

PROFILE

INSTITUTO DE FORMAÇÃO PROFISIONAL E VOCACIONAL IFPV “SÃO JOÃO BAPTISTA”

“Short Course Program no Programa Formasaun Profisional Sertifikadu Tinan rua
(diploma course two years)”



Avenida, Kampung Baru-Besik Kampus ICS
Call : -77243455, 76198491, Email. ifpv.sjb2023@gmail.com

A. Intrudusaun

Rekoñese katak forsa laborál ida ne'ebé iha kapasidade no adaptivu, ne'e importante tebes ba kontinuasaun kresimentu ekonómiku no implementasaun ne'ebé susesu ba iniativu dezvoltimentu oioin lubuk ida, inklui sistema edukasaun ida ne'ebé fó atensaun ba rekizitu sira formasaun profisionál nivel médiu nian iha ekonomia formál sai sentru ba estratejia dezvoltimentu rekursus umanus tomak. Maibé, kompeténsia profisionál nivel médiu nian la to'o hodi fó atensaun ba nesesidade no abilidade vida moris nian iha setór informál. Ho razaun hirak ne'e estabesimentu INSTITUTO DE FORMAÇÃO PROFISSIONAL E VOCACIONAL SÃO JOÃO BAPTISTA liu husi Fundasaun PIGU de Caridade no Kongregarsaun Madre Sao Joao Batista, ne'ebe legalizadu ona husi Ministeriu Justisa ho numeru: 45/DNRN/DGSRN/MJ/VIII/2023 ho objetivu ida kontribui ba Desenvolvementu no haluan asesibilidade ba implementasaun edukasaun naun formal no formal ho prinsipiu qualidade, relevansia no kompetetivel ba Timor oan nune'e bele kompete iha kampu traballu bazeia ba enkuadramentu kualifikasaun nasional ida, ne'ebé fó konfiansa entre empregadór sira no graduadu sira em termos kapasidade lideransa no kapasidade tekniku e espesifiku ne'ebe haktuir iha konstituisaun RDTL artigo 59 inklui, alinea C artigo (4) dekretu lei no 8/2008, 5 marsu nebe konjuga ho artigo 8.9 no 10 husi dekretu lei no 36/2011, 17 Agostu, nune'e bele garantia asesu Timor oan sira hodi mantein iha vida ativa hodi hatan ba PEDN 2011-2030.

B. Vizaun no Visaun

Vizaun

Karidade mak sakrifisiu ne'ebe ita halo tamba domin hodi hetan paz tuir Maromak nia liafuan iha Biblia Sagrada.

Misaun

Prepara rekursu umanu nebe kualifikadu no pruntu atu asesu iha kampu trabalhu (seitor publiku no seitor privadu) hodi hametin liu tan dezvoltimentu kareira profisional nudar odamatan (pasaporte) industria.

C. Objetivu

- 1) Fornese oportunidade ba formasaun especializada nebe bele aumenta liu tan sira nia kareira dezvoltimentu profisional hodi hametin liu tan abilidade ho baze

- kunesimentu siensia vokasional ida nebe forte no fasil atu asesu iha kampu trabalhu liu husi atividade Short Course no programa ba formasaun profisional sertifikadu tinan rua
- 2) Konsentra iha dezenvolvimentu abilidade vokasional no prontu atu asesu iha seitor publiku no seitor privadu
 - 3) Prepara no dezenia odamatan siensia profisionais no vokasional nebe fasil no forte hanesan pasaporte kareira profisionais
 - 4) Kurikulu nebe ita prepara bazeia ba necesidade industria, avansadu no tuir padraun nasional no padraun international

D. Programa ba Formasaun Profisional no Vokasional

1) Short Course Program

Short course program, nudar atividade formasaun ne'ebe ita fornese ba juvnetude no estudante sira ho durasaun entre fulan tolu(3) no fulan ne'en (6) mak hanesan : Lian Ingles, Lian Portugues, Lian Korea, Lian Japaun, Lian Chineza, Formasaun Lideransa, Siensia Komputador , administrasaun no sekretaria.

