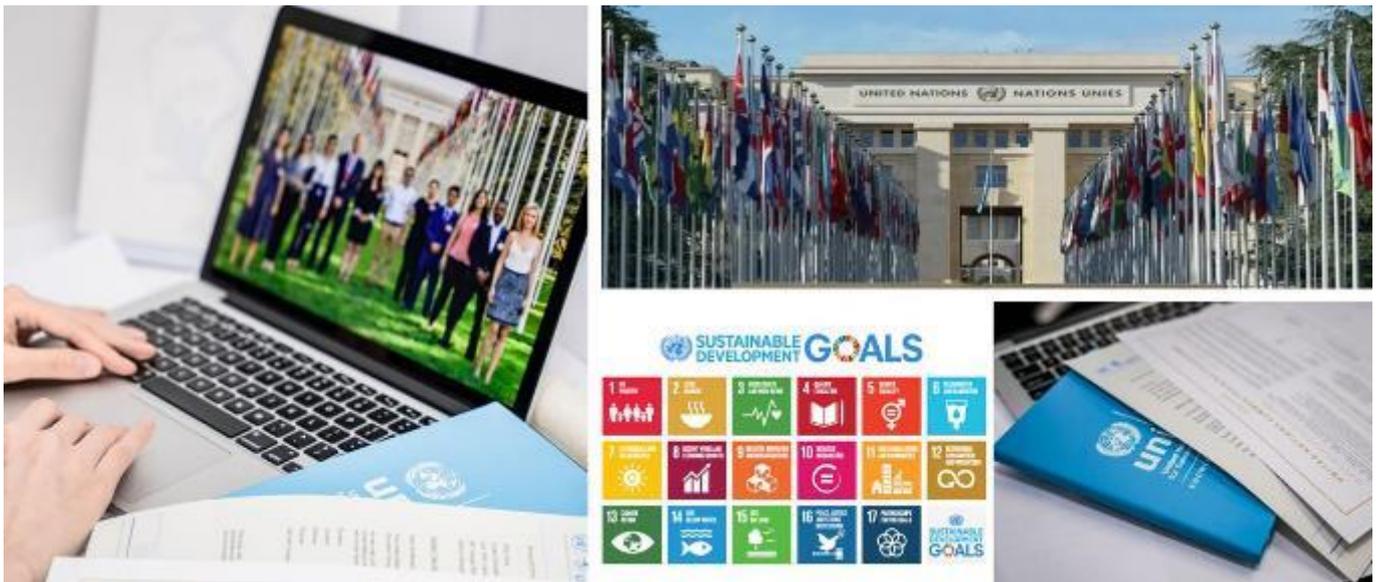




United Nations Online Training Programmes



Overview

| Code | Programme | Date | Length | Language |
|------|--|---------------------------------------|---------|----------|
| UNO1 | United Nations Online Immersion Programme | 16 Aug. – 27 Aug. | 2 Weeks | English |
| UNO2 | United Nations Internship Preparation Programme | 19 Jul. – 13 Aug. 2 Aug. – 27 Aug. | 4 Weeks | English |

United Nations



The United Nations (UN) is an intergovernmental organization that aims to maintain international peace and security, develop friendly relations among nations, achieve international cooperation, and be a centre for harmonizing the actions of nations. It is the largest, most familiar, most internationally represented and most powerful intergovernmental organization in the world. The UN is headquartered on international territory in New York City, with its other main offices in Geneva, Nairobi, Vienna and The Hague.

The UN was established after World War II with the aim of preventing future wars, succeeding the ineffective League of Nations. On 25 April 1945, 50 governments met in San Francisco for a conference and started drafting the UN Charter, which was adopted on 25 June 1945 and took effect on 24 October 1945, when the

UN began operations. Pursuant to the Charter, the organization's objectives include maintaining international peace and security, protecting human rights, delivering humanitarian aid, promoting sustainable development, and upholding international law. At its founding, the UN had 51 member states; this number grew to 193 in 2011, representing almost all of the world's sovereign states.

Methodology

The United Nations Online Programmes lasts two to four weeks and are entirely conducted in English. It runs on UN's virtual learning platform, to which participants receive log-in credentials shortly before the start. The course modules are enabled every 4 - 7 days.

The United Nations Online Programme are created and facilitated by senior experts working at UN agencies. In addition to these experts, UN staff assists in the organizational aspects of the course and stands ready to interact with participants on a daily basis.

The online trainings are for the most part asynchronous, placing emphasis on self-paced learning. In this programme, a series of live online events at fixed times are incorporated. The United Nations Online Programmes contain the following components:

Live Webinars

Live-webinars primarily focus on knowledge-transfer and allow participants to directly interact with the experts and UN staff regarding the specific content under discussion.

