



INSTITUTE OF LEADERSHIP AND DEVELOPMENT
UNIVERSITI TEKNOLOGI MARA

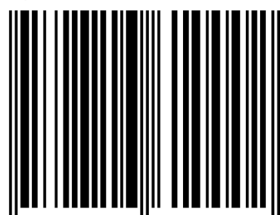
ILD e-BULLETIN

1st Premier Edition

The Heart of Talent Development



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EDITORIAL TEAM

Advisor



Profesor Dr Fauziah binti Noordin
Assistant Vice Chancellor

Chief Editor



Dr Faizah Eliza binti Abdul Talib

Editors



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Mohd Mazli bin
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Sekapur Sireh



Alhamdulillah and praise to Allah, the Most Merciful, the Most Graceful...

It is a great beginning to 2020 that this e-Bulletin welcomes every UiTM staff.

Since its establishment on 1 August 2016, ILD has been very active in planning for future direction and future leadership of UiTM.

For the past 12 months, more than 300 leadership workshops, talks, educational visits, seminars, and conferences were conducted at ILD Bandar Enstek and ILD Perak, involving various levels of UiTM academic and support staff.

ILD is given the mandate by the university to groom leaders and potential leaders with an array of leadership programmes comprising in-house, outreach and external training programmes.

The year 2019 has witnessed many significant achievements of ILD. Our succession planning programmes have successfully trained internal talents for the leadership key positions from 10% (2018) to 22% (2019). ILD has significantly reduced the number of staff without any training courses from 2.76% (2017) and 1.73% (2018) to 0.64% (2019). This marks a great achievement for ILD. On top of that, ILD has also generated higher revenue, which was RM1.3 million higher than the targeted revenue.

ILD welcomes new ideas, suggestions, and feedback from various stakeholders to further improve our programmes. These improved programmes will hopefully facilitate UiTM to move forward especially in leading our university to achieve a higher standard of quality in leadership, education, management and services. ILD also synergizes many experts, internal and external, and various departments towards achieving a higher status in QS ranking of top universities in Asia specifically.

ILD hopes 2020 to be a more fruitful and prosperous year with more success stories ahead.

