam 15. Kursus Kepeguaman 16. Kursus Pengurusan Mesyuarat | 1. *Leadership* 2. *Interpersonal & Communication Skills* 3. *Managing People* 4. *Various Courses* 5. Induksi Khusus – Undang- Undang 6. Induksi Umum – Undang-Undang 7. *Team Building* 8. Pengurusan Tekanan (*Stress Management*) 9. Motivasi/ EQ – IQ – SQ 10. Kursus Peningkatan Diri 11. Etiket Sosial 12. Pemikiran Kreatif Dan Kritikal (*Creativity And Critical Thinking*) 13. Perancangan Dan Pengurusan Masa (*Planning And Time Management*) |
| **4.** | **Bahagian Penasihat** | | |
|  | 1. Kursus Pengenalan Struktur Pentadbiran Kerajaan Persekutuan Dan Kerajaan Negeri 2. Kursus Metadologi Penyelidikan Undang-Undang 3. Kursus Menyediaan Pendapat Undang-Undang 4. Kursus Mengenai Peruntukan Utama Dalam Perlembagaan Undang-Undang 5. Kursus Kemahiran Penyediaan Pendapat Undang-Undang 6. Kursus Tafsiran Undang-Undang 7. Kursus Menggubal Dan Menyemak Perjanjian Berkaitan Skop ICT/ Kontrak-Kontrak Kerajaan/ Penswastaan 8. Kursus Undang-Undang Harta Intelek 9. Kursus Berkaitan Akta Kontrak 1950, Akta Kontrak Kerajaan 1949 Dan Akta Tatacsara Kewangan 1957 10. Kursus Berkaitan Akta Syarikat 1965, Akta Komunikasi 11. Kursus Akta Multimedia 1998, Akta Jenayah Komputer 1997, Akta Kerajaan Elektronik 2007 Dan Akta Tandatangan Digital 1997 12. Kursus Asas Gubalan Undang-Undang 13. Kursus Hak Asasi Manusia Menurut Perspektif Islam 14. Kursus Asas Mengistinbat Hukum Syarak Dari Sumber-Sumber Pertama 15. Induksi Khusus – Undang-Undang 16. Induksi Umum – Undang-Undang 17. Kursus Peningkatan Pemahaman Mengenai Kedudukan Islam Di Malaysia Menurut Perlembagaan Persekutuan | 1. Kursus Kemahiran Pengurusan 2. *Negotiation Skills* 3. Kursus Undang-Undang Tanah 4. Hubungan Antara Persekutuan Dan Negeri 5. Kursus Berhubung Tatatertib, Surcaj Dan *Natural Justice* 6. Kursus Mengenai Undang-Undang Pekerjaan 7. *Advocacy Skills* 8. *Effective Lehal Research* 9. Kursus Berkaitan Perlembagaan Persekutuan, Arahan Perbendaharaan, Pekeliling Perbendaharaan, Arahan Teknologi, Pekeliling Perkhidmatan 10. Kursus Pembacaan *Statut* (Asas) 11. Kursus Asas Muamalat, Kewangan Dan Perbankan Islam 12. Kursus Mengenai Isu-Isu Syariah Semasa Yang Berhubung Dengan Perlembagaan Persekutuan 13. Kursus Pentadbiran Undang-Undang Keluarga Islam Dan Sistem Syariah 14. Kursus Penyediaan *Pliding* | 1. *English For Fuctional Purpose* 2. Kursus Komputer ICT 3. *Interpersonal & Communication Skills* 4. *Research & Statistical Skills* 5. *Managerial Skills* 6. *Public Speaking* 7. Kursus Bahasa (Melayu, Enggeris Dan Arab) 8. Induksi Khusus – Undang-Undang 9. Induksi Umum – Undang-Undang 10. Etika Bekerja 11. Pengurusan Stres 12. *Analytical And Critical Thinking* 13. *Research & Statistical Skills* 14. Kursus Pengurusan Fail & Dokumen Terperingkat 15. Kursus Pengurusan Dan Penyediaan Bajet 16. Kursus Asas Penyediaan Memorandum Jemaah Menteri 17. Kursus Tatabahasa Dan Penulisan Surat Rasmi |
| **5.** | **Bahagian Perbicaraan dan Rayuan** | | |