E-Workshops

Focused on skills development, e-Workshops contain simulation exercises, group discussions and similar other interactive online elements.

Virtual Guided Tours

Participants will be able to get to know high-profile UN buildings such as the Palace of Nations or other UN agencies' headquarters through live-streamed guided tours.

Individual Project (for 4-week programme only)

Participants will have the chance to engage in a work usually done by interns at United Nations agencies, including project management, graphic design, translation or outreach.

Reading Material

Compulsory reading material teaching the basic concepts of the course's subject-matter, delivered both through the interactive software Articulate Storyline and a downloadable PDF.

Discussion Boards

An online discussion board for participants to post questions or comments and engage in discussion with other participants, the course instructor and UN staff.

Assessment Quizzes

Assessment quizzes at the end of each module. To be eligible for the course certificate, a passing grade of 80% on these quizzes is required.

Career Coaching

Online career-coaching sessions, in which participants learn in live-webinars with UN staff about the UN system and entry points for internships or other job application material.

Certificate of Completion

After finishing the training programme and meeting all requirements, participants will be awarded the Certificate of Completion.

Transcript of Grades

After finishing the training programme and meeting all requirements, each participant will receive the Transcript of Grades.

Recommendation Letter

Participants with outstanding results in the completion requirement will receive an official letter of recommendation.



Invitation Letter



Certificate of Completion



Transcript of Grades



Recommendation Letter



Programme 1: The United Nations Online Immersion Programme

The Online Immersion Programme is 2 weeks of length and provides participants the opportunity to learn about the United Nations’ origins, main activities, different agencies as well as about International Geneva as a hub of multilateralism.



Content

E-Learning Modules

The backbone of the United Nations Online Immersion Programme will be three e-Learning modules, which will be enabled on virtual platform each four days. Every module contains reading material, multimedia files, a discussion forum and a multiple-choice assessment quiz on the content.

- Module 1 The United Nations
- Module 2 Conference Diplomacy
- Module 3 Negotiation Skills

Live Components

The e-Learning modules will be complemented by a series of live components with UN experts. These will be delivered through the software Zoom, shall have varying lengths and formats and include live-webinars, e-workshops and virtual guided tours:

| | | | |
|--------|---------------------|-----------|---|
| Day 1 | Virtual Guided Tour | 3 hours | Welcome and UN System |
| Day 2 | E-Workshop | 3 hours | Public Speaking Skills |
| Day 3 | Live-Webinar | 1.5 hours | Multilateral Conferences and Diplomacy |
| Day 4 | E-Workshop | 3 hours | The Palais des Nations |
| Day 5 | E-Workshop | 3 hours | Job Application Skills |
| Day 6 | E-Workshop | 3 hours | UNHCR and Refugees |
| Day 7 | E-Workshop | 3 hours | Negotiation Skills and Techniques |
| Day 8 | Virtual Guided Tour | 1.5 hours | International Geneva |
| Day 9 | Live-Webinar | 1.5 hours | Leadership Skills in the UN Context |
| Day 10 | Live-Webinar | 1.5 hours | The Sustainable Development Goals and Closing |



Workload

The overall workload during the two week-long course is between 40 – 45 hours. Distributed across the two main elements of the training programme, the estimated workload is shown below. Please note that this is an estimate and students are free to spend more time or less with these components:

- E-Learning Modules →9 hours per week →18 hours in total
- Live Components →12 hours per week →24 hours in total

Please see below one possible suggested schedule to distribute the workload evenly through the week:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|-----------------------------|-----------------------------|----------------|---------------------------------|-----------------------------|
| 10:30-12:00 | Studying of Online Material | Studying of Online Material | - | Discussion Board and Assessment | Studying of Online Material |
| 15:00-16:30 | Live Component | Live Component | Live Component | Live Component | Live Component |
| Coffee Break | | | | | |
| 17:00-18:30 | Studying of Online Material | Live Component | Live Component | Studying of Online Material | Live Component |

Completion Requirements

Participants are eligible for a certificate of completion as well as a personalized grade transcript after successfully completing the below requirements by the specified deadlines. Participants who fail to fulfil these requirements will receive a certificate of participation of lesser value.

- **Participation in the discussion board forums;** the course moderators will post questions on every module, which participants are supposed to answer in short texts. Your posts will be evaluated according to both quantity and quality (e.g., content relevance and contribution to overall discussion).
- **Passing the multiple-choice assessments;** each module will feature an assessment quiz about its content. It contains 10-15 questions, and passing the module requires at least 80% of the questions correctly answered. You may take the test up to three times and your best attempt counts.
- **Playing an active role in the live-components;** during the webinars and e-workshops, participants will have many opportunities to ask questions or to actively engage in interactive exercises. Besides the chat function, participants are encouraged to unmute themselves and ask questions directly.
- Before moving to the next module, you should: **(a)** read the core module text, **(b)** participate in the discussion board forum and **(c)** pass the module`s assessment quiz. **(d)** Attending the live components



Programme 2: UN Internship Preparation Programme – 4 Weeks

The Internship Preparation Programme is 4 weeks of length and aims at building up participants' knowledge and skills on the UN with a specific focus on internships. Its purpose is to bring participants to the point where they will be able to confidently and effortlessly apply for internships in the UN system.



