

United Nations Online Training Programme

Zhejiang University - Project Proposal - June 2020



UNITAR

The United Nations Institute for Training and Research (UNITAR) was established in 1965 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, non-governmental representatives, local authorities and other stakeholders.

At the heart of UNITAR, the Multilateral Diplomacy Programme (MDP) delivers training and support workshops to address the needs of these international actors. MDP'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 training activities with a face-to-face component. UNITAR therefore designed an Online Training Programme to keep on bringing the United Nations and its principles closer to the hearts and minds of participants.

In line with UNITAR's mandate, the 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.

Online training provides specific advantages for geographically and time constrained individuals to obtain information for their daily operations and future projects. The United Nations Online Training Programme at UNITAR will create a lasting impact on their professional and personal development.



METHODOLOGY

UNITAR's Online Training Programme lasts three weeks and is entirely conducted in English. It runs on UNITAR's virtual learning platform and participants receive log-in credentials shortly before the start. Courses usually contain one module per week, yet may also be condensed to 1 module per 4-5 days.

The Online Training 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 courses are asynchronous, placing emphasis on self-paced learning. Depending on the agreement with the partner institution, a different amount of live online events at fixed times are incorporated. The UNITAR Online Training 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

➤ **Digital 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**

An online discussion board for participants to post questions or comments and engage in discussion with other participants, the course instructor and UNITAR staff.

➤ **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 UNITAR staff about the UN system and entry points for internships or other job application material



ACTIVITY

UNITAR is delighted to offer a tailor-made Online Training Programme in cooperation with Zhejiang University, China. The activity is three weeks of length, will comprise online modules, webinars and e-Workshops across several disciplines and will be implemented from 13 July to 31 July 2020.

1) E-Learning Modules

The backbone of the Online Training Programme will be four e-Learning modules, which will be enabled on UNITAR's virtual platform. Every module contains reading material, multimedia files, a discussion forum for written exchanges with the expert and a multiple choice assessment quiz on the content.

- 13 – 16 July: Module 1 - Negotiation Skills
- 17 – 21 July: Module 2 - United Nations Protocol
- 22 – 26 July: Module 3 - Multilateral Conferences and Diplomacy
- 27 – 31 July: Module 4 - Digital and Cyber Diplomacy

2) Live Webinars and e-Workshops

The e-Learning modules will be complemented by a series of webinars and e-Workshops with UN experts. The webinars will be delivered through the software Zoom, shall last for 1,5 hours each and shall be delivered live to the participants.

The 3 hour long e-Workshops will also be delivered through the software Zoom. However, their main difference to the webinars is that they are focused on skills development and are more participatory in nature, involving training exercises in virtual break out rooms and other innovative online tools.

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|--------------------|------------------------|---------------------------------|
| Monday, 13 July: | 1,5 hour Live Webinar | Welcome Lecture on the UN |
| Thursday, 16 July: | 3 hour e-workshop: | Negotiation Skills |
| Monday, 20 July: | 1,5 hour Live-Webinar: | International Crisis Management |
| Thursday, 23 July: | 3 hour e-workshop: | Leadership Skills |
| Monday, 27 July: | 1,5 hour Live-Webinar: | Science Diplomacy |
| Thursday, 30 July: | 1,5 hour Live-Webinar: | UN Career Development |

WORKLOAD AND SCHEDULE

The overall workload during the three week-long course is between 40 – 45 hours. Participants are required to spend between 7-8 hours per module to study the online material, including for discussion boards and assessment quizzes. There will be an additional 3 hours of live online training per module.

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------|-----------------------------|-----------------------------|--------------------------------------|------------|--------------------------------------|
| 10.30 – 12.00 | - | Studying of Online Material | Studying of Online Material | - | Studying of Online Material |
| Lunch Break | | | | | |
| 14.00 – 15.30 | Studying of Online Material | Studying of Online Material | Discussion Board and Assessment Quiz | E-Workshop | Discussion Board and Assessment Quiz |
| Coffee Break | | | | | |
| 16.00 – 17.30 | Live Webinar | - | - | E-Workshop | - |



EXPERTS



Mr. Jérôme L'host trainer for negotiation skills, public speaking skills and leadership skills, 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 & Consulting Group.