ILD - the heart of talent development

PROFESSOR DR FAUZIAH NOORDIN

Assistant Vice Chancellor
Institute of Leadership and Development

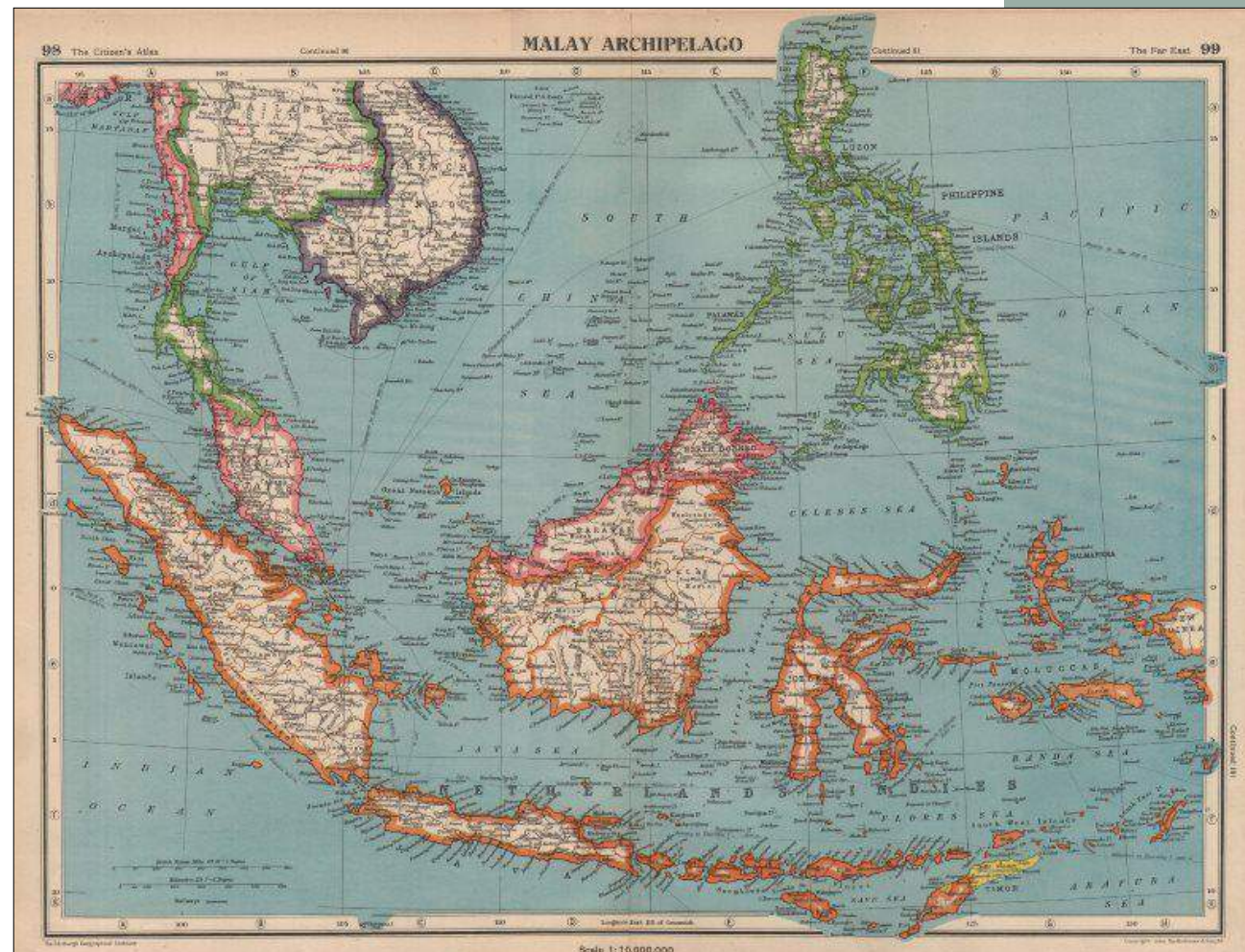
CHIEF EDITOR'S COLUMN: LEADERSHIP PERSPECTIVES

Leadership in the Malay World

Dr. Faizah Eliza binti Abdul Talib

The Malay World is not about Malaysia alone. Long before Independence, Malaysia was known as “Tanah Melayu” or Malay Peninsula, and it is one of the Malay lands in the Malay Archipelago. Besides Malay Peninsula, there are many islands such as Sumatera, Borneo, Jawa, Sulawesi, and Mindanao in this Malay Archipelago, or also known as Polynesia. The inhabitants in these islands are grouped under the Malay nation that consists of ethnics and sub-ethnics. Yet they share major things in common in terms of the Malay language such as the lingua franca spoken in the whole region, their cultural practices, food, costumes, norms and values. Historically speaking, there were kings who ruled the empire of Sriwijaya, Majapahit, Aceh, Langkasuka, and Melaka. In the whole empire, there were Sultans and their own government who ruled small states or territories. Within each government, there were the prime minister (Bendahara), finance minister (Penghulu Bendahari), head of police department (Temenggung), defence minister (Laksamana) and transportation minister (Syahbandar) to name several top leadership posts.

The Malay leadership during those days always considered meetings or consultations (musyawwarah) as one of the best means to exchange ideas and to gain the best solutions before taking any major action. Willingness to listen, tolerant, accommodating, helpful, respectful, just, sincere, and upholding decisions made in meetings are some of the good values that the leaders carry with them. One additional distinct value that Malay leadership demands for is the visionary thinking that each leader must have. If these values are universal then Malay leadership values can be considered as having a global standard in leadership. Regardless of any leadership in any organization, be it religious based, ethnic based, community based or government based, there are good leaders and bad leaders. Good leaders would always strive for excellence in their leadership, and maintain good relationship between them and their subordinates, and between them and God. This is the mindset of a true Malay Muslim leader.



