



OPEN HOUSE WEBINAR SERIES

2019 LEADERSHIP & MANAGEMENT LEARNING PORTFOLIO

Calendar of events:

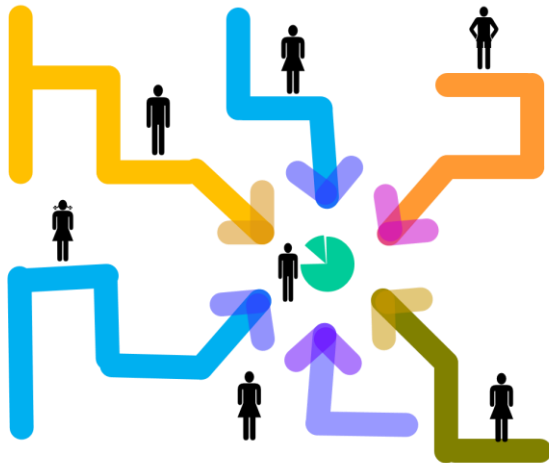
1. Wed 7 Nov: UN System Executive Management Programme
2. Wed 14 Nov: MBA stream in Managing International Organisations with Stellenbosch Business School
3. **Wed 21 Nov: Change management and leadership portfolio, learning programmes for general staff and speechwriting online course**
4. Wed 28 Nov: Leadership Programmes

February 2019 Upcoming Online Courses



Speech Writing and Developing
Talking Point, 18 Feb. – 22 Mar. 2019
(5 weeks)

Fee: USD 1000



Executive Coordination Course (ECC),
18 Feb. – 24 May (12 weeks)

Fee: USD 2500

February 2019 Upcoming Online Courses



Speech Writing and Developing
Talking Point

18 Feb. – 22 Mar. 2019

(5 weeks)

