



Secretariat

IC/Geneva/2010/13
12 May 2010

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 2010

1. Enrolment period

Enrolment period: **17 June - 22 June 2010.**

Applications received outside the enrolment period and/or incomplete will not be considered. No exceptions will be made to the above.

2. General information

Group workshops and presentation sessions are offered on four Tuesday mornings over the term; coaching sessions are set up on an individual basis.

2.1 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).

2.2 Overall course objective for all participants

To maximize the impact of your presentations.

3. What is expected of participants

- 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

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4. 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.

5. 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>

6. Method of enrolment

6.1 UNOG Secretariat staff members, retirees and tour guides

UNOG Secretariat staff members, retirees and tour guides should enrol by filling out the attached enrolment form. It must be authorized by their direct supervisor (part 1 of the application form, no signature is required under part 2) and sent to the Language Training secretariat, Office 8 – Annex Bocage 2, SDLS.

6.2 Staff of ECE, OCHA, OHCHR, UNCC, UNCTAD, UNHCR, UNIDIR, UNEP, UNITAR AND UNRISD

Staff members of the above organizations should enrol by filling out the attached enrolment form. The enrolment form must be signed by their immediate supervisor (part 1 of the application form) and also by their Human Resources Service/ Staff Development Office (part 2). Once their enrolment form has been cleared, their focal point will send it to the Language Training Secretariat for enrolment in our courses.

Enrolment forms should be sent to:

ECE	Ms. L. Cleland's office
OCHA	Ms. J. Di Nenna's office
OHCHR	Staff Development Unit, Office Motta 3.18
UNCC	Ms. N. Chessel's office
UNCTAD	Ms. C. Cruchaga's office
UNHCR	Ms. Kristina Szollas' office, GLC, Budapest
UNIDIR	Ms. I. Roger's office
UNEP	Mr. P.Brarda's office
UNITAR	Ms. M. Vasilescu's office
UNRISD	Mr. A. Denis' office

6.3 Staff of all other UN organizations

Staff members of other UN organizations should enrol by filling out the attached enrolment form. The enrolment form must be signed by their immediate supervisor (part 1 of the enrolment form) and also by their Human Resources Service/ Staff

**ENROLMENT PERIOD: 17 May – 22 June 2010
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: _____
Email: _____ Telephone number: _____
Category: G P L D JPO Tour guide Retiree Grade ____ Expiry date of contract: _____
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? _____

Development Office (part 2 of the enrolment form). Once their enrolment form has been cleared, their focal point will send it to the Language Training Programme for registration in our courses.

6.4 Staff of diplomatic missions

Staff members of diplomatic missions should enrol by filling out the attached enrolment form. The enrolment form must be submitted with a proof of payment (original of the *bulletin de versement* or a copy of the the transfer if they pay via e-Banking) and a copy of their "carte de legitimisation" (or official attestation from their employer) and sent to the Language Training secretariat, Office 8 – Annex Bocage 2, SDLS.

7. Payments procedure

Payments can be made as follows:

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

- 1) **UNA** for staff of diplomatic Missions or UNOG staff paying their repeat fee (CHF 150.-).
- 2) **ZEB** for all other cases.

The cost of this course is CHF 515.- per term (equivalent to the cost of a general language course).

Important: Payment must be made when you apply. However, this does not guarantee a place in our courses. A refund procedure is in place in case we cannot place you in our courses. Please note that in order to make a reimbursement, the payment has to be made under the student's name and the name of the account holder must match the name of the student.

Applications received outside the enrolment period and/or incomplete will not be considered.

(Signed) Kumiko **Matsuura-Mueller**
Officer in Charge, Division of Administration