

## EXECUTIVE SUMMARY

<b>TITLE</b>	:	<b>Training of Trainers in Foresight Management and Scenario</b>
<b>DETAILED SCHEDULES</b>	:	26 – 30 August 2019 (5 days) (Appendix 1)
<b>VENUE</b>	:	Eastin Hotel, Petaling Jaya
<b>PARTICIPANT</b>	:	5 participants from each region (TBD)
<b>PROGRAM DESCRIPTION</b>	:	The APO, as the leading intergovernmental organization focused on enhancing productivity in the Asia-Pasific, recognizes that the accelerating and increasingly disruptive global environment makes it more difficult to design strategies to sustain productivity improvement in the future.
<b>COURSE OBJECTIVE</b>	:	<p>The goal is to increase the capability of public-sector organizations in APO member economies to devise long-term national strategic plans by relying on foresight management and scenario planning. Specifically, the training intends to:</p> <ul style="list-style-type: none"> <li>a) Equip participants with the fundamentals and principles of strategic foresight and scenario planning as well as explain their relevance and approaches specific to public-sector organizations;</li> <li>b) Develop the capability of public-sector organizations to set forward-looking strategic directions derived from plausible scenarios for the future;</li> <li>c) Study the requirements for the institutionalization of foresight-based strategic planning in public-sector organizations; and</li> <li>d) Create a pool of practitioners who can strengthen the institutional capabilities of public-sector organizations and disseminate know-how on strategic foresight to increase organizational readiness for the future</li> </ul>
<b>METHOD OF INSTRUCTION</b>	:	Presentations by resource persons, group exercises, and presentations by participants.
<b>ESTIMATED COST</b>	:	<b>RM12,395.00</b> (Appendix 2)

UNIT/ DIVISION	:	HRMD
BUDGET	:	T5-MPB

Prepared by:



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**22 Julai 2019**

Checked by:



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**22 Julai 2019**

**Training of Trainers in Foresight Management and Scenario  
26 – 30 August 2019  
Eastin Hotel, Petaling Jaya  
Tentative Program**

<b>No.</b>	<b>Date</b>	<b>Activity</b>
1.	25 August 2019	Arrival of participants in Kuala Lumpur
2.	26 August 2019	Opening session Training overview and expectations Team-building exercises Review of principles of strategic foresight, why it is important and successful cases
3.	27 August 2019	Defining the focus of strategic foresight and identifying key actors and stakeholders Developing focal questions Practical session on facilitating critical issue and focal question development
4.	28 August 2019	Conducting foresight research and environmental scanning Practical session on scanning tools, frameworks, and research skills
5.	29 August 2019	Creating scenario frameworks Defining critical uncertainties Strategic storytelling Practical session on communicating scenarios to a public-sector audience
6.	30 August 2019	Strategy: applying scenarios Identifying and refining strategic options Embedding foresight practices and evaluation Follow-up
7.	31 August 2019	Departure of participants

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**Estimated Cost**

No.	Item	Total (RM)
1.	Accomodation RM260 x 5 pax x 5 nights	6,500.00
2.	Transportation i) Flight SBO – RM1,297 x 1 pax SKO – RM1,097 x 1 pax SRO – RM817 x 1 pax ECR – RM717 x 1 pax NRO – RM717 x 1 pax  ii) Taxi RM80 x 5 pax x 2 days	1,297.00 1,097.00 817.00 717.00 717.00  800.00
3.	Meal Allowance RM18 x 5 pax x 5 days	450.00
	<b>TOTAL COST (RM)</b>	<b>12,395.00</b>