Speech Writing and Developing Talking Point

18 Feb. – 22 Mar. 2019

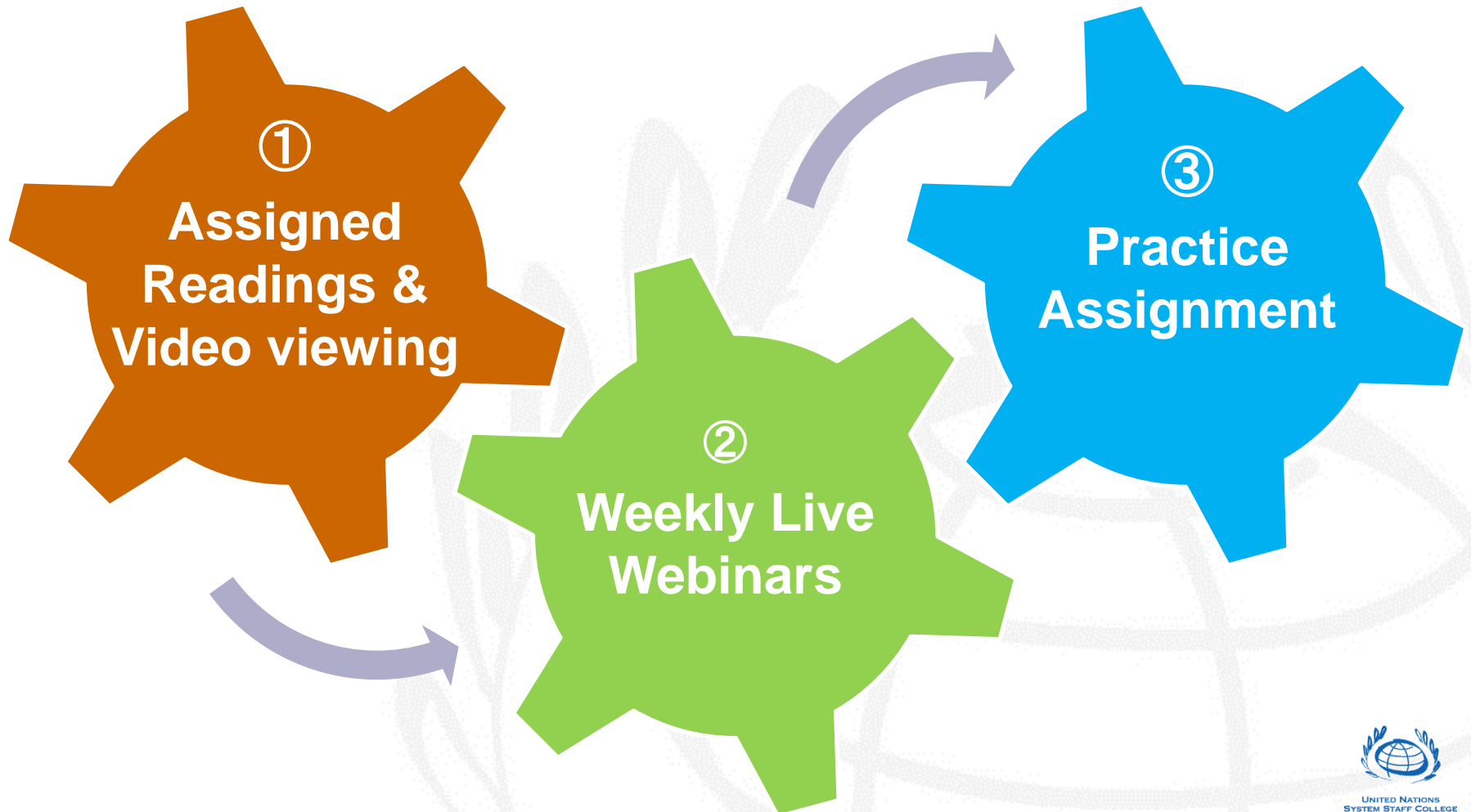


It's not what you say, but what they hear! Master speech writing techniques and develop effective talking-points to make your speeches compelling, understandable and memorable.

Target Audience

Special Assistants, Communication, Public information and information Officers, Coordination Specialists, Programme Staff, Team Leaders and Thematic Specialist who tend to have the responsibility of preparing speeches for management.

Structure



Online (Feb 18 – March 22)

Public speaking in the UN family: problems and solutions

- Introductions
- UN system challenges
- Transforming speeches/presentations with simple language
- Stupid words

Practical aspects of preparing short speeches/presentations

- Practical aspects;
- Layout of different versions;
- Voice-recognition software;
- Teleprompters;
- Interpreting;
- Metaphors;
- PowerPoint presentations.

Participants' videos and key messages

Practice, prepare and deliver an effective short speech, evaluated by your peers and the course instructor.

Week 1

Week 2

Week 3

Week 4

Week 5

What makes an effective speech?

- Message, structure, signposts, stories;
- Getting the right tone;
- Starting and finishing strongly;
- Engaging the audience.

UN approach to speechwriting and Talking-points for speeches

- UN approach to speechwriting;
- What makes a good speech in the UN?
- Simple techniques you can use;
- Case study: [HeForShe](#)
- Practical aspects of preparing talking-points for speeches;
- Deliver effective talking-points.

Meet your instructor

Amb. Charles Crawford

INSTRUCTOR



- Communication and negotiation specialist and public speaking expert
- 28 years' experience in the UK diplomatic service
- Served as FCO Speechwriter to Foreign Secretary Sir Geoffrey Howe
- Contributed to speeches by members of the Royal Family and successive Prime Ministers, as well as Ministers and others in public and commercial life.
- Has delivered communication skills programmes for private sector and public sector clients including the United Nations, IAEA, CTBTO, OPCW, European Commission, different European foreign ministries, the Communist Party of Vietnam, and the head of a Western intelligence agency.



Online Learning



Feedback from Participants

My work requires at times that I draft speeches and talking point for the Rep. The course helped me advance with presentation skills and avoid UN typical boring speech style.

Very practical advice for producing speeches, things like "stupid words", and all the practical examples of things that don't work. Examples are very emphatic, especially the bad ones, what to avoid.

I write speeches for the head of office and high level mission visiting the country.

As I am involved in lot of report writing related task, the course will help me a lot in my daily work.

<https://www.unssc.org/courses/speech-writing-and-developing-talking-points-1/>

Introduction

Presenting an organization's policies and work convincingly to live audiences is a core leadership responsibility that requires smart supporting teamwork. Any speaker wants the audience to be impressed, and to hear a subliminal message: 'That was good. This speaker is a real leader. More please!'

This online programme enables participants to prepare clear, engaging and memorable talking-points and speeches for any occasion - both for senior colleagues and themselves. It covers key principles of public speaking and practical techniques for making drafts lively and easy to use.