2) Programa Formasaun Profisional Sertifikadu Tinan rua (diploma course two years)

Programa formasaun profisional sertifikadu tinan rua (diploma course two years), mak hanesan atividade formasaun ida ne'ebe ita oferese ba benefisiariu sira ho durasaun tinan rua (2) bazeia ba kurikulu ensinu aprendizajen tuir area formasaun idak-idak hodi hatan ba necesidade merkadu ohin lora, mak hanesan :

1. Digital Marketing (Dijitalizasaun Merkadoria)
2. Jestaun Finansas (Managerial Finance)
3. Jestaun Projetu (Project Management)
4. Profissionalizasaun Sekretaria (Professional Secretary)
5. Administrasaun Negosiu (Business Administration)
6. Dezenvolvimentu Rekursu Umanu (Human Resources Management)

E. Dezenvolvimentu Programa Formasaun "Short Course Program"

Nesidade formasaun kurtu prazu ohin lora iha merkadu trabalhu mos nesedita tebes hodi hametin kualidade profisionais ba dezenvolvimentu kariere formasaun nia nune'e IFPV Sao Joao Batista estabese "short course program" ho komitmentu ida katak, sei garantia kualidade formasaun ida ne'ebe adekuaudu tuir empregador sira nia rekezitu bazeia ba kurikulu merkadu ohin lora nian ho karga orariu entre 120 ate 240 oras.

F. Tamba sa Programa Formasaun Profisional Sertifikadu Tinan rua Importante

1. Formasaun ida ne'e foka liu ba dezenvolvimentu kariera profisional nebe konsentradu ba formasaun abilidade, kuenesimentu pratika, efetivu, no signifikativu
2. Produs rekursu nebe kualidade no servisu nebe kualidade tuir empregador sira nia rekezitu. (*fo satisfasaun ba empregador sira*)
3. Ho kurikulumu nebe signifikativu fasil liu atu hetan pasaporte servisu.
4. Garantia kareira profisional nebe bele ajuda formandu sira hodi hasoru oportunidade servisu iha futuru oin mai

G. Saida mak Programa ba Formasaun Profisional Sertifikadu Tinan rua

1. Programa ba formasaun profisional sertifikadu tinan rua hanesan mos edukasaun ba formasaun vokasional ida nebe presija atinji ho durasaun tinan (2) iha kareira profisional no iha areas formasaun idak-idak ne'ebe liga direta ho merkadu trabalhu/industria
2. Nudar baze ba dezenvolvimentu profisional pratika ho karakter uniku liu husi aplikasaun kurikulumu nebe bele koresponde ho merkadu trabalhu nia presija.
3. Konsidera hanesan sistema edukasaun ida nebe edukativu no signifikativu tebes husi nia lalaok formasaun nebe iha sustentabilidade bele hasa'e tan ba nivel formasaun sira tuir mai mak hanesan nivel 5 ate 10.

H. Benefisiu Programa ba Formasaun Profisional Sertifikadu Tinan rua ba merkadu ohin loron

1. Kurikulumu ne'ebe ita aplika ho karakter efisiensia no efikasias tuir nesedidade merka trabalhu ohin loron
2. Hodi hasa'e liu tan abilidade estudante sira iha nivel kuenesimentu formasaun ida ne'ebe forte no sustentavel hodi hatan ba merkadu ohin loron
3. Nudar pasporte ba vida moris ohin loron hodi asesu ba kampu trabalhu.
4. Abilidade espesializada
5. Serbisu prontu
6. Kustu-Efetividade
7. Aprende teoria tinan ida (1) no estajiu tinan ida (1)

