



# MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

## CERTIFICATE IN CO-OPERATIVE MANAGEMENT AND GOVERNANCE

21 - 25 JUNE 2021

### MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to the South-South Cooperation, in particular, the Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasizes on the development of human resources through the provision of trainings in various areas which are essential for a country's development such as the public administration, good governance, health services, education, agriculture, sustainable development, poverty alleviation, investment promotion, ICT and banking. Annually, Malaysia offered more than 65 technical and capacity-building programmes under the MTCP, which have benefited more than 34,000 participants from 144 countries.

#### Objectives:

- To share development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC);
- To promote technical cooperation among developing countries (TCDC).

### CO-OPERATIVE INSTITUTE OF MALAYSIA (CIM)

As the sole co-operative education institution in Malaysia, CIM has been entrusted by the Ministry of Foreign Affairs to conduct the 'Certificate in Co-operative Management and Governance' course. This serves as recognition by the government of Malaysia to advocate the co-operative sector as the third engine of growth for Malaysia after the public and private sectors. The main functions of CIM are:

- To organize training and education programmes for co-operative movement in the country;
- To disseminate and publish information related to co-operatives;
- To conduct research and consultancy services with regard to co-operative movement.



## CERTIFICATE IN CO-OPERATIVE MANAGEMENT AND GOVERNANCE

In managing co-operatives in the 21st century, leaders and managers of co-operatives are challenged with not only demand and expectation from its members but also challenges from emerging business environment. Managing co-operative to suit modern needs but stay grounded with co-operative philosophy and principle is crucial in ensuring sustainability and identity of a co-operative is maintained. Thus, this course focuses on sharing the proper knowledge and comprehensive management concept that applies to co-operatives. In addition to promote a good conduct of co-operatives operation, governance should be strengthened and this is the spotlight in the course. Apart from focusing on issues related to movements, principles, product and services, it also promotes exchange of knowledge and experiences between participants.

#### Objectives:

Participants will gain understanding and upgrade their knowledge and skills in co-operative management, finance and governance in accordance with the co-operative principle and co-operative legislation.

#### Course Content:

To achieve objectives of the course mentioned, the following topics are covered:

1

#### Malaysia and its' Sosio-Economic Development

- Introduction to Malaysian Government Structure
- Economic and Social Development of Malaysia
- National Entrepreneurship Policy 2030
- National Co-operative Policy

2

#### Co-operative Movement In Malaysia

- Introduction to Co-operative Organisation & Management: The Co-operative Advantage
- The Co-operative Purpose, Values and Principles
- Members' Role in Co-operatives

3

#### Issues and Challenges Facing the Co-operative Movement

- Leadership, Managerial and Financial management skills
- Entrepreneurial Perspectives in Co-operatives
- Members Participation
- Crisis management

4

#### Governance

- Co-operative Governance
- Role and Responsibility of Board Members
- Internal Control System
- Dispute Settlement in Co-operative

5

#### Sustainable Cooperative Business Development

- SDG's in Malaysia Co-operative Perspective
- Social Enterprise and Co-operative Innovation
- Strategic Planning and Performance Evaluation

6

#### Project Evaluation and Business Plan

- Feasibility Studies
- Business Plan Development
- Outcome and Impact Analysis

7

#### Financial Management

- Analysis of Financial Statements for Decision Making
- Working Capital Management

#### Methodology:

Integrated approach online teaching and learning methodology through:

- Formal online lecture
- Online class discussions
- Case studies and project work
- Individual presentation
- Video presentation and documentaries

#### Qualification:

Participants of this course should comply with the following pre-requisites:

- Nominated by respective government
- Co-operative leaders with minimum of three years experience as a board or manager of co-operatives
- Government officers with minimum of three years working experience supervising co-operative movement in their respective countries
- Age between 26 to 50 years (Kindly include Middle to Senior Officer)
- Proficiency in English language

#### Application and Enquiries:

- Applications should be made using the prescribed MTCP application that can be obtained from the nearest Malaysian Embassy/ High Commission in recipient countries or MTCP website:

[https://mtcpcoms.kln.gov.my/mtcpcoms/online/list\\_course](https://mtcpcoms.kln.gov.my/mtcpcoms/online/list_course)

The application must be completed and endorsed by the Ministry of Foreign Affairs / Focal Points responsible for the MTCP Programme in the applicant's country, then submitted through the applicant's government with Note Verbale to the Ministry of Foreign Affairs Malaysia via the nearest Malaysian High Commission / Embassy.

Incomplete and/or unendorsed forms will not be processed.

Online training link will be sent out via email to successful candidate.

**The closing date is 4 June 2021**

### MTCP SECRETARIAT CERTIFICATE IN CO-OPERATIVE MANAGEMENT AND GOVERNANCE

(Mr. Mohd Fitri Ab Rahman)  
Centre of International & Collaboration,  
CO-OPERATIVE INSTITUTE OF MALAYSIA,  
103, Jalan Templer, 46700 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia.  
Phone : + 603 7964 9000/9030  
Fax : + 603 7954 3957  
Email : cic@ikkm.edu.my  
fitri@ikkm.edu.my  
Website: www.ikkm.edu.my

ORGANIZED BY

**CO-OPERATIVE INSTITUTE OF MALAYSIA**

Creative Training, Towards Progressive Co-operatives