



PROGRAMME HANDBOOK



SEAP

Senior Executive Assessment Programme



Series 10 No. 1/2024

5th – 7th March 2024

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1. Background

The Senior Executives Assessment Programme (SEAP) is a mandatory course for officials who are to be confirmed to the “Jawatan Utama Sektor Awam’ (JUSA) and its equivalent; with two (2) years and less of service.

1.1 Course Objective

This programme aims to develop and access participant’s knowledge, skill and leadership-competency particularly to:

- a) Develop and assess strategic and transformative leadership competencies;
- b) Strengthen critical and innovative analysis from different dimensions and perspectives;
- c) Enhance strategic visioning and scenario planning/building;
- d) Enhance networking, collaboration and teamwork among participants; and
- e) Develop awareness and understanding of areas within or beyond the civil service milieu through targeted readings and lectures.

1.2 Programme Duration

This programme is designed to be conducted for **3 days** per series. For this series it will be held on:

5th – 7th March 2024

The course is deemed completed in entirety only if participants have provided **full commitment** to the course. The course will be conducted **online**.

1.3 Registration Session

Date: 5th March 2024 (Tuesday)

Time: 10.30 a.m. – 12.30 p.m.

Venue: Google Meet meeting (secretariat will provide link in Whatsapp group)

- a) **Before the course begins**, participants are required to sign up an account in DTIMS at <https://www.dtims.intan.my/register>. Then, log in to the DTIMS account to **apply for SEAP course** and complete registration. **QR Code or link** for registration in DTIMS will be provided by the secretariat in **WhatsApp group**.
- b) During the registration session on 5th March 2024, secretariat will check participants' registration status in the system.
- c) **Course briefing** will take place after the registration session

2. PRE SEAP-REQUIREMENTS

The participants are obliged to complete and submit the stipulated items.

2.1 Forms

a) “Borang Pengesahan Kehadiran”

Participants are required to fill up the “Borang Pengesahan Kehadiran” as enclosed **via email to PSD** dev.jusa@jpa.gov.my **and copy to** seapadmin@intanbk.intan.my.
(Borang Pengesahan Kehadiran enclosed as **Appendix 1**)

b) Participants Profile Form

Participants are required to submit the **Participant’s Profile via email to PSD** dev.jusa@jpa.gov.my **and copy to** seapadmin@intanbk.intan.my. **in the excel format given.**

To facilitate materials sharing throughout the course, participants are advised to have a Gmail account.

c) Medical Check-Up

i) It is **COMPULSORY** for all participants to **complete a medical check-up and submit the report to:**

- PSD via email** dev.jusa@jpa.gov.my **by 26th February 2024**; and
- The secretariat during the registration day.

This is to ensure that participants are physically and medically fit to undergo **all** activities. (Medical check-up form enclosed as **Appendix 2**)

- ii) A medical check-up report from **any government or private clinic and hospital** is acceptable.
- iii) Medical check-ups conducted within a **6-month period prior to** the programme registration date will be accepted.
- iv) **Participants who are on medication** are also advised to have their **medicines** with them at all times.

The Forms have to be submitted by the date stipulated in **Section 4 (Important Dates)**.

2.2 E-PEMBELAJARAN SEKTOR AWAM (EPSA)

Participants are required to complete **two (2) SEAP modules in EPSA**, which include:

- a) **ALMP-Effective Leadership (ELA0005)**; and
- b) **Creative Thinking & Problem Solving (ELA0009)**.

This task constitutes **10%** of the total programme evaluation and **failure to complete and not submitting the tasks within the stipulated deadline will affect the overall evaluation.**

Marks will be given upon submission of the completed answered all the assessment of two (2)

modules (i.e. the ability to complete EPSA before the deadline).

The system is best to be accessed using **Google Chrome Browser**

a) Login

• **Step 1**

EPSA - <https://www.epsa.gov.my>

• **Step 2**

Participant's Log-in details:

Username: 12-digit Identity Card (IC) number

Password: eps@ followed by last 6 digits of IC number (e.g. eps@123456)

b) Inquiries

Any inquiry should be referred to:

i) Ms. Nor Hasimah binti Che Mat
Tel: 03-2084 7713
Email: norhasimah@intanbk.intan.my

ii) **EPSA Helpdesk**
Tel: 03-2084 7689
Email: epsaadmin@intanbk.intan.my /
epsa@intanbk.intan.my

Remarks

a) Participants **must complete all EPSA modules**

To ensure course integrity and support for the highest standards of behavior, **misconduct** which includes evidence of cheating or plagiarism or other forms of dishonesty **will not be tolerated**. Participants **can be disqualified** from SEAP if sufficient evidence is found

2.3 Psychological Test

Participants are required:

- a) to complete the following online **Psychological Test prior to attending the course:**
- b) **to retake the test if they have exceeded 12 months from the last test date.**

For more information, kindly refer to **Appendix 3.**

Failure to comply with this will result in the participant's psychological evaluation report not readily available for presentation by Psychology Department, JPA.