Source: MALAY ARCHIPELAGO Franco-Thai war border changes. East Indies Indonesia 1944 map

2019 — ANOTHER GREAT YEAR FOR ILD!

By Ts. Mohd Rafizi Rahmad

On 30th December 2019, the Assistant Vice-Chancellor (AVC) ILD has submitted a 63-page report to the Vice-Chancellor (VC) on the performance of ILD for 2019. The report includes the achievement of ILD quality objectives for 2019, income generation reports for 2019 and recommendations for improvement by ILD management to the VC. The VC acknowledged the report submitted and expressed his satisfaction on ILD's achievements. In response, he provided several suggestions for ILD to move forward and continue to excel in 2020.



The task of the leader is to get his people from where they are to where they have not been

- Henry Kissinger



TELL-ME SESSION WITH AVC ILD

By Ts. Mohd Rafizi bin Rahmad

AVC ILD has held a Tell-Me Session with the ILD Perak staff on 7 October 2019. The programme was initiated by the Chairman of the UiTM Board, Dato' Sri Syed Zainal Syed Mohamed Tahir. Dato' Sri Syed Zainal has also conducted a similar programme involving UiTM employees and top management. Through this programme, AVC ILD was able to interact directly with the entire staff of ILD Perak and listened to their suggestions and ideas for the improvement at ILD.

Among the Heads of the main units of the ILD UiTM, Enstek who were present during the ceremony

were Ts. Mohd Rafizi bin Rahmad (Senior Deputy Registrar ILD), Puan Norhaida Awang (Head of ILD Finance Unit), Ts. Dr Nurul Fariha (Head of ILD Facility Management Division) and YM Puan Raja Haswati Raja Ahmad (Executive Officer).

AVC ILD has received many proposals from the staff and called on all parties to assist in the realization of those proposals. The most important thing is to instil a sense of teamwork among the staff. The ILD Family Day Programme was held for all staff and for families to get together and to get to know each other. AVC has also recommended that the Team

Building programme be continued to the second series as many staff were not able to attend the first series.

AVC ILD has announced that the Tell-Me Session programme shall be continued in the future. She has also promised that she and the Heads of ILD UiTM's main unit are to meet up for at least once a month in ILD Perak. This is to ensure that the AVC is updated with all affairs by the Heads of units and staff at ILD Perak and to ensure that both campuses work together to practice the same set of quality goals.



COACHING ON THE GO...

By Assoc Prof Dr Abdul Kadir Othman



September 2019 to February 2020, ILD Bandar Enstek - Leadership Coaching for High Performance

A total of 27 Deans and Deputy Deans of Faculties were involved in this programme to identify their leadership potential to foster excellent organisational performance.

This leadership programme began with qualitative research activities conducted in March until July 2019 involving 13 UiTM's top management including the Vice Chancellor. The outcome of this research has resulted to the 5 domains of features and leadership roles expected by UiTM's top management: forming linkages, communicating, troubleshooting, managing and analysing, and focusing on results.

Selected coaches, consisting of experienced coaches were chosen from those inside and outside of UiTM, namely:

Prof. Emeritus Dato Ir. Dr. Mohd Azraai Kassim
Prof. Ts. Dr Haji Mohamad Kamal Haji Harun
Prof. Dato' Dr Abu Bakar Abdul Majeed
Prof. Dr. Azni Zain Ahmed
Prof. Emeritus Dato Ir. Ts. Dr. Zainai Mohamed
Prof. Dr. Mohd Hassan Mohd Osman
Prof. Dr. Shamsul Bin Sahibuddin
Prof. Dr. Zaidatun Tasir
Prof. Dato' Dr. Norzaini Azman.

Throughout October 2019 until the end of February 2020, 5 sessions were scheduled for all Coaches-Coachees to address the 5 designated agendas. At the end of the coaching sessions, a closing ceremony would be held. Certificates are to be conferred to all coachees who have successfully completed their coaching sessions, expected to be issued on 28th February 2020 at Anjung Sendayan from 8 pm to 11 pm.

