

# United Nations Online Immersion Programme

Course Syllabus

07 – 20 February 2022





## UNITAR

The United Nations Institute for Training and Research (UNITAR) was established in 1963 as an autonomous body within the United Nations with the purpose of enhancing the effectiveness of the work of the UN and its Member States.

UNITAR designs and conducts close to 500 different training and knowledge sharing events per year for some 50,000 beneficiaries worldwide. Activities include diplomats, other government officials, nongovernmental representatives, local authorities and other stakeholders.

At the heart of UNITAR, the Division for Multilateral Diplomacy (DMD) delivers training and support workshops to address the needs of these international actors. DMD's activities cover a wide range of policy domains, including training on the United Nations system and skills development.

## PURPOSE

The world is currently undergoing a period with limited opportunities to engage in face-to-face training activities. UNITAR therefore specifically designed the United Nations Online Immersion Programme to bring the United Nations closer to the hearts and minds of its students.

In line with UNITAR's mandate, this programme aspires to enhance participants' knowledge and skills in the areas of international affairs and diplomacy. This will enable them to work more effectively and efficiently in any multilateral environment in the future.

The United Nations Online Immersion Programme also aims at building up the knowledge necessary for participants to apply for internship positions anywhere in the UN System with confidence and ease and perform strongly in any other international work place.



## METHODOLOGY

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

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

UNITAR 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 Immersion Programme contains the following components:

➤ **Live Webinars**

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

➤ **E-Workshops**

Focussed 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

➤ **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**

Participants are able to exchange their views and lessons learned with UN experts directly by answering their questions in writing and engaging into a discussion with peers;

➤ **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 experts about the UN system and practice in mock-job interviews for a potential selection process.





# CONTENT

UNITAR is delighted to offer the United Nations Online Immersion Programme to the participants from Zhejiang University. The activity will be implemented from 07 February to 20 February 2022 and consists of the following components:

## 1) E-Learning Modules

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

07 - 10 February 2022:	Module 1 – United Nations Protocol
11 - 14 February 2022:	Module 2 – Artificial Intelligence
15 - 20 February 2022:	Module 3 – Human Rights, Climate Change and SDG's

## 2) 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:

Mo, 07 Feb, 9.30 AM – 1.00 PM:	3-hour e-workshop	Conference Diplomacy
Tue, 08 Feb, 9.30 AM – 1.00 PM:	3-hour e-workshop	Digital and Cyberdiplomacy
We, 09 Feb, 9.30 AM – 11.00 AM:	1,5 hour live-webinar	International Labour Organisation
We, 09 Feb, 11.30 AM – 1.00 PM:	1,5 hour live-webinar	Internet Governance
Th, 10 Feb, 9.30 AM – 1.00 PM:	3-hour guided tour	Inside the UN Palace of Nations
Fr, 11 Feb, 9.30 AM – 11.00 AM:	1,5 hour live-webinar	Managing Difficult Conversations
Fr, 11 Feb, 11.30 AM – 1.00 PM:	1,5 hour live-webinar	The UN Job Application Process
Mo, 14 Feb, 9.30 AM – 1.00 PM:	3-hour e-workshop	Internet and Cybersecurity in Practice
Tu, 15 Feb, 9.30 AM – 1.00 PM:	3-hour e-workshop	Public Speaking Skills
We, 16 Feb, 9.30 AM – 11.00 AM:	3-hour e-workshop	UN Leadership, Career Development
Th, 17 Feb, 9.30 AM - 1.00 PM:	3-hour e-workshop	Mock UN Job Interviews
Fr, 18 Feb, 9.30 AM – 11:00 AM:	1,5 hour live-webinar	The UN Human Rights Council
Fr, 18 Feb, 11.30 AM – 1.00 PM:	1,5 hour live-webinar	Final Reflection & Closing Ceremony

(All times are indicated in **Geneva local time**. The Zoom Links can be found on the virtual platform.)