- a) *Ujian Indeks Perwatakan Unggul (IPU)*

The link will be sent to participant's official email address by **22nd February 2024.**

- b) *Ujian Profil Personaliti dan Kerjaya Pegawai*

□ Step 1

www.interactive.jpa.gov.my/profilptd

• Step 2

Participant's Log-in details:

Username: 12-digit Identity Card (IC) number

Password: Last 6 digits of IC number

c) **Inquiries**

i) **Ms. Shamila Banu Binti Hisamuddin**

Tel: 03-8885 5235

Email: mila.hisamuddin@jpa.gov.my

ii) **Ms. Nazrreen Binti Azwarman Shah**

Tel: 03-8885 5232

Email: nazrreen.shah@jpa.gov.my

3. SEAP ASSESSMENTS

The content of SEAP are as follows:

a. **Lecture**

b. **Assessments**

- Case Study (Leadership / Strategic Management)
- Commentary Session / Public Speaking
- Book Review

Details on the list of programme will be briefed during the **Course Briefing Session on 5th March 2024 (Tuesday)**.

3.1 Evaluation Components

SEAP evaluation components are as follows;

Components	Duration (Min)	Evaluators	Weightage (%)
Case Study	25	Panel	30
Public Speaking	10	Panel	30
Book Review	15	Panel	30
EPSA	-	System	10

3.2 Schedule

SEAP schedule is as follows;

	5 th March 2024	6 th March 2024	7 th March 2024
Morning	Course Briefing	Evaluation 1 Book Review	Evaluation 3 Case Study
Afternoon Session	Lecture- Unlocking Case Study	Evaluation 2 Public Speaking	

3.3 Book Review Presentation

3.3.1 Task Description

The purpose of this task is to assess participants' thinking abilities which include empirical, critical and analytical thinking skills.

Participants are required to identify the central ideas of the book, provide some indication of the author's style, approach, or premises, and then offer an overall evaluation. A book review should discuss the strengths and weaknesses of the contents, describe and critically analyse as well as evaluate the book according to its purpose, content, and authority on the subject matter. Most importantly, participants must demonstrate the lessons learnt from the book to their work experience. **Each participant** is encouraged to apply lessons from the book to your organization/ Malaysian context where applicable.

3.3.2 Task Output

- a) Each participant has to perform a **15-minutes presentation**.
- b) Presentation is an individual presentation.
- c) The presentation should be delivered in **English**.
- d) The presentation should also reflect aspects of the assigned case.
- e) You must use visual aids and preferably a '**Powerpoint**' presentation.
- f) The '**Powerpoint**' presentation must be **coherent** in terms of contents and be **visually appealing**.
- g) The group will be assessed on the:
 - Adequacy and relevance of the content;
 - Superior discussion of the book with respect to problem solving, strategic management and decision-making skills;
 - Coherent presentation of ideas/findings;
 - Effectiveness of presentation and communication skills;
 - Time management;
 - Application in Malaysian context; and
 - Ability to relate lessons learnt from the book to work experiences

3.3.3 The e-book for the session will be attached later in the Google Drive, attached with the invitation email to the participants.

3.4 Case Study Presentation

3.4.1 Task Description

The purpose of this task is to **assess participants' abilities to apply core and functional knowledge** as well as **demonstrate leadership competencies such as problem solving, strategic management and decision-making skills** through the assigned case.