With such initiative by ILD, it is hoped that these selected Deans and Deputy Deans of the faculties would be able to carry out their duties and roles to the next level in leading UiTM to become a world class university. In shaa Allah...

A leader is one who knows the way, goes the way, and shows the way

- John C. Maxwell

MOA: DON'T WAIT FOR OPPORTUNITY, CREATE IT!



By Siti Zalipah Ibrahim

In a ceremonial event on Oct. 18th, 2019, taking place in the Senate Hall, Level 4, Chancellery Tuanku Syed Sirajuddin, Universiti Teknologi MARA (UiTM), Shah Alam, UiTM has inked a Memorandum of Agreement (MOA) with Malaysian Institute of Human Resource Management (MIHRM) to become a joint-training provider of Certified Human Resource Manager Program. The Guest of Honour in this ceremony was Prof. Emeritus Datuk Ir. Dr. Mohd Azraai Kassim, Vice Chancellor of UiTM. It was also attended by UiTM Senior Management, Mr Aresandiran J.Naidu

(President of MIHRM), Staff of MIHRM and Executive members of ILD.

MIHRM was established in 1976 as a national institute conducting professional training, consultation and support services for HR professionals. Certified Human Resource Manager Program is to be offered to prospective participants, targeting at the current human resource administrators and personnel from the public sector and other related government and semi government agencies.



“Unless both sides win,
no agreement can be permanent.”
-Jimmy Carter

PERFORMANCE MANAGEMENT AND EVALUATION

By Nurazilah Zainal

The Performance Management and Evaluation Programme was held from 31st July 2019 to 2nd August 2019. This 2-day event aimed to examine the role of performance evaluation and management in supporting the strategic objectives of the organisation and how an adequate system in this area can contribute to driving employee performance. The event has successfully equipped participants with the necessary skills and critical understanding of the performance review process, as well as its challenges. Participants were exposed to real life practices in performance evaluation. They have also managed to explore both the benefits and potential pitfalls of different performance assessment methodologies.

This program has provided the participants with skills to identify some performance management strategies and techniques to enhance the performance and motivation in under-performing and high performing team members. All in all, the program was a platform for the participants to share a common understanding on how performance management systems can be effectively utilised to raise the performance of individuals and teams.



STRATEGIC LEADERSHIP, STRATEGIC PLANNING & PEOPLE MANAGEMENT

Strategic Leadership, Strategic Planning & People Management Programme was held on 26th August 2019 – 28th August 2019. This program was conducted for 3 days and 2 nights. A total of 75 Senior Managers of UiTM have attended the session. The training was to assist participants to broaden up their understanding of the corporate culture to increase their expertise within it. 11 sessions were conducted throughout the programme. The participants were guided on how to:

- improve their persuasion and influencing skills to achieve their strategic goals.
- develop an effective strategy to achieve business goals.
- understand the role of emotional intelligence in leadership
- develop a more dynamic approach through enhanced strategic creativity.



SPREAD KINDNESS

By Siti Zalipah Ibrahim

Ramadan would not be complete without the famous *bubur lambuk*, a savoury rice porridge made with herbs, spices and meat. And on 22nd May 2019, for the first time, the *bubur lambuk* programme was carried out, not only to strengthen the relationship among the staff but as a mean of sharing small contributions to promote kindness and spread goodwill to nearby community.

ILD staff started the cooking preparation for the *bubur lambuk* as early as 8.30am, cooked in four large pots and followed by the *bubur lambuk* packing activity at around 2.00pm. The packets of *bubur lambuk* were then distributed at 4.00pm among the staff and to nearby community.

More than 500 servings of *bubur lambuk* were distributed to places such as Masjid Enstek, orphanage homes and other government agencies. It is hoped that this noble act in spreading kindness would be a tradition at ILD for many more years to come.



“Be kind, for...
whenever kindness becomes part of
something, it beautifies it.
Whenever it is taken from something, it
leaves it tarnished.”

