LEARNING

PETRONAS Leadership Centre

CALENDAR

PROGRESS STARTS WITH LEARNING

2020

© Petronas Nasional Berhad (PETRONAS) 2020
Delivering the EM.A.N experience with our solutions to shape PETRONAS Talents who are empowered, agile, enabled.
At PETRONAS Leadership Centre (PLC), we work to ensure that we keep learning in moments that matter to you.

Our job is to design the best solutions for employees' learning needs, so you can self-drive your development purpose that ultimately enables you to realise your full potential.

As a strategic partner in leadership and learning development, PLC strives to create learning platforms (digital and face-to-face) that add value to PETRONAS’ learning culture. Our three propositions focus on ensuring sustainability for PETRONAS’ business growth.

**We CONTEXTUALISE Content**

**We CURATE Learning Experience**

**We CONNECT Leader**
LEAD SELF

Executive
G1 - G4

Manager
G5 - G6

LEAD SELF, OTHERS & FUNCTION

Senior Manager
G7 - G8

LEAD SELF, OTHERS, FUNCTION & BUSINESS

Senior General Manager & Above
G11 - G14

Non-Exec

LEAD SELF & OTHERS

Learning Expedition & Design Thinking

PETRONAS Board Excellence (PBE)
PETRONAS C.A.P.T.A.I.N. Series

In-Role Development Focus

Leaders Dialogue

Innovative Developments
Guided Learning
PETRONAS Leadership Experience

Leadership Competencies Series
Specific Interest Group

SKGs (Business and Technical)
Business Specific Programme

PETRONAS Induction Programme for Executives (PIPE)

Learning Strategy | myLearning | Leaders Develop Leaders | Resource | Experience | New Campus
LEARNING CALENDAR

PROGRESS STARTS WITH LEARNING

PETRONAS INDUCTION PROGRAMME FOR EXECUTIVES

FOUNDATION OF LEADERSHIP

MANAGERIAL EXCELLENCE

STRATEGIC EXCELLENCE

TACTICAL EXCELLENCE

IN-ROLE LEADERSHIP JOURNEY

MANAGERIAL EXCELLENCE

STRATEGIC EXCELLENCE

TACTICAL EXCELLENCE

FOUNDATION OF LEADERSHIP

P Petroliam Nasional Berhad (PETRONAS) 2020
Have you had a conversation on your learning plan?

Don’t forget the three elements:
1. On-the-job
2. Coaching
3. Formal Learning
Create your Personal Development Plan (PDP) today!

Go to myPASSPORT to create your PDP today!

Checklist

- Conversation on PDP
- Obtain Learning Calendar
- Select preferred solutions
- Create PDP

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### LEARNING SOLUTIONS

#### NON-EXECUTIVE LEADERSHIP SERIES

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<th>Solution Code*</th>
<th>Investment (RM)</th>
<th>Duration (Day)</th>
<th>Executive Manager G01-G04</th>
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#### LEADERSHIP IN-ROLE DEVELOPMENT SERIES

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* Enrollment is by nomination. Kindly consult your HR for approval.
This is only the commencement dates. For full schedule, please refer to Learning Matters in myPETRONAS.*

** Solution Code can be used to search item in myPassport

(All information is correct as at January 2020)
# Learning Solutions

## LEADERSHIP COMPETENCIES SERIES

### Lead Self

- **Impactful Business Writing**
  - **Solution Code**: IBW 60481617
  - **Investment (RM)**: 1,200
  - **Duration (Day)**: 03
  - **Executive**
    - Lead Self: 12-14
    - Lead Business: 17-19
  - **Senior Manager**
    - Lead Self: 16-18
    - Lead Business: 16-18
  - **General Manager**
    - Lead Self: 06-08
    - Lead Business: 06-08
  - **Manager**
    - Lead Self: 15-17
    - Lead Business: 15-17
  - **Non-Executive**
    - Lead Self: 20-22
    - Lead Business: 20-22

### Lead Others

- **Coaching for Action**
  - **Solution Code**: CFA 60481620
  - **Investment (RM)**: 600
  - **Duration (Day)**: 02
  - **Executive**
    - Lead Self: 19-20
    - Lead Business: 10-11
  - **Senior Manager**
    - Lead Self: 25-26
    - Lead Business: 15-16
  - **General Manager**
    - Lead Self: 13-14
    - Lead Business: 08-09
  - **Manager**
    - Lead Self: 27-28
    - Lead Business: 15-16