3.4.2 Task Output

- i. Each participant has to perform a **25 minutes presentation**.
- ii. Each participant will be evaluated individually.
- iii. The presentation should be delivered in **English**.
- iv. The presentation also should reflect aspects of the assigned case.
- v. You must use visual aids and preferably a '**Powerpoint**' presentation.
- vi. The '**Powerpoint**' presentation must be **coherent** in terms of contents and be **visually appealing**.
- vii. Each participant will be assessed on the:
 - Adequacy and relevancy of content
 - Analysis of issues
 - Superior discussion of case with respect to problem solving, strategic management and decision-making skills
 - Effectiveness of presentation

viii. Furthermore, participants should be able to answer the following questions:

- Briefly discuss the strategic issues in the case study.
- Why the issues are important to be discussed?
- What are the steps taken to address the issues?
- What are the possible options to address the issues? What are the pros/cons of each option?
- What were the results of your analysis? How can it be applied in Malaysian context?

ix. Participants are encouraged to:

- Do extra reading and research.
- Use creative and innovative problem solving techniques.
- Demonstrate tremendous awareness in understanding the case.
- Apply management and strategic planning tools.
- Critically analyse and evaluate the scenarios. With respect to that, put it into perspective by relating it to your current organizational goals and performance as well as system and process.

3.4.3 The case study will be attached later in the Google Drive, attached with the invitation email to the participants.

3.5 Public Speaking

3.5.1 Task Description

In this task, each participant must speak **on a specific topic** which must fall under the **areas of topic given** to participant as follows:

- Culture and The Arts
- Health and Fitness
- Science and Technology
- Environment and Nature
- Sport & Recreation
- Information and Communication Technology
- Safety & Crime
- Social Problem & Prevention
- Gender Equality
- Generation Gap
- Poverty
- Travel and Tourism
- Drug & Medicine
- Leadership and Management
- Education of The Future
- Government Innovation
 - Climate Change and Energy
 - Economic Development
 - National Unity

3.5.2 Task Output

- Each participant must speak on a topic which falls under the topic areas given
- The medium of communication must be in English.
- The time given for each participant is ten (10) minutes.

- Each participant's speech must include:
 - i) Lesson learnt from participant's experience in the service; and
 - ii) Participant's own suggestion for improvement to enhance Malaysia public service

- Participant is not allowed to include these elements in the speech:
 - i) Religious sentiment;
 - ii) Racial sentiment
 - iii) Slander and hate speech
 - iv) Political motive
 - v) Fake news
 - vi) Any other sensitive issue common to Malaysians

4. IMPORTANT DATES FOR SEAP SERIES 9, NO. 2/2023

Course Requirements		Deadline/Submission
a.	<ul style="list-style-type: none"> • Borang Pengesahan Kehadiran • Participants Profile Form 	22 nd February 2024
b.	<ul style="list-style-type: none"> • Medical Check-Up Form 	26 th February 2024
c.	<ul style="list-style-type: none"> • Psychological Test (Online) • EPSA (Online) 	To be completed within 20 th February 2024 – 4 th March 2024

5. SECRETARIAT INFO

No.	Portfolio	Officer-in-Charge
PUBLIC SERVICE DEPARTMENT OF MALAYSIA (PSD)		
1.	Attendance Confirmation Service Matters	<p>Mr. Mohd Norizam bin Mohd Tahil Service Division Public Service Department of Malaysia Tel: 03-88854276 Email: norizam.tahil@jpa.gov.my</p> <p>Ms. Siti Nur Afiqah binti Mohamed Musthafa Service Division Public Service Department of Malaysia Tel: 03-88854233 Email: afiqah.musthafa@jpa.gov.my</p> <p>Mr. Ahmad Firdaus bin Abdul Halim Service Division Public Service Department of Malaysia Tel: 03-88854899 Email: firdaus.halim@jpa.gov.my</p>
2.	Psychological Test	<p>Ms. Shamila Banu binti Hisamuddin Psychological Management Division, Public Service Department of Malaysia Tel: 03-8885 5235 Email: mila.hisamuddin@jpa.gov.my</p> <p>Ms. Nazrreen Binti Azwarman Shah Psychological Management Division, Public Service Department of Malaysia Tel: 03-8885 5232 Email: nazrreen.shah@jpa.gov.my</p>

NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION (INTAN)

1. SEAP Secretariat	<p>Mr. Hazhar bin Muhamad Hanip Premier Leadership Assessment Programme INTAN Bukit Kiara Tel : 03 – 2084 7712 / 017-6881979 Fax : 03 – 2093 4135 Email: seapadmin@intanbk.intan.my</p> <p>Mr. Salehuddin bin Md. Dahlan Premier Leadership Assessment Programme INTAN Bukit Kiara Tel : 03 – 2084 7324 / 013-6701788 Fax : 03 – 2093 4135 Email: seapadmin@intanbk.intan.my</p> <p>Mr. Muhammad Hanif bin Hasman Yusri Premier Leadership Assessment Programme INTAN Bukit Kiara Tel : 03 – 2084 7489 / 010-3780223 Fax : 03 – 2093 4135 Email: seapadmin@intanbk.intan.my</p> <p>Mr. Muhamad Aiman bin Maarof Premier Leadership Assessment Programme INTAN Bukit Kiara Tel : 03 – 2084 7489 / 010-3780223 Fax : 03 – 2093 4135 Email: seapadmin@intanbk.intan.my</p>
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2.	EPSA	EPSA Helpdesk Cluster for Innovative Management Technology (i-IMATEC) INTAN Bukit Kiara Tel: 03-2084 7689 E-mail: epsaadmin@intanbk.intan.my / epsa@intanbk.intan.my
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6. ONLINE COURSE IMPLEMENTATION