- Prophet Muhammad SAW



ALWAYS A PLACE...

By Ahmad Harmaini Ali



28th – 30th June 2019, ILD Perak - Kem Jati Diri, Court Ordered Community Service, North Zone Level 2019

The participants consisted of juvenile offenders subjected to the public service order. It was officiated by the Chief Minister of Perak YAB Dato Seri Ahmad Faizal bin Dato Azumu, S.P.M.P.

This residential programme is one of the activities in the public service order for juveniles who have been imposed by the court to undergo corrective training before they return to the community.

The community service order is an alternative punishment to prison. It is intended to rehabilitate and deter the juveniles from repeating the

crime and to integrate them back to the community through the following elements: -

Punishment – takes away their leisure time by giving them a responsibility.

Restoration - stimulates social responsibility and to make the detention a beneficial experience to them; and

Incapacitation - creates a space for the juvenile to make a moral recovery and offer tangible benefits to the community.

Akhlak yg baik adalah syurga dalam kalbu

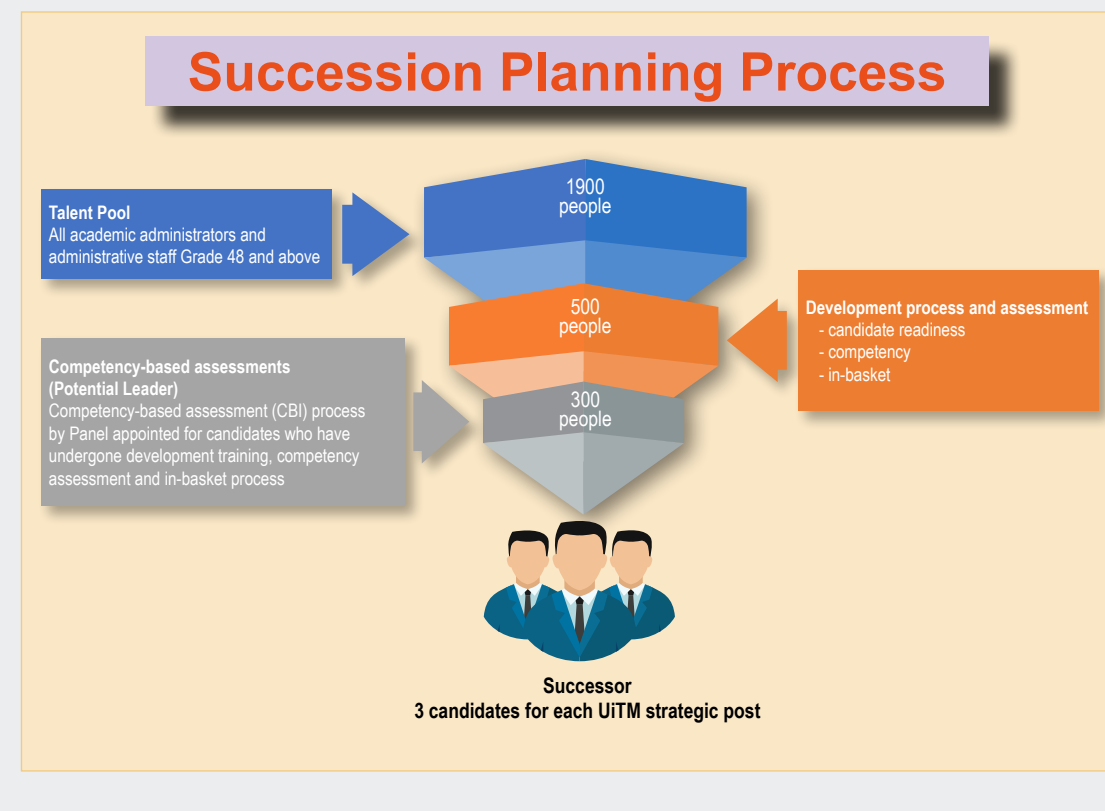
Dr Aidh Abdullah ar-Qarni



Succession Planning

Succession planning is one of UiTM's strategies for talent management. The strategy comprises of the identification of key positions. The steps include:

1. Assessing of individual performance and providing leadership training.
2. Analysing talent gap using the leadership report card and gap analysis
3. Developing and integrating the plan through the creation of integrated leadership development program
4. Monitor and manage plan using succession planning system known as HR2U – Succession Planning Module (SPM)



VUCA for VUCA

LEADERS nowadays are challenged in a VUCA environment - a world full of:

Volatility
Uncertainty
Complexity
Ambiguity

HOW to cope?