I. Importansia Programa ba Formasaun Profisional Sertifikadu Tinan rua ba merkadu ohin loron

1. Programa ba formasaun sertifikadu (diploma course) tinan rua (2) hanesan formasaun oreintadu ba industria/merkadu trabalhu nebe asociadu ho papel profisionais estudante sira

2. Formasaun ida nebe la presija gasta tempu barak iha ensinu superior maibe ho formasaun diploma dois mos bele ajuda no fasilita ita diak liu tan ba odamatan servisu ho lalais no efetivu liu.
3. Menus kustu (baratu) duke ita kompara ho universidade eskola kleur maibe sei presija tempu atu finaliza no gradua inklui hetan servisu mos sei lori tempu
4. Efektivu, efisiensia no efikasias ba oportunidade servisu liu husi dezvoltimentu kareira profesional

J. Tamba sa dezvoltimentu formasaun profesional ne'e esensial ba kresimentu kareira

Sim, tamba dezvoltimentu formasaun profesional no vocational mak nudar baze fundamentais nebe bele hametin abilidade pesoa intermus kunesimentu lideransa, siensia no produtividade servisu iha industria no bele investe maximu iha seitor kapasitasaun rekursu umanu ida nebe mais pratika no efetivu

K. Learning Outcomes Programa Formasaun Profesional Sertifikadu Tinan rua

1. Ita garantia graduadu IFPV Sao Joao Batista asesu ba merkadu trabalho ho fasil tamba iha ona esperiensia no abilidade nebe forte intermus abilidade pratika no vokasional
2. Graduadu sira independete iha mos kapasidade atu kria kampu trabalho ba nia an rasik bazeia ba siensia no esperiensia ne'ebe hetan durante iha prosesu ensinu aprendizajen
3. Bele kompete mos oportunidade merkadu internasional
4. Bele kompete mos iha nivel salarial nebe diak

L. Fasilidade Ensinu Aprendizajen

1. Ita iha edifisiu rasik
2. Ita iha dormitoriu feto nebe sei hela iha Rezidencia Kongregasaun. Madre Sao Joao Batista
3. Ita Fasilidade komputador ne'ebe suficiente (estudante ida laptop ida) wainhira pratika
4. Ita iha rekursu umanu nebe forte (formador espesializasaun ho nivel Licenciatura, Mestrado no Doutoramentu)
5. Ita iha relasaun ne'ebe forte ho parseiru dezvoltimentu inklui merkadu trabalho (seitor privadu)
6. Sistema aprendizajen aplika Teoria 25 % no Pratika 75 %
7. Estudante sira ne'ebe tuir formasaun iha IFPV Sao Joao Batista, hetan mos kunesimentu adisional Skills mak hanesan Zoom meting/Google meeting ho

parseiru internasional sira, participa mos iha WEBINAR internasional sira inklui trainamnetu online ho experts sira.

8. Durante tuir formasaun iha IFPV SJB, estudante sira mos Free/Gratuitu tuir formasaun lian Ingles, Formasaun Lideransa, edukasaun sidadania. Lian portugues.
9. Kurikulu ne'ebe ita aplika bazeia ba necessidade merkadu trabalhu
10. Ita iha Projektor rasik
11. Ita iha Mini Library no e-library rasik
12. Ita iha mini estudio (Podacast) ne'ebe bele tulun estudante sira iha prosesu ensinu aprendisajen.

M. Formador/a

Formador/a sira ne'ebe ita iha mai ho kategoria permanente, kontratadu no parte tempu.