### Crucial Conversation

- **Solution Code**: CC 60481619
  - **Investment (RM)**: 2,100
  - **Duration (Day)**: 02
  - **Executive**
    - Lead Self: 13-14
    - Lead Business: 08-09
  - **Senior Manager**
    - Lead Self: 06-07
    - Lead Business: 07-08
  - **General Manager**
    - Lead Self: 15-16
    - Lead Business: 19-20

### Certified Solution Focused Coach

- **Solution Code**: CSFC 60569344
  - **Investment (RM)**: 24,000
  - **Duration (Day)**: 02
  - **Executive**
    - Lead Self: 16-17

### Lead Business

- **Finance Sense**
  - **Solution Code**: FS 60481622
  - **Investment (RM)**: 900
  - **Duration (Day)**: 02
  - **Manager**
    - Lead Business: 10-11
    - Lead Business: 10-11
    - Lead Business: 12-13
    - Lead Business: 21-22
    - Lead Business: 19-20
    - Lead Business: 09-10

### Design Thinking

- **Solution Code**: DT 60520486
  - **Investment (RM)**: 1,800
  - **Duration (Day)**: 02
  - **Manager**
    - Lead Business: 17-18
    - Lead Business: 23-24
    - Lead Business: 01-02
    - Lead Business: 15-16
    - Lead Business: 17-18
    - Lead Business: 28-29
  - **Senior Manager**
    - Lead Business: 17-18
    - Lead Business: 12-13
    - Lead Business: 26-27
    - Lead Business: 18-19
    - Lead Business: 02-03

### Collaborative Working Model

- **Solution Code**: CWM 60586944
  - **Investment (RM)**: 200
  - **Duration (Day)**: 01
  - **Manager**
    - Lead Business: 25
    - Lead Business: 14
    - Lead Business: 19

### SPECIFIC INTEREST GROUPS

- **Preparing for Retirement for Non-Executives**
  - **Solution Code**: PFRNE 60481597
  - **Investment (RM)**: 2,400
  - **Duration (Day)**: 03
  - **Executive**
    - Lead Self: 17-19
    - Lead Business: 27-29
  - **Senior Manager**
    - Lead Self: 16-18
    - Lead Business: 27-29

- **Preparing for Retirement for Executives**
  - **Solution Code**: PFRE 60481623
  - **Investment (RM)**: 2,400
  - **Duration (Day)**: 03
  - **Executive**
    - Lead Self: 17-19
    - Lead Business: 27-29

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**Solution Code can be used to search item in myPassport**

(All information is correct as at January 2020)
PETRONAS LEADERSHIP CENTRE

You can sign up for PLC Learning Solutions at myPASSPORT

*Registration via myPASSPORT will start on 1 January 2020*
PETRONAS Induction Programme for Executives (PIPE) aims to prepare, condition and align new entrants to the Statement of Purpose, Shared Values, Cultural Beliefs and business practices in supporting the aspirations of PETRONAS.
This learning solution is designed and developed to equip executives with leadership foundation, becoming mindful of own goals, challenges, strengths and development areas. This will facilitate learners to realise their fullest potential as an effective contributor and team leader known for proactiveness and performance driven mindset.
MANAGERIAL EXCELLENCE

Managerial Excellence (ME) constitutes an integral part of the Leadership In-role Development Focus solutions that aspires to support a holistic growth of PETRONAS leaders. The learning solution fundamentally aims to:

+ expose managers in acquiring new knowledge, skills and behaviours in critical areas of people and business leadership
+ develop managers as leaders who are capable of implementing change and contribute towards achieving the PETRONAS business strategy and growth
TACTICAL EXCELLENCE

Tactical Excellence (TE) is a talent development solution that helps drive a leader’s transition into the Senior Manager role as well as enhance their leadership skills.

This solution aims to support leaders to deliver effective performance by gaining new knowledge, critical skills and behaviours in areas of human and business leadership.
The Strategic Excellence (SE) is an integral part of the in-role leadership development series that aspires to support a holistic growth of PETRONAS leaders. It is designed for general managers to drive leadership development as strategic implementers.

This learning solution intends to support leaders in delivering effective performance by shaping their leadership brand and presence as well as acquiring new global business perspectives and capabilities.
PETRONAS Leaders Develop Leaders (LDL) was introduced since January 2014 to support leadership development in PETRONAS.

LDL Feedback is now conducted via PETRONAS Dot App.

For further assistance on LDL and PETRONAS Dot App, please drop an email to LDL@petronas.com
Leadership Point of View

Leadership Point of View is a narrative communicated in a compelling manner by the leader to explain the case for change, a vision on where the organisation is headed, how and what it takes to get there.