Leaders should be VUCA empowered :



Vision
Understanding
Clarity
Agility

HAPPINESS INDEX DISTRIBUTION: INSTITUTE OF LEADERSHIP AND DEVELOPMENT (ILD_OVERALL) 2018




HAPPINESS INDEX RANGE

HAPPINESS INDEX	CATEGORIES
0 - < 25%	Not happy at all
25% - < 50%	Not very happy
50% - < 51%	Neutral
51% - < 75%	Fairly Happy
75% - < 95%	Happy
95% - 100%	Very happy



HAPPINESS INDEX COMPARISON
TO OVERALL STAFF OF UiTM
(ADMINISTRATIVE & ACADEMIC)

	2017	2018
	70%	72%
	70%	69%

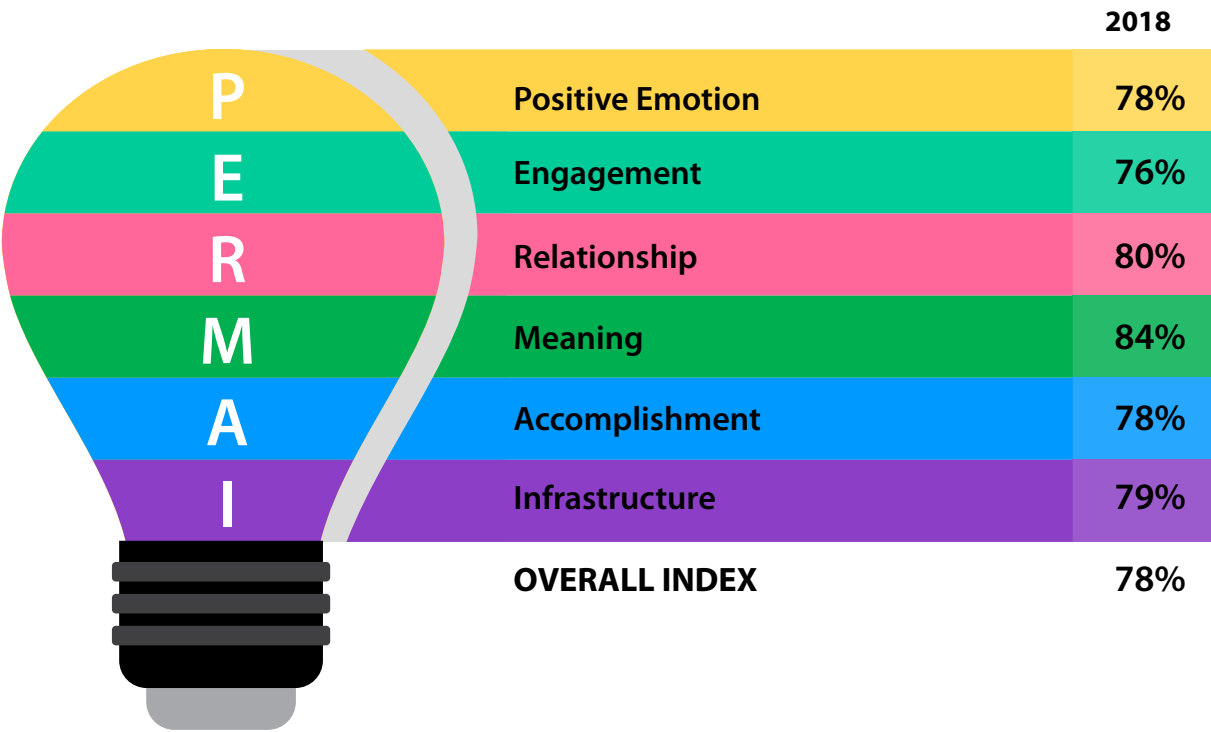
A. SUB-DOMAIN
ILD_OVERALL INVOLVEMENT

	2018
 LEADERSHIP	80%
 ADMINISTRATION PROCESS	71%
 WORK SATISFACTION	80%

B. SUB-DOMAIN
ILD_OVERALL ACHIEVEMENT

	2018
 SELF CAPABILITIES	80%
 PERSONAL ACHIEVEMENT	76%

PERMAI MODEL AND ILD OVERALL HAPPINESS INDEX (2018)



C. SUB-DOMAIN
ILD_OVERALL INFRASTRUCTURE




	2018
 MONITORING SYSTEM	77%
 FACILITY	78%
 MAINTENANCE	80%

PHOTO FOCUS

Fine-Tuning of ILD Training Programmes Workshop @ ILD Enstek 12th February 2019

[Click here](#) ▶



PHOTO FOCUS

Yasin Recitation Programme (ILD Staff) @ ILD Enstek 15th February 2019



PHOTO FOCUS

Pre-Retirement Course 1/2019 @ ILD Enstek
5th-7th March 2019



PHOTO FOCUS

Ministry of Communications and Multimedia Employment Course @ ILD Enstek
24th-26th July 2019



PHOTO FOCUS

UiTM Strategic Planning Workshop @ ILD Enstek 26th-28th July 2019



PHOTO FOCUS

ILD Business Development Workshop @ ILD Enstek 15th-16th August 2019



PHOTO FOCUS

Competency-Based Interview (CBI) Workshop @ ILD Enstek 17th-18th September 2019



PHOTO FOCUS

ILD Takraw Team @ (SAF) Shah Alam
12th October 2019