## 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:

- |                       |                     |                     |
|-----------------------|---------------------|---------------------|
| 1) e-Learning Modules | → 6 hours per week  | → 12 hours in total |
| 2) Live Components    | → 15 hours per week | → 30 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
Lunch Break					
16.30 – 18.00	Live Component	Live Component	Live Component	Live Component	Live Component
Coffee Break					
18.30 – 20.00	Live Component	Live Component	Live Component	Live Component	Live Component



## LEARNING GOALS

The United Nations Online Immersion Programme aims to provide participants with the knowledge, skills and attitudes to understand the United Nations well and be able to work in the international environment with confidence and ease. After completion of the course, participants should be able to:

- Explain main components of the United Nations System and its agencies
- Distinguish key issues at the intersection of diplomacy and technology
- Demonstrate core diplomatic skills in public speaking and leadership
- Develop essential knowledge and skills to achieve professional growth
- Adapt values and principles enshrined in the United Nations Charter



## E-LEARNING PLATFORM

The e-Learning component will be delivered via the e-Learning platform Moodle (please see the course *User's Guide* for instructions on using this platform). This pedagogical tool will help the student meet the course's learning objectives through a self-paced study routine.

**Materials will not be posted on the platform all at once.** Instead, they will be made available on a rolling basis, being posted online every four days. This allows the participants to exclusively focus on the module at hand. Already completed modules will stay on the platform until after the course.

The modules mostly contain the same structural elements:

- Introduction Video
- PDF Version of the Content
- Interactive Articulate Storyline Lessons
- Complementary Videos
- Discussion Board
- Assessment Quizzes
- Live Components