Coursework draws on real-life UN examples, including 'live' work shared by course participants.

The programme is designed and delivered in collaboration with former ambassador Charles Crawford. A communication and negotiation specialist and public speaking expert, he draws from 28 years' experience in the British diplomatic service and now leads the Executive Communication and Technique programme at The Ambassador Partnership LLP.

The synchronized online sessions are from 2:00 pm – 4:00 pm Rome time (8.0 am – 10:00 am New York Time).



Where ONLINE



When 18 Feb - 22 Mar 2019



Fee 1000 USD



Duration 5 weeks



Enrolment deadline 15/02/19



Contact

leadershipandmanagement@unssc.org



Language English

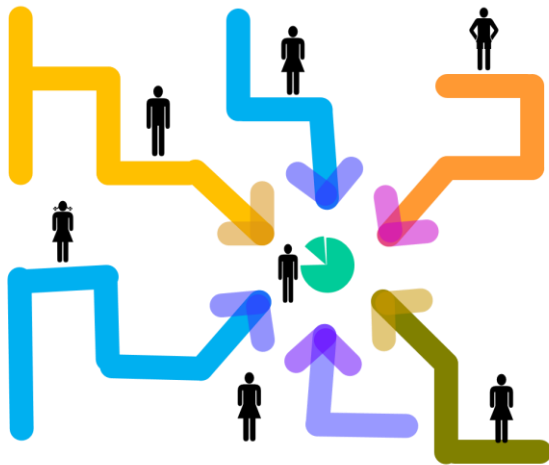
SIGN UP



February 2019 Upcoming Online Courses

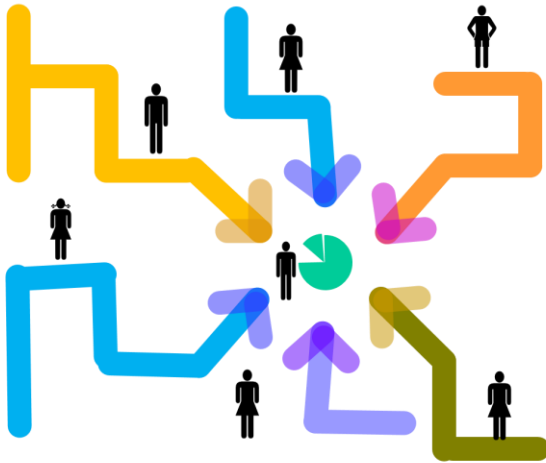


Speech Writing and Developing Talking Point, 18 Feb. – 22 Mar. 2019 (5 weeks)



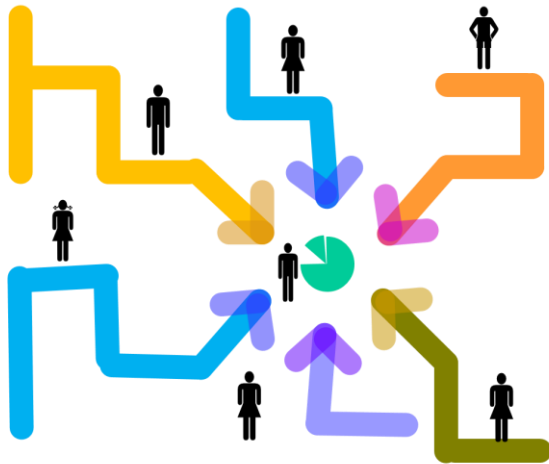
Executive Coordination Course (ECC), 18 Feb. – 24 May (12 weeks)

