



---

For all staff members working outside of the United Nations Secretariat: this circular must be read in conjunction with the internal rules and regulations of your Organization regarding training activities.

**INFORMATION CIRCULAR N° 21**

**Subject: Presentation Skills in English and in French**  
**September - December 2007**

**Deadline for enrolment – 19 June 2007**

Group workshops and presentation sessions are offered on four Tuesday mornings (for English Presentation Skills) and on four Wednesday mornings (for French Presentation Skills) over the term; coaching sessions are set up on an individual basis.

**Entry requirements**

This course is intended for people whose main working language is English (for English Presentation Skills) or French (for French Presentation Skills). If participants are not native speakers of English or French they should be at a post-proficiency level (equivalent to having passed the LPE English or French exam or have completed level 8 English or French at the United Nations).

**Overall course objective for all participants**

To maximize the impact of your presentations.

**What you do**

- Attend 4 half-day workshops/presentations
- Prepare and give presentations
- Attend a coaching session
- Take a parallel PowerPoint Course (optional)
- Do assignments: internet, cd-rom, videos

**Course duration and delivery format**

The workshop, presentation and coaching sessions are over a 12-week period. A needs analysis and short interview are required before the first workshop. You are able to plan your own timetable and work at your own pace on materials suitable to your particular

situation.

### Contact point

For further information on English Presentation Skills please contact Ms. Pamela Schaffner-Gerber. Telephone : 022/9172099 or by email at [pschaffner@unog.ch](mailto:pschaffner@unog.ch) and for further information on French Presentation Skills please contact Ms. Brigitte Catherin. Telephone 022/9172006 or by email at [bcatherin@unog.ch](mailto:bcatherin@unog.ch). If you are a UN Secretariat staff member you may also consult the SDLS intranet site at <http://training.unog.un.org> (under Communication Skills)

### Method of Enrolment

UNOG Secretariat staff members should enrol by filling out the attached application form. It must be authorized by your direct supervisor and sent to Ms. Pamela Schaffner-Gerber, SDLS, Annex Bocage 2 for English Presentation Skills and to Ms. Brigitte Catherin, SDLS, Annex Bocage 2 for French Presentation Skills **by 19 JUNE 2007**.

### FOR STAFF OF ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNIDIR, UNEP, UNITAR AND UNRISD

Please fill out the attached application form and have it authorized by your immediate supervisor (part 3 of the application form) and also by your Human Resources Service (part 4). It should then be sent to Ms. Pamela Schaffner-Gerber, SDLS, Annex Bocage 2 for English Presentation Skills and to Ms. Brigitte Catherin, SDLS, Annex Bocage 2 for French Presentation Skills **by 19 JUNE 2007**. The cost of this course is equivalent to the cost of a general course (SF 515 per term for paying students). Points of contact for the following organizations are:

ECE - Ms. M. Sevilla 's office  
OCHA - Mr. G. Faccin's office  
OHCHR - Mr. A. Duncker's office  
UNCC - Mr. O. Lyonnet's office  
UNCTAD - Ms. C. Cruchaga's office  
UNHCR - Ms. S. Mesli's office  
UNIDIR - Ms. P. Lewis, Director  
UNEP - Mr. G. Leone's office  
UNITAR - Ms. R. Hogland's office  
UNRISD - Mr. T. Mkandawire, Director  
in the case of CSD and UNOG, no signature is required under Part 4

FOR ALL OTHER EXTERNAL AGENCIES, DIPLOMATIC MISSIONS OR NGOS PLEASE HAVE YOUR APPLICATION FORM ENDORSED BY YOUR RESPECTIVE HUMAN RESOURCES SERVICE OR SUBMIT YOUR APPLICATION WITH PROOF OF PAYMENT. STAFF MEMBERS OF DIPLOMATIC MISSIONS AND DEPENDENTS OF STAFF MEMBERS MUST ALSO SUBMIT A COPY OF THEIR "CARTE DE LEGITIMATION" OR AN ATTESTATION FROM THE EMPLOYER OF THEIR SPOUSE CONFIRMING THEIR MARITAL STATUS. THE COST OF THIS COURSE IS EQUIVALENT TO THE COST OF A GENERAL COURSE (SF 515 PER TERM FOR PAYING STUDENTS).

**APPLICATIONS RECEIVED AFTER THE DEADLINE ARE NOT GUARANTEED A PLACE IN CLASS AND WILL BE PLACED ON A SPACE AVAILABILITY BASIS.**

(Signed) Aminata **Djermakoye**  
Director, Division of Administration

**ENROLMENT DEADLINE – 19 JUNE 2007  
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

<p><b>I WOULD LIKE TO FOLLOW THE PRESENTATION SKILLS COURSE IN ENGLISH <input type="checkbox"/> FRENCH <input type="checkbox"/> (please tick as appropriate)</b></p>
<p>Family name: _____ First name: _____</p> <p>Organization/Mission: _____ Division: _____ Section: _____</p> <p>I am the spouse of: _____ Organization/Mission: _____</p> <p>Email: _____ Telephone number: _____</p> <p>Grade: G P Consultant Intern (circle as appropriate) Expiry date: _____</p> <p>Name of supervisor/title: _____</p> <p>Signature of supervisor: _____ Date: _____</p>

<p><b>FOR HUMAN RESOURCES SERVICE OF SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS (including ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNDIR, UNEP, UNITAR AND UNRISD)</b></p>
<p>Name of organization: _____</p> <p>The above organization agrees to contribute to the cost of the applicant's enrolment in this course.</p> <p>Name and title of authorized Human Resources Officer: _____</p> <p>Signature: _____ Date: _____</p>

<p><b>STUDENT LANGUAGE DETAILS</b></p>
<p>Mother tongue: _____</p> <p>If you are not mother tongue English or French have you passed the English or French Language Proficiency Exam? If so, when? _____</p> <p>What other English or French language exams have you taken? When? _____</p> <p>What other Management and Communications courses have you followed? When? _____</p> <p>Do you give presentations in English or French? _____ If so, approximately how many per year? _____</p> <p>Have you ever taken a presentation skills or train the trainer course? _____</p> <p>If so, which courses and when? _____</p> <p>What type of presentations do you give? _____</p>