Mr. Rabih El-Haddad is the Director of the Division for Multilateral Diplomacy at the United Nations Institute for Training and Research (UNITAR).

His work also includes developing and delivering training on the United Nations system with a focus on the multilateral working environment at Geneva. Rabih is also closely involved in the Institute's training in areas related to conference diplomacy and multilateral

negotiations, the universal human rights protection mechanism and the work of the Human Rights Council. His training primarily targets diplomats at missions accredited to UN Offices at Geneva, Vienna and Nairobi, as well as government officials from foreign affairs and other ministries at the country level in Africa, Asia, Europe and South America. Before joining the UN, Rabih worked in the field of Management Development with private business consulting companies.



He holds a “Diplôme D'études Approfondies” (DEA) and a Master of Laws (LLM) in International Economic and European Law from the Universities of Geneva and Lausanne.



Ms. Phillipa Lawrence is the former Chief of Protocol at the United Nations Office at Vienna where she coordinated visits of Royalty, Heads of State and Government, and liaised with Ministries of Foreign Affairs and Permanent Missions to the UN Office at Vienna. She also arranged diplomatic and protocol ceremonies and was a key interlocutor for protocol arrangements for High Level Meetings, Congresses and Conferences.

She worked previously at the Ministry of Foreign Affairs of Jamaica between 1987-1997 where she served as First Secretary at the Embassy of Jamaica to the USA (1991-1992), Alternate Permanent Representative of Jamaica to the Organisation of American States (1992-1994) and Deputy Chief of Mission at the Embassy of Jamaica to Mexico and Central America (1994-1997). Following this, she went to work at the Caribbean Community (CARICOM) Secretariat in Guyana, between 1998-2004, and served as Deputy Programme Manager for Foreign Policy and Community Relations and then Research and Protocol Officer to the CARICOM Secretary-General.



Professor Paul Arthur Berkman is a science diplomat, applying, training and refining informed decision-making to balance national interests and common interests for the benefit of all on Earth across generations. He became a Visiting Professor at the University of California Los Angeles at the age of 23, after wintering the previous year in Antarctica on a SCUBA research expedition with Scripps Institution of Oceanography, leading him to all seven continents before the age of thirty.

During the intervening years, Paul received his masters and doctorate as a National Science Foundation graduate fellow at the Graduate School of Oceanography, University of Rhode Island. A decade later, he wrote the textbook on Science into Policy. As a Fulbright Distinguished Scholar at the University of Cambridge, he chaired the Antarctic Treaty Summit at the Smithsonian Institution in 2009, resulting in the first book on Science Diplomacy.

Applying lessons of science diplomacy, the following year, as Head of the Arctic Ocean Geopolitics Programme at the University of Cambridge, he co-directed the first formal NATO-Russia dialogue regarding Environmental Security in the Arctic Ocean, which became the title of an edited book with over 60,000 downloads. He also co-convened the 1st and 2nd International Dialogue on Science and Technology Advice in Foreign Ministries in Austria (2016) and France (2017). He currently coordinates the Arctic Options and Pan-Arctic Options projects (involving national science agencies in the United States, Russian Federation, Norway, France, China and Canada from 2013-2020).



His Excellency Mr. Lars Tillfors, trainer 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.



Ms Marie-José Astre-Démoulin 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. Shaun Riordan 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*.

PARTICIPANTS

The UN Online Training Programme is geared exclusively to students from Zhejiang University. While the age of students is not of importance, a decent command of the English language is desirable to ensure they are able to follow the content effortlessly.

While face-to-face training programmes at UNITAR are usually limited to thirty participants, the nature of the Online Training Programmes allows for a higher ceiling. The tailor-made programme with Zhejiang University therefore can accommodate a maximum amount of 60 participants.

After finishing the training programme and meeting all requirements, participants will be awarded a UNITAR certificate of completion. They will also be asked to complete a feedback questionnaire to evaluate the success of the training in achieving the learning objectives.



ROLES AND RESPONSIBILITIES

UNITAR will be responsible for the overall design, coordination and implementation of the Online Training Programme. It will closely liaise with Zhejiang University regarding the organizational details, substantive content and design.

Zhejiang University will be responsible for advertising the activity. It will further manage the recruitment of participants and, if not funded from university budget, may collect individual fees from the registered participants while transferring the required funds to UNITAR.

CONTACT

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