February 2019 Upcoming Online Courses



**Executive Coordination Course (ECC),
18 Feb. – 24 May (12 weeks)**

Executive Coordination Course

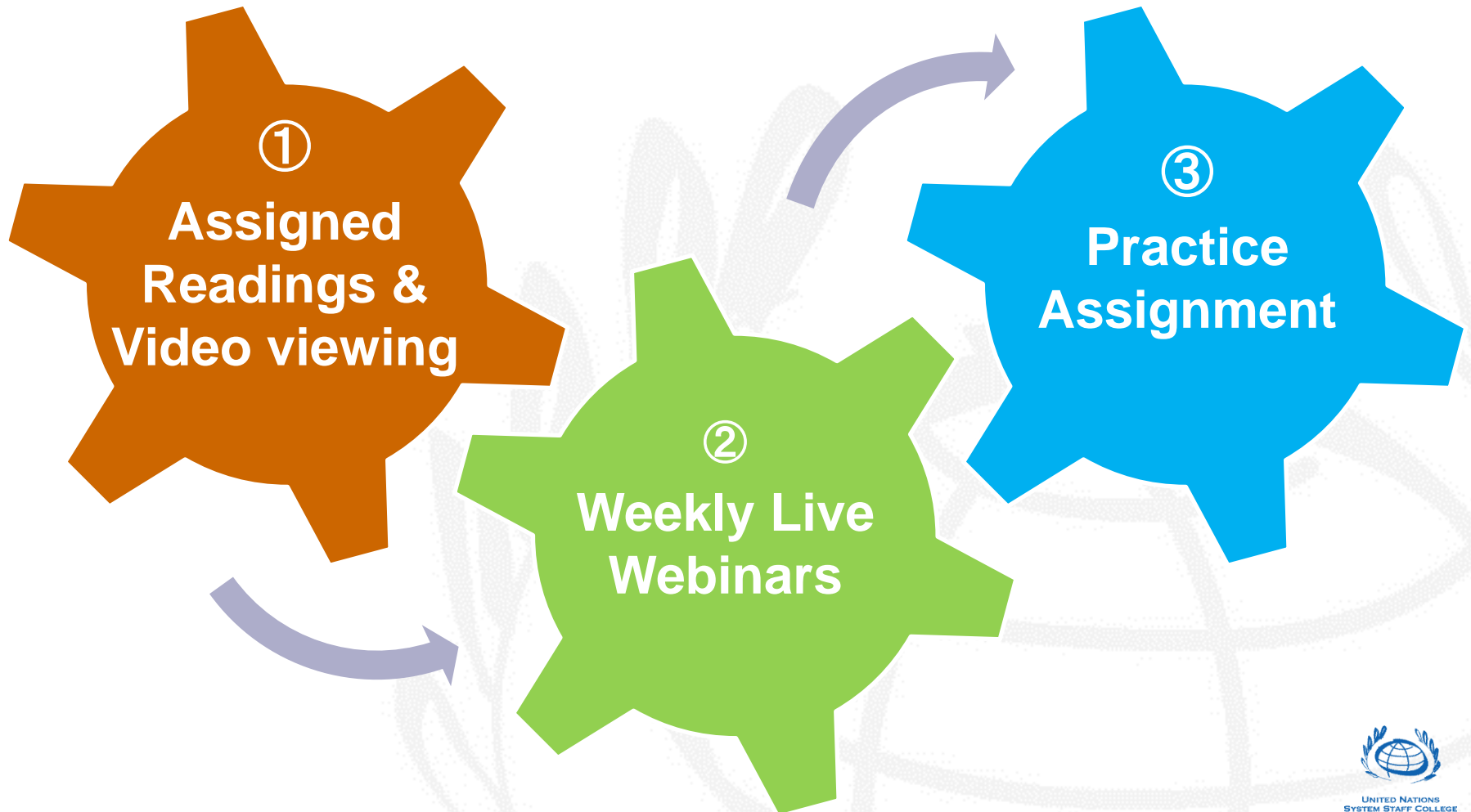


Executive Officers and coordination professionals are key to the success of every operation. They have to be great multitaskers and versatile professionals, covering different roles, constantly juggling tasks and changing priorities, all while working with people effectively and ensuring good communication on a daily basis. They are the backbone of any organization and office.

Target Audience

**International professionals (P2-P3),
NPOs (NOA – NOE) and senior GS
staff members performing
executive and programme
coordination functions.**

Structure



Online (Feb 18 – May 24)

Module 1:

Personal Effectiveness

Self-awareness
Self-management, surviving
VUCA (flexibility)
Work-life balance
Emotional intelligence

Week 1

Week 2

Module 2:
**Effective time
management**

Module 3.