N. Estrutura IFPV

Nu	Naran	Posizaun
1	Rev. Amo Francisco Bareto	Protetor
	Me. Joanina	Superiora.Kongregasaun Sao Joao Batista
2	Dr. Antonio Guterres. S.Pd,M.Pd	Konseleiru
3	Nivio Leite Magaloes	Konseleiru
4	Manuel Pinto, L.Ed, MM.Pd	Prezidente Fundasaun
5	Andre Pinto Gaspar, S.Pd	Direitor IFPV SJB
6	Aquelino	Ajunto Diretor
7	Octaviana	Xefe Administrasaun no Financas
8	Josefina	Ofisial Administrasaun
9	Dulce	Ofisial Financas
10	Sara	Ofisial Media
11	Josefina	Ofisila Quality Control
12	Akasa	Relasaun Publika
13	Apeu	Lojista
14	Leo	Recepcionist
15	Jesi	Recepcionist

O. Kustu ba formasaun

1. Kustu baratu no tulun tebes timor oan sira
2. Fundasaun no IFPV SJB mos oferese bolsa estudu ba estudante kbiit laek
3. Fundasaun no IFPV SJB mos oferese prepara fundus ba asaun sosial

P. Se mak bele rejistu hodi tuir programa ba formasaun profesional sertifikadu tinan rua (diploma course two years)

1. Estudante sira ne'ebe akaba ona ensinu sekundariu
2. Individu no pesoa nebe dadaun ne'e servisu hela maibe akaba ona ensinu sekundariu
3. Individu ou pesoa ne'ebe gradua ona husi Bacherlato no Lisensiatura
4. Inan/aman/juventude ne'ebe dadaun ne'e halimar deit iha uma maibe akaba ona ensinu sekundariu