6.1 General

- i. Secretariat will create a **WhatsApp group** for purpose of communication between participants and secretariat.
- ii. **Google Meet link** will be given through the WhatsApp group for access to course briefing, class and evaluation session before the sessions start.
- iii. Participants have to turn on the webcam during sessions and turn off your microphone when it is not in use.
- iv. Participants are advised to access this course from office or any place with strong and stable internet connection. Secretariat is not liable for any disruption of internet connection at participants' place when evaluation is being conducted.

6.2 Course Briefing and Class on Unlocking the Case study

- i. Course briefing will be delivered by the secretariat **online**
- ii. There will be a class on Unlocking the Case Study which will be delivered **online** by INTAN officer.

6. ONLINE COURSE IMPLEMENTATION

6.3 Evaluation

- i. All evaluations will be conducted **live and online** via Google Meet application involving panel of evaluators, participants and secretariat.
- ii. Secretariat will begin evaluation session by delivering the task description of respective evaluation.
- iii. For Book Review presentation and Case Study presentation, participants are required **to present PowerPoint slides**. Every participant will **take turn** to present and will be evaluated individually. Other participants need to **be ready online** before you are invited to start your presentation.
- iv. For Public Speaking session, participants are not required to present any slide. Participants need to stand up, make your upper body visible and speak in front of the camera.
- v. Secretariat will be the time keeper for all presentations.

APPENDICES



**BORANG PENGESAHAN KEHADIRAN
SENIOR EXECUTIVE ASSESSMENT PROGRAMME(SEAP)
SIRI 10 BIL 1/2024
5 – 7 MAC 2024**

***Sila bawa dan kemukakan borang sewaktu sesi pendaftaran.**

Pengarah
Bahagian Perkhidmatan
Jabatan Perkhidmatan Awam Malaysia
Aras 7, Blok C2, Kompleks C,
62510 Putrajaya
(u.p.: Puan Nazaitulsyima binti Mohamad Zaki)

Tuan/Puan,

Bahawasanya saya No. Kad Pengenalan
bertugas di

akan menghadiri SEAP Siri 10 Bil. 1/2024.

tidak akan menghadiri SEAP Siri 10 Bil. 1/2024.

Justifikasi:

.....
.....
.....

***Permohonan untuk tidak hadir kursus perlu mendapat sokongan
Ketua Jabatan dan diluluskan oleh Pengarah Bahagian
Perkhidmatan JPA.**

Sekian, terima kasih.

Tandatangan : Cop: No. Telefon : No. Faks : Tarikh :	<p align="center">*Perakuan Ketua Jabatan:</p> <p align="center"><i>Sokong/Tidak Disokong</i></p> Tandatangan : Cop: Tarikh :
<p><i>Lulus/Tidak dilulus</i></p> <p>.....</p> <p>Pengarah Bahagian Perkhidmatan Jabatan Perkhidmatan Awam Tarikh:.....</p>	



**BORANG PEMERIKSAAN KESIHATAN
BAGI PEGAWAI PERKHIDMATAN AWAM**

A. BIODATA (Diisi oleh pemohon)

1. Nama:

2. No.Kad Pengenalan :

3. Umur : Tahun Bulan (pada tarikh pemeriksaan)

4. Tarikh / / Lahir :

Lelaki Perempuan 5. Jantina :

6. Melayu Cina India Lain-lain, nyatakan : _____

Bangsa :

7. Taraf Bujang Berkahwin Janda/
Duda Perkahwinan :

8. Alamat Tempat Kerja : _____

9. Sejarah Perubatan :

a. Penyakit Mental
 b. Lain-lain (Sila nyatakan) _____

10. Sejarah Pembedahan :

Diagnosi / Jenis Pembedahan	Tahun
a. _____	_____
b. _____	_____
c. _____	_____

11. Sejarah alahan (alergi) :

i. Ubat – ubatan :	a. _____	b. _____
	c. _____	d. _____
ii. Lain - lain :	a. _____	b. _____
	c. _____	d. _____

Sejarah keluarga:

- a. Penyakit Mental
- b. Kanser
- c. Diabetes Melitus
- d. Hipertensi (Darah Tinggi)
- e. Strok (Angin ahmar)
- f. Penyakit Jantung
- g. Lain-lain (sila nyatakan)
.....