Content

E-Learning Modules

The backbone of the Internship Preparation Programme will be four e-Learning modules, which will be enabled on UN's virtual platform each week. Every module contains reading material, multimedia files, a discussion forum and a multiple-choice assessment quiz on the content.

- Module 1 The United Nations
- Module 2 Conference Diplomacy
- Module 3 Negotiation Skills
- Module 4 Cosmopolitan Communication

Live Components

The e-Learning modules will be complemented by a series of live components with UN experts. These will be delivered through the software Zoom, shall have varying lengths and formats and include live-webinars, e-workshops, virtual guided tours and mock-interviews:

| | | | |
|--------|---------------------|-----------|-----------------------------------|
| Week 1 | Virtual Guided Tour | 3 hours | Inside the UN Palace of Nations |
| Week 1 | Live-Webinar | 1.5 hours | UN Projects and Practicalities |
| Week 1 | E-Workshop | 3 hours | Negotiation Skills and Techniques |
| Week 2 | Live-Webinar | 1.5 hours | Job Application Fundamentals |
| Week 2 | E-Workshop | 3 hours | The Sustainable Development Goals |
| Week 2 | Virtual Guided Tour | 1.5 hours | Inside International Geneva |
| Week 3 | E-Workshop | 3 hours | Leadership Skills for a UN Career |
| Week 3 | E-Workshop | 3 hours | Public Speaking Skills |
| Week 4 | Live-Webinar | 1 hour | Mock Interviews - Part I |
| Week 4 | Live-Webinar | 1 hour | Mock Interviews - Part II |
| Week 4 | Live-Webinar | 1.5 hours | Closing Ceremony |

Individual Projects

Each participant will be able to choose one individual project to work on during the four weeks of the course. The projects are very similar to what an intern's task would be during a real internship at the United Nations. They cover the following four areas:

- Project Management
- Art and Design
- Translation

- Outreach and Advocacy

The individual projects will be organized through the platform Microsoft Teams, the software most UN agencies work with internally. This enables the participants to become familiar with the way of working in the UN environment even before they have started a potential internship in the future. In addition, participants will be required to hand in their personal Curriculum Vitae (CV) as well as their Cover Letter (CL) via email during the programme’s final weeks.

Workload

The overall workload during the four week-long course is between 40 – 45 hours. Distributed across the three main elements of the training programme, the estimated workload is shown below. Please note that this is an estimate and students are free to spend more time or less with these components:

- E-Learning Modules →3 hours per week →12 hours in total
- Live Components →5 hours per week →20 hours in total
- Individual Projects →3 hours per week →12 hours in total

Please see below one possible suggested schedule to distribute the workload evenly through the week:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------|-----------------------------|--------------------|----------------|-----------------------------|--------------------|
| 10:30-12:00 | Studying of Online Material | - | - | Studying of Online Material | - |
| 15:00-16:30 | Live Component | - | Live Component | - | Live Component |
| 17:00-18:30 | - | Individual Project | - | - | Individual Project |

Completion Requirements

Participants are eligible for a certificate of completion as well as a personalized grade transcript after successfully completing the below requirements by the specified deadlines.

- **Reading the e-Learning modules and passing the assessment quizzes:**
Each module will feature an assessment quiz about its content at its end. It contains 10-20 questions, and passing the module requires at least 80% correctly answered per quiz. You may take the test up to three times and your best attempt counts.
- **Creating an individual project and handing it in on time:**
All participants have the choice to pick one individual project in the field of their strength (project management, graphic design, translation or outreach) and work on it during the first three weeks of the course. It will be reviewed and graded on its quality and attention to detail.
- **Sending personal application material (curriculum vitae and cover letter):**
All participants will also be required to send their personal application material in form of CV and CL via email. It will be reviewed and count towards the final grade the participant receives at the end on their transcript.



Mr. Jérôme L'host, expert for Public Skills and Mock Interviews, is a dedicated senior consultant based in Geneva and Moscow, working internationally with both the private and the public sectors.



Mr. L'host attended the University of Savoie where he studied Public Administration & Economics (AES). Mr. L'host is a certified Myers-Briggs Type Indicator (MBTI) Coach, a UN-certified Coach and Trainer, as well as a Synaps-certified, and LSA (Leadership Style Analysis) Coach. Prior to establishing himself as an Independent Consultant in 2009, Mr. L'host was a European Board Member and the Country Manager of both Switzerland and Russia for Dynargie Switzerland SA (International Training & Consulting group), with whom he worked for thirteen years.