|  | 1. Kursus *Pre-Trial Preparation* 2. Kursus Pendakwaan Kes Jenayah Seksual 3. Kursus Pendakwaan Kes Dadah Berbahaya Dan Perlucutan Harta 4. *Legal Research And Opinion Writings* 5. Aplikasi Kanuntatacara Jenayah Dan Akta Keterangan Dalam Mahkamah | 1. Kursus Pendakwaan Kes Jenayah Perdagangan 2. Kursus *Mutual Legal Assistance In Criminal Matter* Act 2002 3. Kursus Penyediaan Pendapat Undang-Undang 4. Kursus *Research Skills* *AndOpinion Writing* 5. Kursus Keterangan DNA 6. Kursus *Anti Money Laundering* 7. Kursus *Expert Evidence On Firearms, Handwriting, Post Mortem, Arson And Fingerprints* 8. Kursus *Advocacy Skills* 9. Kursus Undang-Undang Siber 10. Kursus Pengendalian Kes *Hebeas Corpus* 11. *Legal English* | 1. *Interpersonal & Communication Skills* 2. *Research & Statistical Skills* 3. *Globalization And Its Effect* 4. *Medico Legal Evidence In Criminal Case* 5. *Protocol & Social Etiquette* 6. *English For Functional Purpose* 7. *Basic Legislative Drafting* 8. *Law On Affidavits* 9. *Civil Procedure From Pleading To Execution* 10. Induksi Khusus – Undang- Undang 11. Induksi Umum – Undang-Undang |
| **6.** | **Bahagian Penyelidikan** | | |
|  | 1. *Research Skills* 2. Penyediaan Pendapat Undang-Undang (*Legal Opinion Writing)* 3. Peruntukan Utama Dalam Perlembagaan Persekutuan 4. Induksi 5. Proses Dan Tatacara Parlimen 6. Gubalan Undang-Undang Asas 7. Pengenalan Struktur Pentadbiran Kerajaan Persekutuan Dan Kerajaan Negeri 8. Pembacaan Statut 9. Hubungan Dan Pembahagian Kuasa Antara Kerajaan Persekutuan Dan Kerajaan Negeri Dalam Perlembagaan Persekutuan 10. Prinsip Undang-Undang Pentadbiran Dengan Rujukan Khusus Kepada Perkara Perkhidmatan 11. Perlembagaan (Umum) 12. Pemahaman Dan Tafsiran Statut 13. *Course On Post Conviction* | 1. Pengenalan Akta 1 2. Undang-Undang Syariah 3. *Introduction To Legislative Drafting* 4. Penyediaan *Pliding* 5. Taksiran Ganti Rugi 6. *Alternative Dispute Resolution* 7. Pendakwaan Kes Jenayah Seksual 8. Undang-Undang Kebangkrapan 9. Undang-Undang Siber 10. Pendakwaan Kes Jenayah Perdagangan 11. *Course On Electronic Evidence* 12. *Course On Criminal Defences* 13. Kewajipan Statutori Dan Kuasa *Statutori* 14. Undang-Undang *Anti-Money Laundering* 15. Pengendalian Kes *Hebeas Corpus* 16. Pendakwaan Kes Dadah Berbahaya Dan Pelucutan Harta 17. *Basic Legislative Drafting* 18. *Course On Compliance With The Obligations Under The Convention On The Rights Of The Child (CRC), Convention On The Elimination Of All Forms Of Discrimination Against Women (CEDAW) And Persons With Disabilities Convention* (PWDC) 19. Undang-Undang *Medico-Legal* 20. Keterangan DNA 21. *Civil Procedure From Pleading To Execution* 22. *Introduction To International Humanitarian Law* (LHL) 23. *Introduction To International Criminal Law* 24. *Undang-Undang Harta Intelek* 25. *Advocacy Skills* 26. Keterangan Elektronik 27. Keterangan Saksi Pakar 28. Peranan Sains Dalam Kes-Kes Jenayah Dan Sivil | 1. *Interpersonal & Communication Skills* 2. *Protocol & Social Etiquette* 3. *Leadership & Management Skills* 4. *Management Of Financial & Other Resourses* 5. *Grooming And Dining Etiquette* 6. *French Language* 7. *Arabic Language* 8. *Human Resourses Management* 9. Komputer ICT 10. *English For Functional Purpose* 11. *Interpersonal And Communication Skills* 12. ICT *(Information Communication And Technology*) 13. *Writing Skills* 14. *Effective Presentations* 15. *Writing Skills* 16. Pengenalan Kepada Parlimen |
