



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° 13

Subject: Presentation Skills in English
September - December 2009
Deadline for enrolment – 23 June 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

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 23 June 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 23 June 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. L. Cleland's office
OCHA Mr. D. Debruyne'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 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).

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:
PTT 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