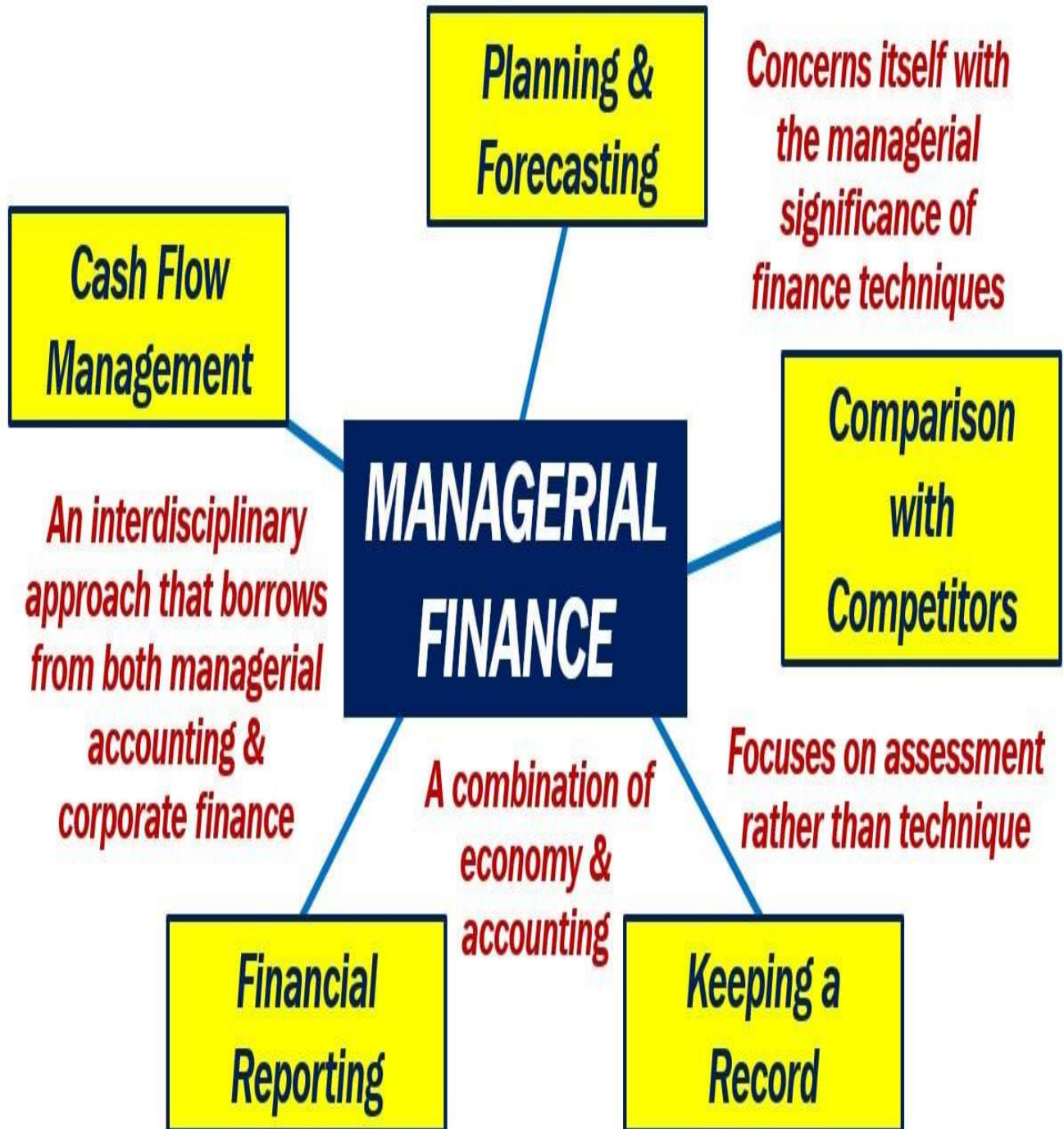
Q. Atividade Ekstraordinariu

1. Formasaun esperitual ba foinsa'e sira
2. Formasaun esperitual ba ita nia maluk prizioneiru sira
3. Vizita esperitual ba ita nia maluk sira ne'ebe moras iha Ospital
4. Implementa mos short course training ba ita nia maluk prizioneiru sira
5. Formasaun esperitual no edukasaun karakter ba estudante sira ne'ebe hela iha dormitoriu Kongregasaun Madre. Sao Joao Batista

R. Parseiru Kooperasaun

1. Igreja
2. Governo Timor Leste
3. Seitor Privadu iha Timor Leste
4. Parseiru Internasional

2. Jestaun Finansas (Managerial Finance)



3. Jestaun Projetu (Project Management)



4. Professionalizasaun Sekretaria (Profesional Secretary)



PROFESSIONAL SECRETARY & PERSONAL ASSISTANT SKILL
How To Become A Professional Secretary And Personal Assistant In The Modern Era

The graphic features a woman in a blue blazer smiling while talking on a mobile phone and working on a laptop. The text is in bold red and black, with a red underline under the subtitle. Social media icons for Facebook, Twitter, and LinkedIn are in the top right corner.



5. Administrasaun Negosiu (Business Administrasaun)

Supply Chain & Ops Mgmt



Types of Management

6. Dezenvolvimentu Rekursu Uma nu (Human Resources Management)



Human Resource Development (HRD)?

A part of human resource management that deals with training and development of employees.



B. Deskrisaun Kurikulu ba programa ba formasaun profisional sertifikadu tinan rua (diploma course two years)

1. Digital Marketing (Dijitalizasaun Merkadoria) (DM001 }

Nu		Deskrisaun Plano de Aula (Study Planing)
PERIODU INPAR		
1		Introduction of digital marketing
2		Components of Digital Marketing
3		Digital Marketing Channels/Platforms
4		Digital Marketing Tools
5		What is Digital Marketing
6		Promotional Elements Digital Marketing Employs
7		Digital Marketing Objectives
8		Digital Marketing Glossary of Terms (Jargons)
9		Some of Things Digital Marketing Does
10		Digital Marketing as part of Marketing Mix
11		Digital Campaign Strategy & Execution
12		Digital Marketing Brainstorm: Kellogg's Crunchy Nu
14		Student of the Game bonus / Q&A
15		Digital social media platforms for marketing
16		Other Online marketing tools
PERIODU PAR		
17		Online marketing analytics and evaluation
18		Digital social media platforms for marketing
19		WEB PRESENCE...
20		Traditional marketing
21		Digital Marketing Importance in the New Era
22		Digital Marketing in the Business Environment
23		Developing a Marketing Plan
24		The 6 Fundamentals of Digital Marketing
25		Social Media Management
26		Introduction to e-marketing
27		Digital Marketing Strategy
28		Reputation Marketing
29		Video Marketing
30		Types of Digital Marketing
31		Online Business Directories/Citations
32		Customers analysis
ATIVIDADE FINAL		
A		ESTAJIU PEDAGOJIKU
B		HAKEREK RELATORIU
C		FORMASAUN EKSTRAORDINARIU (Lian Ingles, Lideransa, Siensia Komputador, Estatitika)
D		GRADUASAUN

