



Secretariat

IC/Geneva/2009/5
02 February 2009

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° 5

Subject: Presentation Skills in English

April - July 2009

Deadline for enrolment – 10 March 2009

Group workshops and presentation sessions are offered on four Tuesday mornings 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. If participants are not native speakers of English they should be at a post-proficiency level (equivalent to having passed the LPE in English or to have completed level 8 English 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. You may also consult the SDLS internet site at <http://learning.unog.ch>

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 by 10 March 2009.

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 1 of the application form) and also by your Human Resources Service (part 2). It should then be sent to Ms. Pamela Schaffner-Gerber, SDLS, Annex Bocage 2 by 10 March 2009. 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 - M. G-L Faccin's office
OHCHR - Ms. I. Tsikata's office
UNCC - Mr. A. Kroeskop's office
UNCTAD - Ms. C. Cruchaga's office
UNHCR - Ms. S. Mesli's office
UNIDIR - Ms. P. Lewis, Director
UNEP - Mr. C. Bouvier's office
UNITAR - Ms. M. Vasilescu's office
UNRISD - Mr. T. Mkandawire, Director
in the case of UNOG, no signature is required under Part 2

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 legitimisation" 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).

Payments procedure

Payments can be made as follows:

1) At any office of the Swiss Postal Services (PTT) by *bulletin de versement*:
United Nations Geneva, Special Accounts, PTT Account number **12-5904-2**.

2) Via e-Banking:

UBS IBAN No. **CH40 0900 0000 1200 5904 2**

United Nations Geneva, Special Accounts, Division des Finances, 1202 Genève.

In both cases, please indicate in the box motif versement the following information:

ZEB for staff members and spouses of Specialized Agencies.

UNA for UNOG dependents, staff of diplomatic missions and NGOs.

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 -- 10 MARCH 2009
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

1. I WOULD LIKE TO FOLLOW THE PRESENTATION SKILLS COURSE IN ENGLISH

Family name: _____ First name: _____

Organization/Mission: _____ Division: _____ Section: _____

I am the spouse of: _____ Organization/Mission: _____

Email: _____ Telephone number: _____

Category: G ☐ P ☐ D ☐ Grade: _____ Consultant ☐ Intern ☐ JPO ☐ Other ☐

Contract expiry date: _____

Name of supervisor/title: _____

Signature of supervisor: _____ Date: _____

2. FOR HUMAN RESOURCES SERVICE OF SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS (including ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNDIR, UNEP, UNITAR AND UNRISD)

Name of organization: _____

The above organization agrees to contribute to the cost of the applicant's enrolment in this course.

Name and title of authorized Human Resources Officer: _____

Signature: _____ Date: _____

3. STUDENT LANGUAGE DETAILS

Mother tongue: _____

If you are not mother tongue English have you passed the English Language Proficiency Exam? If so, when? _____

What other English language exams have you taken? When? _____

What other Management and Communications courses have you followed? When? _____

Do you give presentations in English? _____ If so, approximately how many per year? _____

Have you ever taken a presentation skills or train the trainer course? _____

If so, which courses and when? _____

What type of presentations do you give? _____