B. PEMERIKSAAN FIZIKAL

. m Berat Badan : : kg 1. Tinggi :

2. Indeks Jisim Tubuh Kg/m² BMI < 18 (Kurang berat badan) (BMI)
: Kg/m² BMI 18 – 23 (Normal)
BMI 23 – 30 (Lebih Berat Badan)
BMI > 30 (Kegemukan / obes)
3. Kadar Nadi : _____

- _____ /min Rentak (Rhythm) : _____
4. Tekanan darah (BP) : _____ sistolik mm/Hg
_____ Diastolik mm/Hg

C. CATATAN (Diisi oleh pemeriksa)

Tandatangan Pemeriksa : -----

Tarikh: -----

Nama dan Cop Rasmi:

SURAT PENGESAHAN PEMERIKSAAN KESIHATAN

Saya dengan ini mengakui bahawa saya telah memeriksa
_____ K.P. No _____ pada
_____ dan saya dapati :

- (i) Ia tidak mengidap apa-apa penyakit dan disahkan sihat untuk mengikuti Kursus *Senior Executive Assessment Programme*.
- (ii) Ia tidak begitu sihat tetapi boleh mengikuti Kursus *Senior Executive Assessment Programme*.
- (iii) Ia tidak sihat dan tidak disokong untuk mengikuti Kursus *Senior Executive Assessment Programme*.

Tandatangan Pegawai Perubatan :-----

Nama dan Cop Rasmi:

Tarikh :-----

Masa:-----

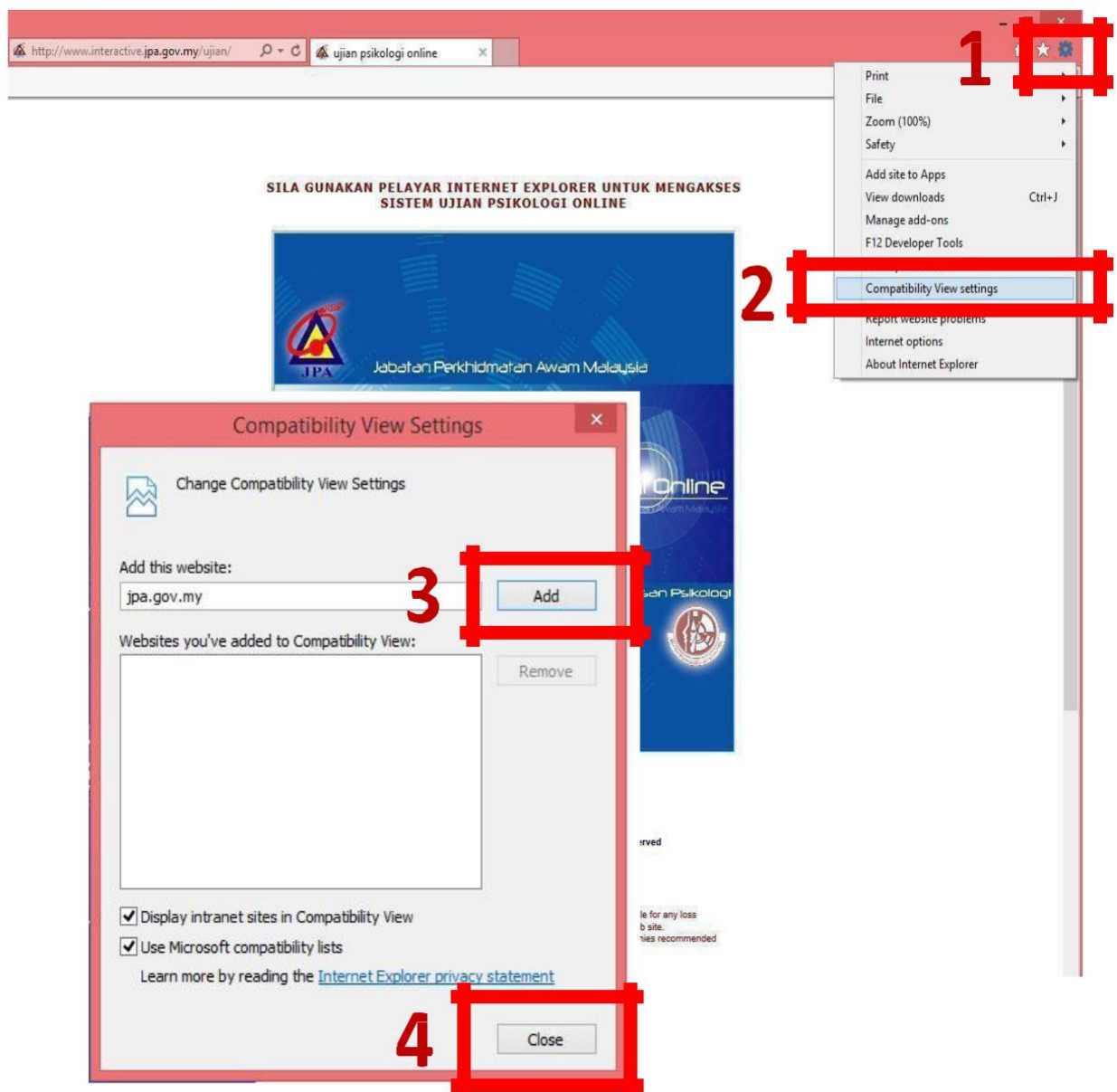
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**GUIDELINES FOR UJIAN INDIKATOR PERWATAKAN UNGGUL
(IPU) JPA**

