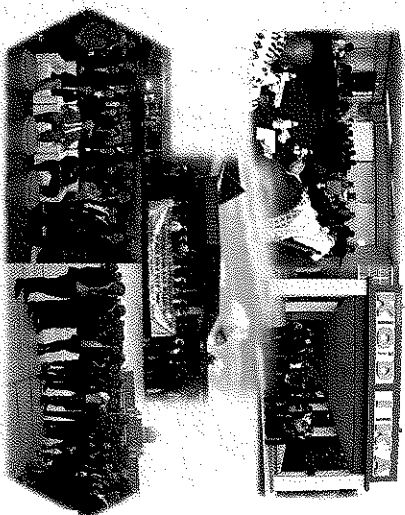




## CERTIFICATE IN

## CO-OPERATIVE MANAGEMENT

1 – 11 September 2015



CO-OPERATIVE COLLEGE OF MALAYSIA  
Innovative Training Towards Progressive Co-operatives

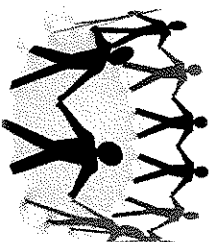
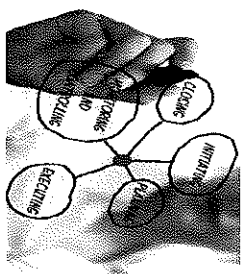
### MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

MTCP was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi to signify Malaysia's commitment to South-South Cooperation, in particular to share its development experiences and expertise with other developing countries. Based on the belief that development of a country depends on quality of its human resources, MTCP emphasizes on development of human resources through provision of training in various areas which are essential for a country's development such as public administration, good governance, health services, education, sustainable development, agriculture, poverty alleviation, investment promotion, ICT and banking. Annually, more than 100 programmes are offered by more than 79 MTCP Training Institutions, many of which are centre of excellence for training. Since its launching, more than 29,000 participants from 140 countries have benefited from the various programmes offered under the MTCP.

#### 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 (TCD/C).

MAN AND MACHINE  
IS THE NEW  
EXPERIENCE  
OF THE FUTURE



### CO-OPERATIVE COLLEGE OF MALAYSIA (CCM)

As the sole co-operative education institution in Malaysia, CCM has been entrusted by the Ministry of Foreign Affairs to conduct the 'Certificate in Co-operative Management' 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 CCM 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;
- To provide consultancy services with regard to co-operative movement.

#### 'Certificate in Co-operative Management' Programme

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 suits the modern needs but stay grounded with cooperative 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, apart from focusing on issues related to movements, principles, product and services, it also promotes exchange of knowledge and experiences between participants.

#### COURSE OBJECTIVE

To enable participants upgrading their knowledge and skills in co-operative management, in accordance with the co-operative principle and co-operative legislation.



*"If you don't like something, change it, if you can't change it, change the way you think about it"*

## COURSE CONTENT

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

- Introduction to Malaysia and its Socio-Economic Development
- Co-operative Movement in Malaysia
- Co-operative Identity and Value Based Management
- Malaysian Co-operative Legislation
- Good Governance in Co-operatives
- Strategic Management in Co-operatives
- Marketing Management in Co-operatives

## METHODOLOGY

Integrated approach teaching and learning methodology through formal lectures, discussions, simulation exercises and study visits.

## QUALIFICATION

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

- Nominated by respective government;
- Co-operative leaders, managers and government officers;
- Supervising co-operative movement in their respective countries;
- Below 45 years of age;
- Proficiency in English language
- Medically and physically fit to attend this course
- Ability to work independently or in groups

## TUITION FEES

Tuition fees and expenses related to the programme for successful candidates will be sponsored by the government of Malaysia.

## APPLICATION AND ENQUIRIES

All enquiries and requests for the application forms should be made through the Malaysian Government Representative (Embassies and High Commission) in the respective countries. Application form can be downloaded from the following:

**www.mtcp.kln.gov.my**

**<http://www.mkn.edu.my/en/web/guest/mtcp>**

All applications should be made in the prescribed forms and supported by a medical report. The applications must also be endorsed by the participating countries through the respective National Focal Point for Technical assistance or Ministry of Foreign Affairs. Subsequently, the respective Ministry of Foreign Affairs/focal points will forward the completed forms to the relevant Malaysian Mission.

The closing date is **June 8, 2015**

Applicant will be notified of their acceptance to the course either through the Malaysian Embassies or CCM.

A copy of duly endorsed application form must also be submitted to the Secretariat at:

### SECRETARIAT

Malaysian Technical Co-operation Programme,  
**Certificate in Co-operative Management,**  
Centre of Policy and International,  
CO-OPERATIVE COLLEGE OF MALAYSIA,  
103, Jalan Templer, 46700 Petaling Jaya,  
Selangor Darul Ehsan, Malaysia.  
Phone : + 603 7964 9000  
Fax : + 603 7954 3957  
Email : [cpi@mkn.edu.my](mailto:cpi@mkn.edu.my)

## GENERAL CONDITION OF AWARDS

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of CCM. This scholarship cannot be held concurrently with any other scholarship awards. Participants shall follow the programme approved for them.

Participants are **NOT** allowed to:

- leave Malaysia during the Course, or
- to bring along their spouses or families throughout the duration of the course.

### Participants shall abide by the terms and conditions of the MTCP

## VISA & VACCINATION

Successful participants are advised to arrange for their own visa and vaccination prior to their travel, in which the expense to obtain such requirement should be borne by them. Successful participants are required to submit a colored photocopy of the first page of their valid passport to the program organizer for immigration processing.

**INNOVATIVE TRAINING TOWARDS  
PROGRESSIVE CO-OPERATIVES**