Improving reading speed and comprehension rates

- Memory techniques for easily remembering of things
- How to improve reading speed and comprehension rates

Week 3

Week 4

Module 4:
Analytical Thinking

Techniques for analysing
situation (SWOT, PESTLE,
Quintilian)

Module 6:

Problem solving

Week 6

Week 5

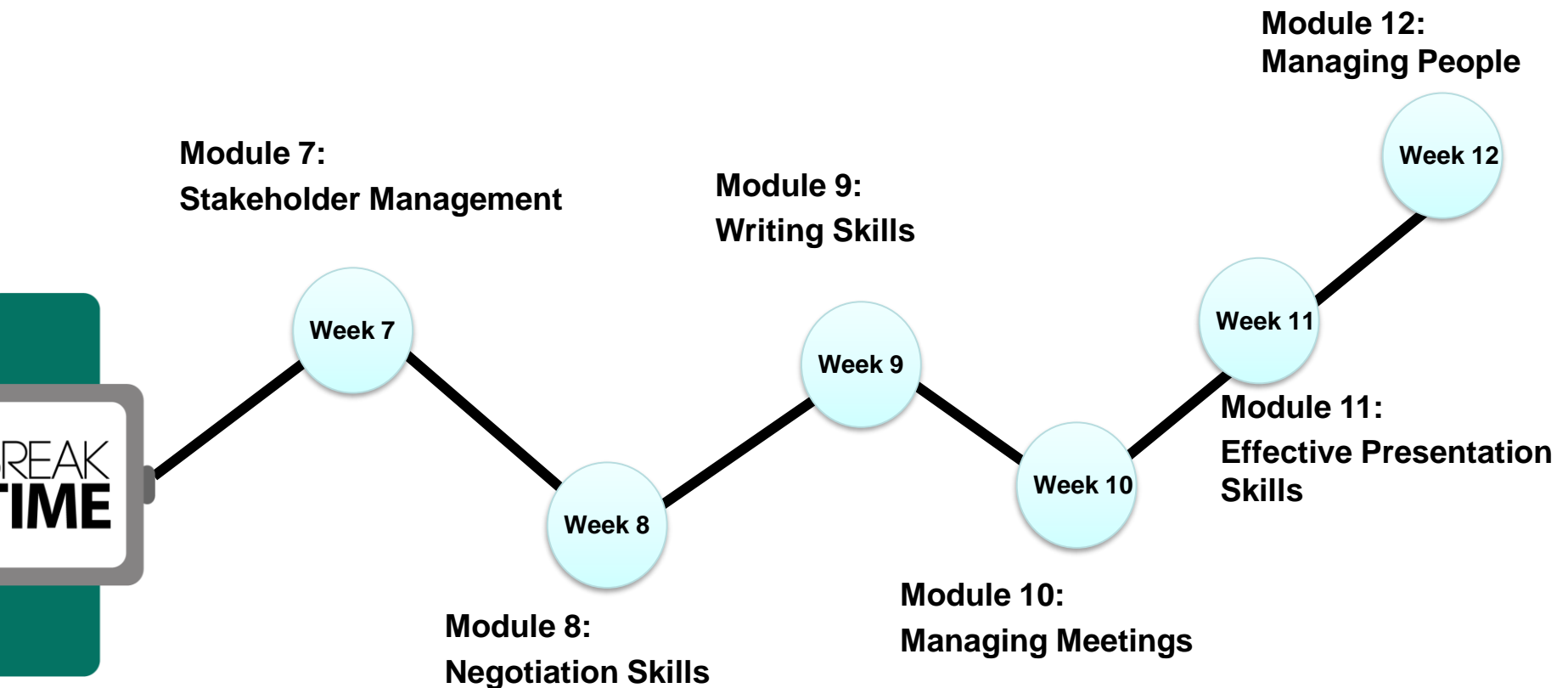
Module 5:
**System Thinking -
Adopting a systems
perspective**



1 -12 April

Session 1: Feb 18 – March 29

Online (Feb 18 – May 24)



Session 2: 15 April – 24 May

Meet your instructors



Prof. Alan Pearman – Problem Solving and Negotiation Skills

Prof. Alan Pearman is Professor of Management Decision Analysis in Leeds University Business School. His research and teaching focus on how individuals and organisations use information to make decisions and what can be done to support better decision making. He works with both a psychological (descriptive) perspective, to understand why decisions are made the way they are, and with a more management science (prescriptive) perspective, to offer model-based and other support for better decision making in practice. Understanding risk, how it is perceived and how we communicate to others about it, is a significant part of this work.

Alan has substantial international experience of infrastructure and policy evaluation – notably for the European Commission and the United Nations Economic Committee for Europe (UNECE). He contributed to the preparation of guidelines on cost-benefit analysis for the UNECE and took part in evaluation for the European Commission DGI of PHARE-financed national and multi-country transport programmes.