1. Ujian ini boleh dicapai melalui www.interactive.jpa.gov.my/ujian dengan menggunakan;

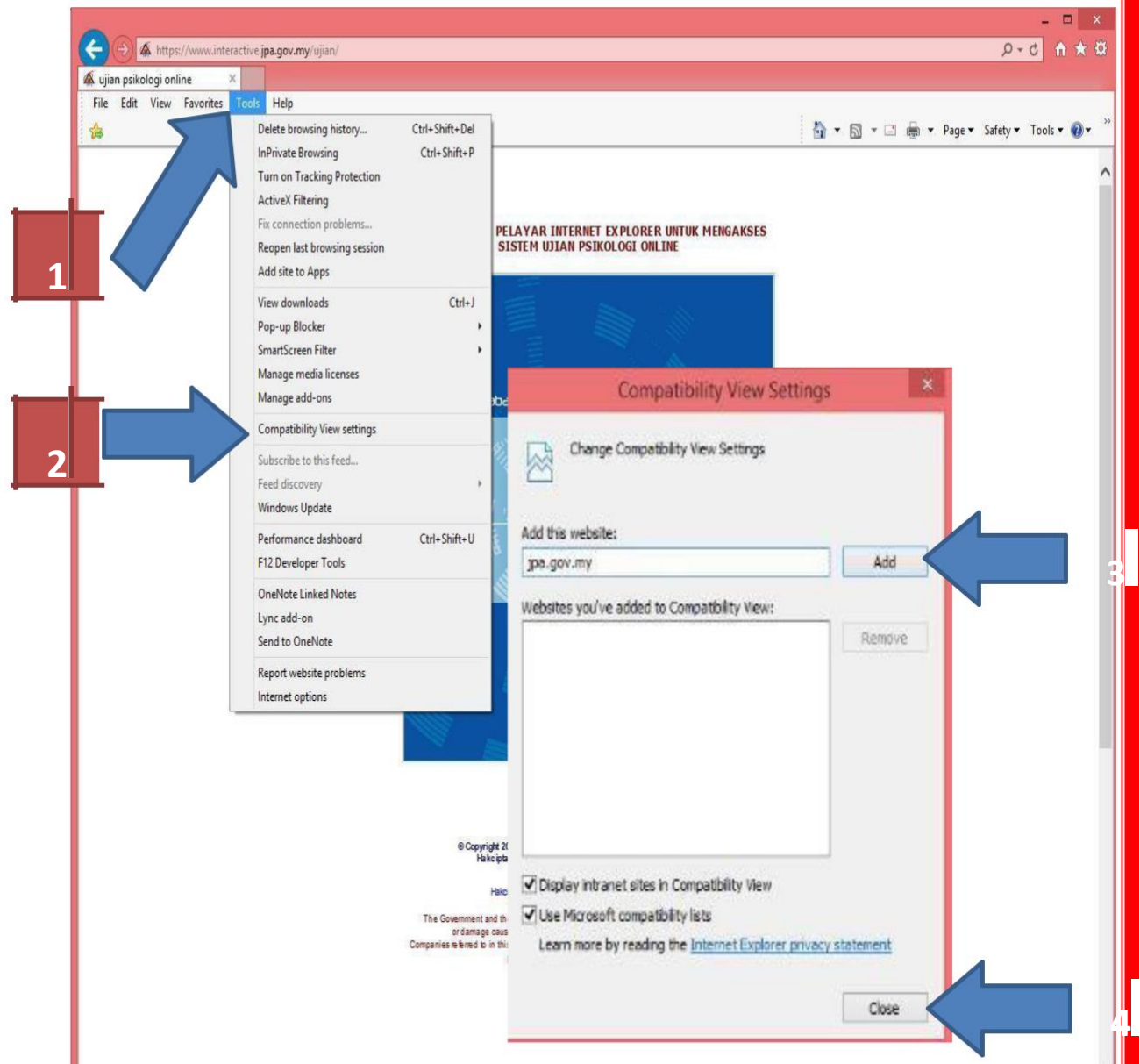
Id Pengguna: **(No. Kad Pengenalan; *contoh: 651127146288)** dan **kata laluan adalah enam digit terakhir No. Kad Pengenalan responden *contoh (146288)**