2. Jestaun Finansas (Managerial Finance) (MF002)

Deskrisaun Plano de Aula (Study Planing)	
PERIODU INPAR	
1	Introduction to the course
2	Objectives of financial management
3	Scope of finance functions
4	Source of finance
5	Working capital management
6	Corporate dividend policy and strategy;
7	Goal and entity
8	Financila Management
9	Stakeholdes of an entity
10	The management decesion
11	Bussiness risk
12	Financial risk
14	The finance decesion
15	The investment decesion
16	Capital markets
PERIODU PAR	
17	SWOT and gap analysis
18	Implementing the strategies
19	Financila bookkeeping
20	Planning and budgetting
21	Financial Management
22	Financila reporting
23	Understanding staff costs
24	Tendering and public procurement procedures
25	Financial Management Essentials for the Entrepreneur
26	Roles / responsibilities
27	Financial statements
28	Auditing
29	Expenditures
30	Revenue
31	Principles and Strategies for Financial Strength and Stability
32	Analyzing Project Cash Flows
ATIVIDADE FINAL	
A	ESTAJIU PEDAGOJIKU
B	HAKEREK RELATORIU
C	FORMASAUN EKSTRAORDINARIU (Lian Ingles, Lideransa, Siensia Komputador, Estatitika)
D	GRADUASAUN

3. Jestaun Projetu (Project Management) (PM003)

Deskrisaun Plano de Aula (Study Planing)	
PERIODU INPAR	
1	Introduction to Project Management
2	Integrated tproject management and project manager
3	Project Perfomance dimensions and Project life cycle
4	Benefits of Project Management Approach
5	Project Identification and Formulation
6	Economic and Market Analysis
7	Project Management Techniques
8	Project Crashing and Project Control
9	CHARACTERISTICS OF PROJECTS Management
10	THE ESSENTIAL FEATURES OF A GREAT for PROJECT MANAGEMENT TOOL
11	Leading Change trough project
12	Managing the project
14	Project management professional credential
15	The important of project management process
16	Project Type (complexity)
PERIODU PAR	
17	Project execution and control
18	Project star-up
19	Project close out
20	Capital planning and programming
21	Enviromental Permitting
22	Project management internal audit process
23	Work breakdown structure
24	Control and Report
25	Project plan, coordinating and controling
26	Project Governance
27	Program and portofolio management
28	International project
29	Logical framework approach
30	Basic concepts of project management
31	Project management tutorial
32	12 principles of project management
ATIVIDADE FINAL	
A	ESTAJIU PEDAGOGIKU
B	HAKEREK RELATORIU
C	FORMASAUN EKSTRAORDINARIU (Lian Ingles, Lideransa, Siensia Komputador, Estatitika)
D	GRADUASAUN