Mr. L'host has managed more than 40 large-scale international projects in more than 30 different countries. He is the founder and general manager of The November Company, a training and consulting group.

Ms. Marie-José Astre-Démoulin, expert for Leadership Skills and Mock Interviews, worked for 15 years in the Staff Development and Learning Section of the United Nations Office in Geneva.



She delivered workshops linked with conflict resolution, interpersonal skills and performance management to UN staff members. She conducted team building sessions and assisted managers faced with difficult situations across continents.

Marie-José also developed and delivered activities linked with career development: CV writing and interviewing skills. Overtime, she became a lead trainer for HR officers and managers at the United Nations Office at Geneva sitting in recruitment panels.

She is now a consultant and a coach. Her clients include private companies, international organizations and universities. In addition, she acts as an expert for Cross-Cultural Communication issues in the Museum of Communication in Bern.

Mr. Lars Tillfors, expert for Multilateral Conferences and Diplomacy, is a former Swedish Diplomat with a long experience of both Multilateral and Bilateral Diplomacy and negotiations with postings in New York, Geneva and Washington D.C. as a delegate and international civil servant.



He is experienced in running international and intergovernmental meetings and in interagency affairs as well as managing contacts with Missions and Member States delegates.

He has been a consultant for UN for many years and has performed training of Young Diplomats and International Civil Servants in Multilateral Diplomacy and UN negotiations. He is widely admired for his expertise in multilateral conferences and diplomacy as well as for his warmth and humour.

Ms. Claire Doole, expert for Public Speaking Skills and Media Relations, is a former BBC reporter in London, Brussels and Geneva and spokesperson for the UN, International Federation of the Red Cross and WWF International.

Claire specialises in working with international organisations and companies. She truly believes that communications is a skill not a talent. With preparation and practice, every person she has trained has improved in leaps and bounds.



Whether you are starting your career, in mid or senior management or leading a company or organisation, Claire can help you get your message across clearly, concisely and compellingly. From training all over the world, she is convinced that non-native speakers can be just as effective communicators, sometimes more so, than native speakers.

As well as an expert coach and trainer, Claire is a sought after moderator and Master of Ceremonies. She has facilitated panel discussions with presidential candidates, Vice-Presidents, government ministers, heads of international agencies and the CEOs of Fortune 500 companies.

Holding British and Swiss nationalities, Claire speaks 4 languages and is based in Geneva. She works with a team of expert trainers for specific workshops, who are former international broadcasters and communications professionals. They ensure you will get the knowledge and skills to be a more impactful communicator.

Ms. Alice Richard, expert for the Sustainable Development Goals, is passionate about driving social impact. Her purpose is to inspire and empower people to take positive action.



A former United Nations staff member, she worked for UNICEF for 14 years, leading product-based fundraising and managing strategic corporate partnerships, before co-founding Co-CREATE ImpACT, an innovative social impact training company. In her new role, she harnesses the power of play to bring sustainability to life using game-based learning and immersive workshops.

Alice is skilled at combining her experience in the private and non-profit sectors with her knowledge in business and social impact, to develop and deliver powerful training that engages participants in sustainability in an innovative and fun way. She is the first certified facilitator of the 2030 SDGs Game in Switzerland.

Mr. Julian Caletti, expert for the UN System and UN Projects and Practicalities, is a young professional at the United Nations Institute for Training and Research Prior to this post, he worked for three years at the Information Service of the United Nations Office at Geneva (UNOG).



At UNITAR's Division for Multilateral Diplomacy, Julian is primarily responsible for the United Nations Immersion Programme, the Young Leaders Training Programme as well as other field visits to Geneva.

Julian holds a master's degree in international affairs from the Graduate Institute Geneva. He is fluent in German, English, Spanish, French, Portuguese and Chinese.

Testimonial

Qiwei Deng

What impresses me most is the kind of international vision, because most of us work hard for our own goals or for a small number of people. But after participating in the issues concerning the refugees, the UNHCR and some other environmental issues, I realize that many people are really enthusiastic for others without any consideration. I want to do something meaningful to change myself and others when I am young.

Weiyi Xing (Fiona)

I used to feel the distance between the United Nations and me was far away, but now I know more about it. Now I have more confidence to prepare for getting the opportunities to work in the United Nations and do something meaningful in the future.

Anqi Xu (Gela)

I like this idea of studying with lots of like-minded souls in UN and contribute to the team with energy and passion. This experience motivates me to realize my dream of comprehending new cultures and countries, and to contribute, even in a small part, to improving the working or living conditions of people in need.

Past Programmes