2. Responden dikehendaki menggunakan **Internet Explorer SAHAJA** untuk mencapai laman web tersebut dan mengikuti arahan seperti berikut:



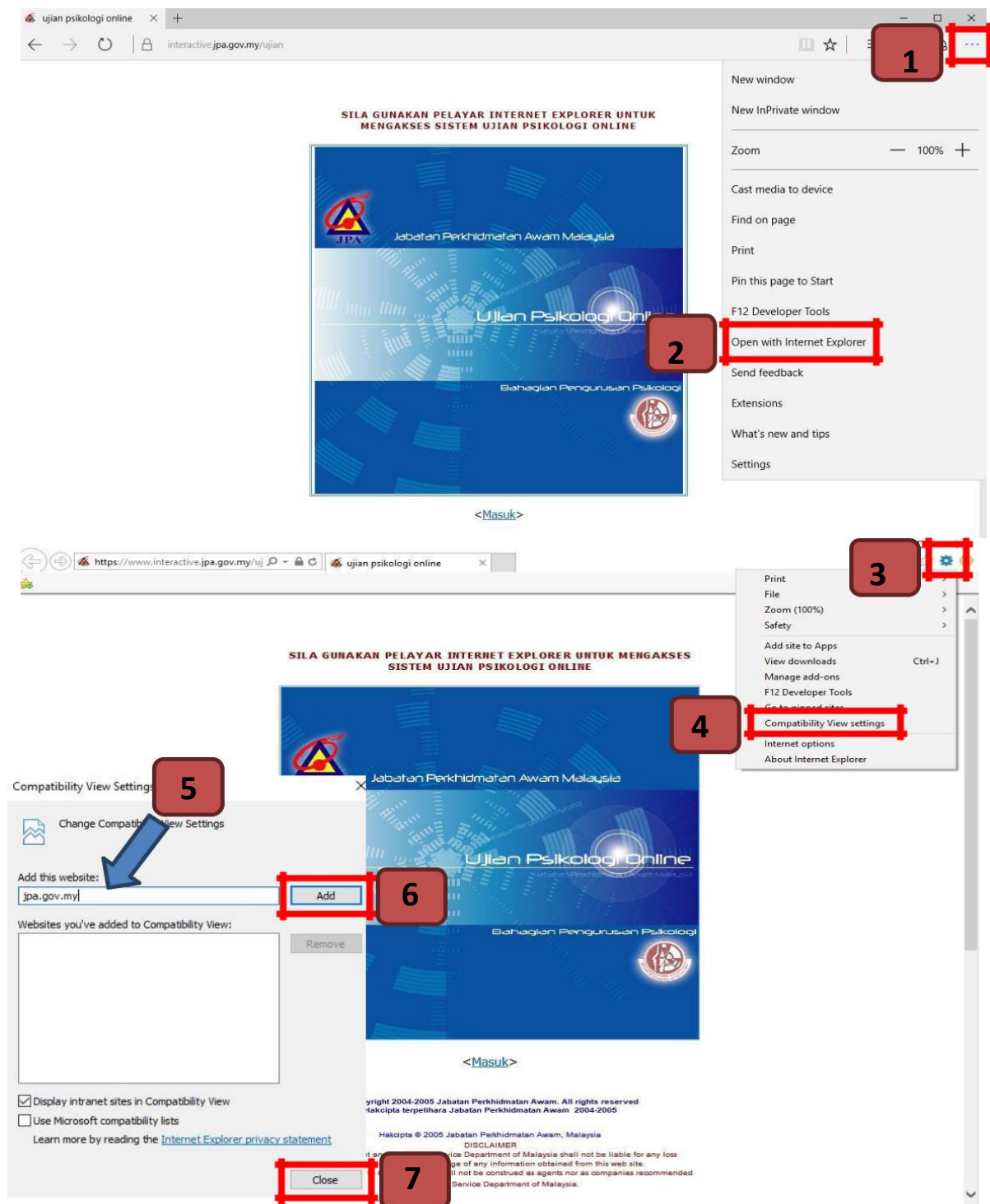
* Selepas aktifkan tutup *Internet Explorer* kemudian buka balik dan boleh menjawab semula.