Craft Your Narrative

Who am I story?  Who are we story?  Where are we going story?  How do we win?
DESIGN THINKING

Design Thinking (DT) is a methodology used to find desirable solutions for complex problems. DT draws upon logic, imagination, intuition and human reasoning to explore ideas and create desired outcomes.

DESIGN THINKING PROCESS

1. Empathise
2. Define
3. Ideate
4. Prototype
5. Test
Many organisations are fostering a coaching culture to reap benefits beyond senior-leadership levels. They’ve expanded their focus to developing leaders at all levels and integrating coaching behaviours and expectations into everyday conversations and formal talent management processes. In such a culture, learning can come from a variety of sources: peers, managers, employees, and external coaches.

Peer Coaching

Employee Coaching

Improved Leader Engagement

Learn Digitally

Learn more

Certification

Download Leaders Coach Guide & Coachee Guide at
myPETRONAS > Group HRM > Employee Pit-Stop > Learning Materials > Guides to Effective Coaching
COLLABORATIVE WORKING MODEL

The CWM methodology provides a structured approach to address collaboration issues. Often at times, a high-stakes project involves many complex stakeholders, and personal strategies (e.g. persuasion, escalation, consultation) has its limitations. In these situations, application of CWM helps uncover the reasons for non-cooperation and sheds a light on how to address them systematically.
LEVERAGING YOUR NETWORKS
PERSUADING OTHERS
STRESS MANAGEMENT
INNOVATION IMPLEMENTATION
CUSTOMER FOCUS
CHANGE MANAGEMENT
ETHICS AT WORK
STRATEGIC THINKING
TIME MANAGEMENT
CAREER MANAGEMENT

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Spark.

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# January 2020

## Learning Calendar

### Key Dates
- **1 - New Year's Day**
  - (Except Johor, Kelantan, Perlis & Terengganu)
- **25 - Chinese New Year Holiday**
  - (Except Johor & Kedah)
- **26 - Chinese New Year Holiday**
  - (Except Johor & Kedah)
- **27 - Chinese New Year Holiday**
  - (Except Johor & Kedah)
- **28 - YDBP Negeri Sembilan's Birthday**
  - (Negeri Sembilan only)
- **29 - Sultan of Kedah's Birthday**
  - (Kedah only)

### Special Observances
- **14 - YDBP Negeri Sembilan's Birthday**
  - (Negeri Sembilan only)
- **19 - Sultan of Kedah's Birthday**
  - (Kedah only)

### Notes
- All information is correct as at January 2020.
### February 2020

#### Jamadilakhir 1441 H - Rejab 1441 H

**Calendar**

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**Events**

- **1** - Federal Territory Day
  *(Wilayah Persekutuan Kuala Lumpur, Labuan & Putrajaya only)*
- **8** - Thaipusam
  *(Kuala Lumpur, Putrajaya, Negeri Sembilan, Johor, Perak & Pulau Pinang only)*

*All information is correct as at January 2020*
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- **4** - Installation of Sultan Terengganu (Terengganu only)
- **22** - Israk and Mikraj (Kedah, Negeri Sembilan & Perlis only)
- **23** - Israk and Mikraj (Negeri Sembilan & Perlis only)
- **23** - Sultan of Johor’s Birthday (Johor only)

(All information is correct as at January 2020)
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- 10 - Good Friday (Sabah & Sarawak only)
- 15 - Hari Perisytiharan Bandaraya Melaka (Melaka only)
- 24 - Awal Ramadan (Johor, Kedah & Melaka only)
- 26 - Sultan of Terengganu’s Birthday (Terengganu only)
- 26 - Sultan of Terengganu’s Birthday (Terengganu only)

(All information is correct as at January 2020)

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**MAY 2020**

**RAMADHAN 1441 H - SYAWAL 1441 H**

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1 - Labour Day
7 - Wesak Day
10 - Nuzul Quran (Except Johor, Kedah, Melaka, Negeri Sembilan, Sabah & Sarawak)
11 - Nuzul Quran (Except Johor, Kedah, Melaka, Negeri Sembilan, Kelantan, Terengganu, Sabah & Sarawak)
24 - Hari Raya Aidilfitri
25 - Hari Raya Aidilfitri
26 - Hari Raya Aidilfitri (Except Johor, Kedah, Kelantan & Terengganu)
30 - Harvest Festival (Labuan & Sabah only)
31 - Harvest Festival (Labuan & Sabah only)