4. Professionalizasaun Sekretaria (Profesional Secretary) (PS004)

Nu		Deskrisaun Plano de Aula (Study Planing)
PERIODU INPAR		
1		Introduction the secretary
2		ATTRIBUTES AND ROLE OF A PERSONAL SECRETARY
3		FUNCTIONS, DUTIES AND RESPONSIBILITY OF A PERSONAL SECRETARY
4		More tips for secretaries
5		Responsibilities of the secretary
6		Minuties check list
7		Secretarial standard
8		Nature and Scope of Secretarial Work
9		Qualification of secretary
10		Office Management
11		Administrative management function
12		Office manager
14		Record management
15		Duties secretary
16		Leadership management
PERIODU PAR		
17		Telephone usage
18		Relationship management
19		Communication skills
20		Total Quality management
21		Confidence, self belief and goal setting
22		Dealing with difficult people and managing conflict
23		Time, organizing and stress management
24		Organizing meeting and events
25		Presentations
26		Ergonomics your health and safety
27		Networking
28		Dally routine
29		Mail services and shipping
30		Travel arrangements
31		Meetings
32		THE SECRET ARIAL CORRESPONDENCE PROCESS
ATIVIDADE FINAL		
A		ESTAJIU PEDAGOGIKU
B		HAKEREK RELATORIU
C		FORMASAUN EKSTRAORDINARIU (Lian Ingles, Lideransa, Siensia Komputador, Estatitika)
D		GRADUASAUN

5. Administrasaun Negosiu (Bussiness Admnistrasaun) (BA005)

Deskrisaun Plano de Aula (Study Planing)	
PERIODU INPAR	
1	INTRODUCTION TO BUSINESS ADMINISTRATION
2	Objetives of Bussiness administration
3	The principles of business administration
4	Types of Bussiness administration
5	The Rolles of business administration
6	Understanding economic systems and business
7	Enterpreneurship starting and managing your own business
8	Management and leadership in today's organization
9	Designing organizational structures
10	Managing human resources and labor relation
11	Motivating employees
12	Using technology to managing information
14	Understanding money and financial institutions
15	Distributing and promotion products service
16	Understanding financial management and securities markets
PERIODU PAR	
17	Concept of Business Plan
18	Business Correspondence
19	Business Communication
20	Business and Environment
21	Technology in Business
22	Integration of Different Branches of Managemen
23	Business marketing
24	Enterpreunership and management of small business
25	Sales and negotiation
26	Price setting
27	Saving and investment
28	Financial literacy
29	Generak business management
30	Profit calculation concepts
31	Cheklist
32	Business activities
ATIVIDADE FINAL	
A	ESTAJIU PEDAGOJIKU
B	HAKEREK RELATORIU
C	FORMASAUN EKSTRAORDINARIU (Lian Ingles, Lideransa, Siensia Komputador, Estatitika)
D	GRADUASAUN

6. Dezenvolvimentu Rekursu Umanu (Human Resources Management) (HRM006)

Nu		Deskrisaun Plano de Aula (Study Planing)
PERIODU INPAR		
1		Introduction of Human Resource Development
2		Introduction and learning objectives
3		Defining the terms: training, education, development, learning and HRD 4 Strategic HRD
4		The operating environment of the Human Resource department
5		The Human Resources compass
6		HRD roles
7		Strategy and strategic HRD
8		Where is HRM 'coming from
9		Origins and development of HRM
10		Hard and soft HRM
11		Organizational Change
12		Influences on Employee Behavior
14		Assessing HRD Needs
15		Designing Effective HRD Programs
16		Implementing HRD Programs
PERIODU PAR		
17		Evaluating HRD Programs
18		Onboarding: Employee Socialization and Orientation
19		Skills and Technical Training
20		Coaching and Performance Management
21		Employee Counseling and Wellness Services
22		Career Management and Development
23		Management Development
24		Organization Development and Change
25		HRD and Diversity: Diversity Training and Beyond
26		The Progression Toward a Field of Human Resource Development
27		The Relationship Between Human Resource Management and HRD/Training
28		Human Resource Development Functions
29		Roles and Competencies of an HRD Professiona
30		Challenges to Organizations and to HRD Professionals
31		A Framework for the HRD Process
32		Human Resource Development Applications
ATIVIDADE FINAL		
A		ESTAJIU PEDAGOJIKU
B		HAKEREK RELATORIU
C		FORMASAUN EKSTRAORDINARIU (Lian Ingles, Lideransa, Siensia Komputador, Estatitika)
D		GRADUASAUN