Jika tiada icon seperti diatas boleh ikuti arahan seperti dibawah:



* Selepas aktifkan tutup Internet Explorer kemudian buka balik dan boleh menjawab semula.

Untuk pengguna *Microsoft Edge* boleh ikuti tatakara dibawah:



* Selepas aktifkan tutup *Internet Explorer* kemudian buka balik dan boleh menjawab semula.

3. Responden **tidak perlu mengemaskini profil peribadi.**
Terus log in dan menjawab ujian yang diarahkan sahaja.
4. Tatacara ini adalah diperlukan bagi mengelakkan sebarang masalah timbul semasa pengambilan ujian ini seperti:
 - a) *pop up* mengatakan masa telah tamat tetapi belum habis menjawab soalan ujian (kerana menggunakan *mozilla firefox/chrome*); dan
 - b) *profile* maklumat yang tidak betul akan keluar apabila *login* (kerana *setting time zone* pada komputer tidak betul).
5. Sebarang urusan mengenai ujian psikologi tersebut boleh berhubung dengan pegawai berikut (Isnin hingga Jumaat jam 8.30 pagi hingga 4.30 petang):
 - a) **Puan Shamila Banu binti Hisamuddin**
Tel: 03-8885 5235
Email: mila.hisamuddin@jpa.gov.my
 - b) **Cik Nazreen Binti Azwarman Shah**
Tel: 03-8885 5232
Email: nazreen.shah@jpa.gov.my

PANDUAN MENGIKUTI UJIAN PROFIL PERSONALITI DAN KERJAYA PEGAWAI JPA

1. Ujian ini boleh dicapai melalui capaian www.interactive.jpa.gov.my/profilptd dengan menggunakan;

Id Pengguna: **No. Kad Pengenalan; *contoh:
651127146288**

2. Ujian ini mengandungi **lima (5) seksyen**. Responden dikehendaki menjawab **kesemua Ujian Seksyen A, Seksyen B, Seksyen C, Seksyen D dan juga Seksyen E**. Klik butang '+' pada Senarai Ujian Profil PTD di sebelah kiri laman setelah log masuk. Calon hendaklah memastikan klik butang "Simpan dan Hantar" bagi setiap seksyen setelah selesai menjawab.
3. Responden dikehendaki menggunakan **Internet Explorer SAHAJA**.
4. Responden dikehendaki untuk memastikan *setting* masa pada komputer yang digunakan adalah betul iaitu dengan memilih **time zone Kuala Lumpur, Singapore** dan **tarikh serta jam yang terkini**.
5. Responden **tidak perlu mengemaskini profil peribadi**. Terus log in dan menjawab ujian yang diarahkan sahaja.
6. Tatacara ini adalah diperlukan bagi mengelakkan sebarang masalah timbul semasa pengambilan ujian ini seperti:
 - a) profile maklumat yang tidak betul akan keluar apabila *login* (kerana *setting time zone* pada komputer tidak betul).

7. Sebarang urusan mengenai ujian psikologi tersebut boleh berhubung dengan pegawai berikut (Isnin hingga Jumaat jam 8.30 pagi hingga 4.30 petang):

a) **Puan Shamila Banu binti Hisamuddin**

Tel:03-8885 5235

Email: mila.hisamuddin@jpa.gov.my

b) **Cik Nazrreen Binti Azwarman Shah**

Tel:03-8885 5232

Email: nazrreen.shah@jpa.gov.my

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