(All information is correct as at January 2020)

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### June 2020

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22 | 23 | 24 | 25 | 26 | 27 | 28
29 | 30 |

- **6** - YDP Agong’s Birthday
- **1** - Harvest Festival (Labuan & Sabah only)
- **1** - Gawai Day (Sarawak only)
- **2** - Gawai Day (Sarawak only)
- **7** - YDP Agong’s Birthday (Kelantan & Terengganu only)

(All information is correct as at January 2020)
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</table>

- **7** - Georgetown World Heritage City (Pulau Pinang only)
- **11** - Penang Governor’s Birthday (Pulau Pinang only)
- **17** - Raja Perlis’s Birthday (Perlis only)
- **22** - Sarawak Day (Sarawak only)
- **30** - Sultan Pahang’s Birthday (Pahang only)
- **30** - Arafat Day (Terengganu only)

*All information is correct as at January 2020*

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20 - Awal Muharram  
31 - Malaysia Independence Day

1 - Hari Raya Haji AidilAdha  
(Kedah, Kelantan, Perlis & Terengganu only)  
2 - Hari Raya Haji AidilAdha  
(Kelantan & Terengganu only)
SEPTEMBER 2020

MUHARRAM 1442 H - SAFAR 1442 H

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# October 2020

**SUN** | **MON** | **TUE** | **WED** | **THU** | **FRI** | **SAT**
--- | --- | --- | --- | --- | --- | ---
1 | 2 | 3 | | | | |  
4 | 5 **PIPE TE C35 TRW** | 6 | 7 **MAIP** | 8 | 9 | 10 | |  
11 | 12 **TE C36 NESDP DT** | 13 | 14 **PSAT** | 15 **CFA** | 16 | 17 | |  
18 | 19 **CC FS CWM** | 20 | 21 **MAIP ME C25** | 22 | 23 | 24 | |  
25 | 26 **DT** | 27 | 28 | 29 | 30 | 31 | |  

(All information is correct as at January 2020)

- **29** - Maulidur Rasul
- **3** - Sabah Governor’s Birthday (Sabah only)
- **9** - Melaka Governor’s Birthday (Sabah only)
- **10** - Sarawak Governor’s Birthday (Sarawak only)

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DECEMBER 2020

RABI’ULAKHIR 1442 H - JAMADILAWAL 1442 H

**Calendar Events**

- **25** - Christmas Day
- **11** - Sultan Selangor’s Birthday (Selangor only)
- **27** - Christmas Day (Johor & Kedah only)

**Notes**

- All information is correct as at January 2020

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## GLOSSARY OF PLC LEARNING SOLUTIONS

To start with, here is the glossary for PLC Learning Solutions:

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>BLP</td>
<td>Building Leaders Programme</td>
</tr>
<tr>
<td>C</td>
<td>Cohort</td>
</tr>
<tr>
<td>CSFC</td>
<td>Certified Solution Focused Coach</td>
</tr>
<tr>
<td>CFA</td>
<td>Coaching for Action</td>
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<tr>
<td>CWM</td>
<td>Collaborative Working Model</td>
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<td>CC</td>
<td>Crucial Conversation</td>
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<td>DT</td>
<td>Design Thinking</td>
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<td>FS</td>
<td>Finance Sense</td>
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<td>FoL</td>
<td>Foundation of Leadership</td>
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<tr>
<td>IBW</td>
<td>Impactful Business Writing</td>
</tr>
<tr>
<td>MAIP</td>
<td>Making An Impactful Presentation</td>
</tr>
<tr>
<td>ME</td>
<td>Managerial Excellence</td>
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<tr>
<td>NESDP</td>
<td>Non-Executive Supervisory Development Programme</td>
</tr>
<tr>
<td>NExT STEP</td>
<td>Non-Executive Technical Supervisor Excellence Programme</td>
</tr>
<tr>
<td>PIPE</td>
<td>PETRONAS Induction Programme for Executives</td>
</tr>
<tr>
<td>PFRE</td>
<td>Preparing for Retirement for Executives</td>
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<tr>
<td>PFRNE</td>
<td>Preparing for Retirement for Non-Executives</td>
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<tr>
<td>PSAT</td>
<td>Problem Solving and Analytical Thinking</td>
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<tr>
<td>TE</td>
<td>Tactical Excellence</td>
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<tr>
<td>TRW</td>
<td>Technical Report Writing for Non-Executives</td>
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<tr>
<td>SE</td>
<td>Strategic Excellence</td>
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