ILD Petanque Team - Gold Medal in SAF 2019 & ILD Ten-pin Bowling Team - Deputy Vice- Chancellor's Cup 2019



PHOTO FOCUS

ILD Action Plan and Organisational Enhancement Retreat @ ILD Enstek 25th-27th October 2019



PHOTO FOCUS

Workshop on the Preparation of Competency Set for Administrative Staff @ ILD Enstek
30th-31th October 2019



PHOTO FOCUS

Competency-Based Talent Development Pre-Workshop @ ILD Enstek 27th-28th November 2019



PHOTO FOCUS

IFCA Hands-On Training @ ILD Enstek 9th-13th December 2019



PHOTO FOCUS

ILD Appreciation Night @ ILD Enstek 20th December 2019



PHOTO FOCUS

Dining Etiquette Course @ UiTM Hotel Shah Alam 20th December 2019



PHOTO FOCUS



Football Team Building Course (Perak FA U19)
12th - 14th February 2019 @ ILD Perak

PHOTO FOCUS

Ihya Ramadhan Programme @ ILD Perak 23rd May 2019



PHOTO FOCUS



Eid al-Fitr @ ILD Perak
27th June 2019

PHOTO FOCUS

Spiritual Development Programme
@ ILD Perak
02nd August 2019



PHOTO FOCUS



Spiritual Development Programme for ILD Staff
(In Conjunction with Independence Day) @ ILD Perak
30th August 2019



CSR Programmes 2019 with Faculty of Plantation & Agrotechnology @ ILD Perak 11th - 13th October 2019



ILD Staff Farewell Ceremony 2019 @ ILD Perak



Puan Robawi binti Zainal Ariffin
Job Retirement



Mr. Zaiafzanizam bin Mohd Zahid
Job Relocation to UiTM Perak Campus



Nur Hanisah binti Abdullah Sani
Job Relocation to the Faculty of Computer and
Mathematical Sciences, UiTM Shah Alam



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ild.uitm.edu.my



Lebuh Enstek, Bandar Enstek
Nilai, 71760, Negeri Sembilan



ild.uitm.edu.my



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