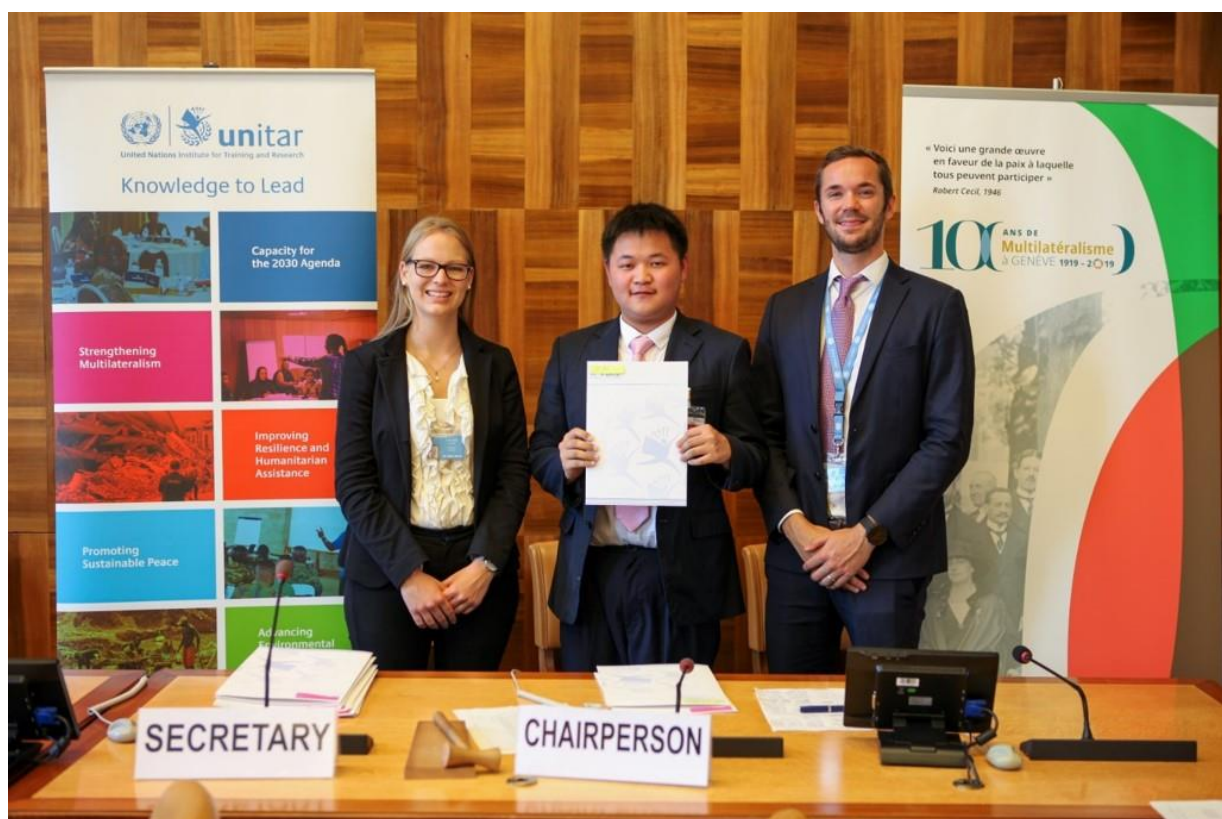
## COMPLETION REQUIREMENTS

Participants are eligible for a certificate of completion as well as a personalized grade transcript after successfully completing the below requirements. 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. Given the difficulties for some participants to be present all the time, **attending the live components is optional, not mandatory.**

Participants with outstanding results in the above three categories will receive an official letter of recommendation from UNITAR.





## EXPERT BIOGRAPHIES



**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 UNITAR 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.





**Mr. Shaun Riordan**, expert for Digital and Cyberdiplomacy, is a Senior Visiting Fellow of the Netherlands Institute for International Relations “Clingendael”, a member of the Social Media Team of The Hague Journal of Diplomacy, and a member of the Public Diplomacy Advisory Board of the Sustainable Development Goals Fund. He served 16 years as a British Diplomat, including postings to New York, Beijing and Madrid, and spells in the Counter-Terrorism and Eastern Adriatic Units of the Foreign Office.

Since leaving the Diplomatic Service, he lectures in Diplomatic Academies in Armenia, Spain, the Dominican Republic and Bulgaria. His publications include *The New Diplomacy* (2003), *Adios a la Diplomacia* (2005) and *Cyberdiplomacy: Doing Diplomacy in Cyberspace*.



**Ms Sahra Benseghir**, expert in Job Application and Interview skills, is the founder of ActionForPurpose, a Professional Career & Personal Development Coach based in Zürich.

She started her career 12 years ago in Paris (France) working in recruitment before joining the corporate world. She has been promoted as Head of Global Recruitment at Swarovski where she was responsible for developing the global recruitment strategy and leading more than 40 recruiters worldwide.

Throughout her career, she had the privilege to train hundreds of candidates to optimize their job applications and interview skills for jobs in Switzerland, as well as international recruiters and business leaders to apply a best in class recruitment process.



**Mr. Julian Caletti**, expert for the UN System and guided tours, is a German professional at the United Nations Institute for Training and Research (UNITAR). 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 and a bachelor's degree in liberal arts from the University College Maastricht. He is fluent in German, English, Spanish, French, Portuguese and Chinese.

## STUDY PLANNING

Online training, by its very nature, entails the delivery of educational content over the internet. As you will proceed in this course, training materials will be made available to you through UNITAR's e-Learning portal. This course will also provide links to other web resources such as references and documents.

The UNITAR team is available to provide guidance and user information to help you participate and contribute actively to the discussion forums, which are an important requirement for completing this course. You will also have access to course moderators who will animate the discussion board.

**The advantages of** online training are many. You are able to :

- schedule and pace your learning according to your specific needs
- work from office or home as long as you have a computer with an internet connection
- connect with your fellow participants and instructors through the learning portal

## PRICE AND PAYMENT

The price for every individual participant for the entire programme is USD 650. The payment for the training programme is to be completed through UNITAR's online event management system (EMS), where a link for the programme will be made available in due course.

The payment itself can be completed either by credit card or by bank transfer. The credit card option is the smoothest and will result in immediate confirmation of participation. The latter option requires to upload a proof of payment and receives confirmation several days afterwards.

In case of bank transfer payment, please make sure to send the exact price of USD 650, not an estimation of the price in Chinese Yuan based on the currency exchange rate of the day. The latter might have as consequence that not exactly 650 USD arrive, which might jeopardize the confirmation.

## TECHNICAL SUPPORT

For any technical issue or coordination matter, you may contact the Multilateral Diplomacy Programme e-Learning Team (MDP e-Learning Team) by sending a message through the UNITAR platform or the Microsoft Teams software.

You may also contact us by email. Emails will be answered within 24 hours.

### **DMD Multilateralism Team**

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