C. Galery Atividades

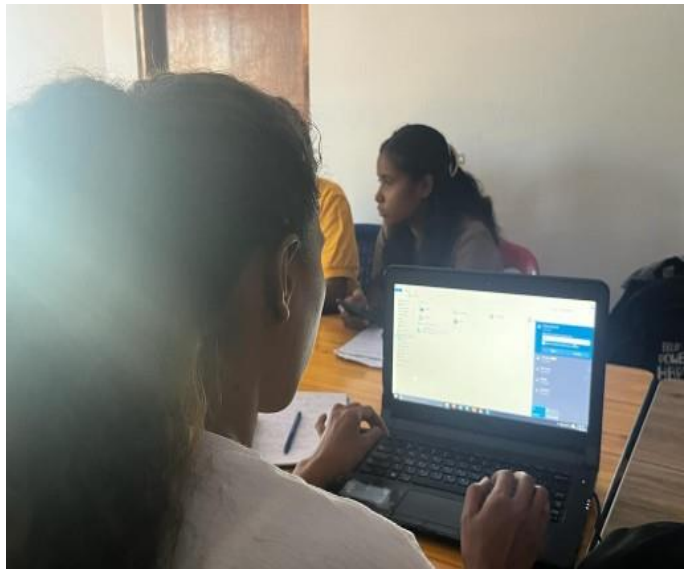


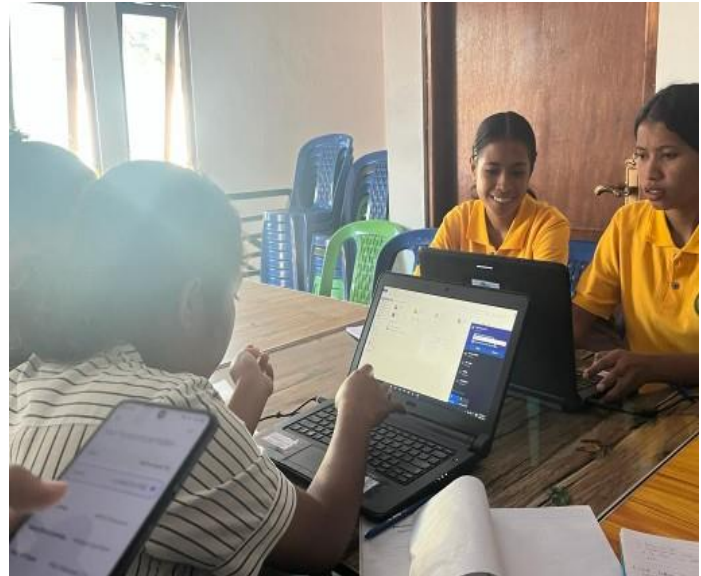














Online Training

Digital Marketing

Speaker: M. Monirul Islam Munna
 Former Project Coordinator, UNDP |
 Project Management Professional |
 Digital Transformation Expert

21ST OCTOBER, 2023



Fundasaun PIGU Karidade

Organized by: 



**INSTITUTO DE FORMAÇÃO
PROFISSIONAL E VOCACIONAL**
 IFPV "SÃO JOÃO BAPTISTA" DILI-TIMOR LESTE

Semináriu Nasionál

TÓPIKU
**Papel Juventude ho nia
 Kompetensia Lideransa ba
 Dezenvolvimentu Nasionál
 iha Futuru**

SEGUNDA DIA 27 DE NOVEMBER DE 2023

Oras
 14:00 - 16:00 OTL
 Seminar with Certificate



ORADOR
 Nívio Leite Magalhães



MODERADOR
 Jójue Costodio Lopes, L. Ed

KONTAKTU AMI
 76198491
 76173066