| **7.** | **Bahagian Guaman** | | |
|  | 1. Kursus Penyediaan *Pliding* 2. Kursus Permohonan *Interlokutori* 3. Kursus Taksiran Ganti Rugi 4. Kursus Perlembagaan (Umum) 5. Kursus Kemahiran Kepeguaman 6. Kursus Mengenai Hak Asasi Manusia 7. Kursus Keterangan Saksi Pakar 8. Kursus Prosiding Oleh Dan Terhadap Kerajaan | 1. Kursus Keterangan 2. Kursus Prosedur Mahkamah Rendah 3. Kursus Perlaksanaan Dan Penguatkusaan Di Mahkamah Rendah 4. Kursus Prosiding Oleh Dan Terhadap Kerajaan 5. Kursus Penghujahan 6. Kursus Undang-Undang *Tort* Dan Kewajipan *Statutori* 7. Kursus Penyediaan Pendapat Undang-Undang 8. Kursus Kepakaran Penyelidikan 9. Kursus *Medico Legal* 10. Kursus Keterangan Saksi Pakar 11. Kursus Perlaksanaan Dan Penguatkuasaan Di Mahkamah Rendah Dan Tinggi 12. Kursus Undang-Undang Tanah Tort Dan Kewajipan *Statutori* 13. Kursus Undang-Undang Kontrak/ ADR 14. Kursus Harta Intelek 15. Kursus Undang-Undang Siber 16. Kursus Undang-Undang Tanah | 1. *Leadership & Management Skills* 2. *Interpersonal & Communication Skills* 3. *Research & Statistical Skills* 4. *Managerial Skills* 5. *Managing People* 6. *Management Of Financial & Other Resources* 7. Induksi Khusus – Undang-Undang 8. Induksi Umum – Undang-Undang 9. Kursus Teknologi Maklumat 10. Kursus Pengurusan Fail 11. Kursus Pengurusan Mesyuarat 12. Kursus Pengurusan Tekanan 13. Kursus Peningkatan Diri 14. Pemikiran Kreatif Dan Kritikal (*Creative And Critical Thinking*) 15. Perancangan Dan Pengurusan Masa (*Planning And Time Management*) |
| **8.** | **Bahagian Penyemakan & Pembaharuan Undang-Undang** | | |
|  | 1. Perlembagaan Persekutuan (termasuk Akta Malaysia 1963) 2. Kursus Bahasa Melayu 3. Kursus Bahasa Inggeris 4. *Research Skills* 5. *Report Writing Skills* 6. *Legal Opinion Writing* 7. *Powers Of Commissioner Of Law Revision* 8. Pengurusan Tatatertib 9. Kursus Gubalan 10. *Parliamentary Process* 11. *Statutory Interpretation* 12. Terjemahan 13. *Computer Skills* | 1. Undang-Undang Syariah 2. Perlembagaan Persekutuan 3. *Environmental Law* 4. Kursus Undang-Undang Jenayah 5. *Election Law* 6. Kursus Undang-Undang Sivil  * *Alternative Dispute Resolution*  1. *Islamic Law*   *(contohnya Islamic Finance)*   1. *Finance And Corporate Law*  * *Privatisation*  1. *Land Law* 2. *Cyber Law* 3. *Labour Law* 4. *Human Rights* 5. *Introduction to Public International Law* 6. *Comparative Laws* 7. *Effective Presentation* 8. Kursus Kaedah Mengharmoniskan Undang-Undang Syarak dan Undang-Undang Sivil | 1. *Protocol And Etiquette* 2. Induksi Khusus – Undang- Undang 3. Induksi Umum – Undang-Undang 4. *Risk Management* 5. *Conflict Management* 6. *Stress Management / Wellness And Lifestyle* 7. *Impact Assesment Analysis* 8. *Public Speaking* 9. *Advocacy Skills* 10. *Leadership Course* 11. *Financial Management* 12. Kursus *Nurturing Achievements and Developing Intelligent Minds* 13. Kursus *Analytical, Critical, Innovative and Creative Thinking* |