Mr Andy Kaufman – Time Management and Stakeholder management

Andy Kaufman. Andy is a certified Project Management Professional (PMP®) and a member of the Project Management Institute (PMI®). He works with organizations around the world, helping them improve their ability to deliver projects and lead teams.

Andy is an international speaker, author, and executive coach, and President of the Institute for Leadership Excellence & Development Inc. Andy's keynotes, workshops, e-learning programs, and executive coaching services have reached tens of thousands of people from hundreds of companies over the years, helping them deliver their projects, become more confident leaders, take focused action, and deliver results. He brings a rich background of over 25 years of experience in project management, team leadership, consulting,

and coaching.

Andy is the author of **Navigating the Winds of Change: Staying on Course in Business & in Life, Shining the Light on The Secret**, and an e-book entitled **How to Organize Your Inbox & Get Rid of E-Mail Clutter**, all published by Zurich Press. He is the host of The People and Projects Podcast which provides interviews and insights to help listeners lead people and deliver projects. The podcast focuses on the intersection of People and Projects--where work gets done in the real world.



Prof. Kurt Desender – Analytical thinking and Adopting a Systems perspective

Prof. Kurt Desender is an Associate Professor of management at the Department of Business Administration at the University Carlos III de Madrid. His research and teaching interests focus on understanding what prevents organizations from gaining and sustaining competitive advantage. His research on how Japanese managers interact with new demands from foreign (Anglo-American) investors has been published in the Journal of International Business Studies and the Strategic Management Journal. Other work, focusing on how different types of owners interact with internal governance mechanisms in France and Spain has been published in the Strategic Management Journal and in the Academy of Management Annals. Recently, his focus has been on understanding the determinants and consequences of Corporate Social Responsibility.

Kurt has substantial teaching experience, where he has taught topics on Strategic Management at both undergraduate and graduate level in several universities (Universitat Pompeu Fabra - Barcelona. Toulouse Business School. ESSCA Budapest). and has been involved in



UNITED NATIONS
SYSTEM STAFF COLLEGE

Meet your instructors



Ms Kirsty Ramsbottom – Writing Skills and Managing Meetings

Kirsty has over twenty-five years of experience in education, training and coaching , working with people of all ages and in many types of business.

In the past Kirsty worked as a teacher and a Director of Studies for The British Council and from there moved into training, principally in the education sector as a teacher trainer and then with a variety of businesses as a language trainer.

She has held seminars on teaching literature and writing English websites as well as holding many workshops on creativity, language learning and developing vocational skills. She has taught well received courses at a number of universities, including the University of Genova, The University of Torino and the

Accademia delle Belle Arti in Turin.

Kirsty has facilitated meetings at UNHCR and worked as a trainer in the housing sector in the UK. She has advised on and written training manuals , brochures and sites for a number of major companies. Kirsty has a B.A.(Hons) in English Language and Literature, a Post-Graduate Diploma in Teaching English as a Foreign Language and is currently studying for a Masters degree in Coaching Psychology.



Ambassador Charles Crawford – Verbal Communication Skills

Amb. Charles Crawford is a communication and negotiation specialist and public speaking expert. He draws on 28 years' experience in the UK diplomatic service, much of it spent in former communist central and Eastern Europe.

In his early diplomatic career he served as FCO Speechwriter to Foreign Secretary Sir Geoffrey Howe. He has contributed to speeches by members of the Royal Family and successive Prime Ministers, as well as Ministers and others in public and commercial life.

Since leaving the FCO at the end of 2007 he has delivered communication skills programmes for private sector and public sector clients including the United Nations, IAEA, CTBTO, OPCW, European Commission, different European foreign ministries, the Communist Party of Vietnam, and the head of a Western intelligence agency.

He is an expert commentator on international issues appearing on BBC, Sky, ITV and CNN; he has written for the Independent, Guardian, Daily Mail, Sun, Radio Free Europe, Voice of Russia and DIPLOMAT. He is on the Daily Telegraph comment team. He is the only foreign contributor to the US speechwriter site PunditWire.com .

His book on leadership communication [Speeches for Leaders](#) was published in 2016. For two consecutive years, in 2016 and 2017, he was awarded the [Cicero Award](#).

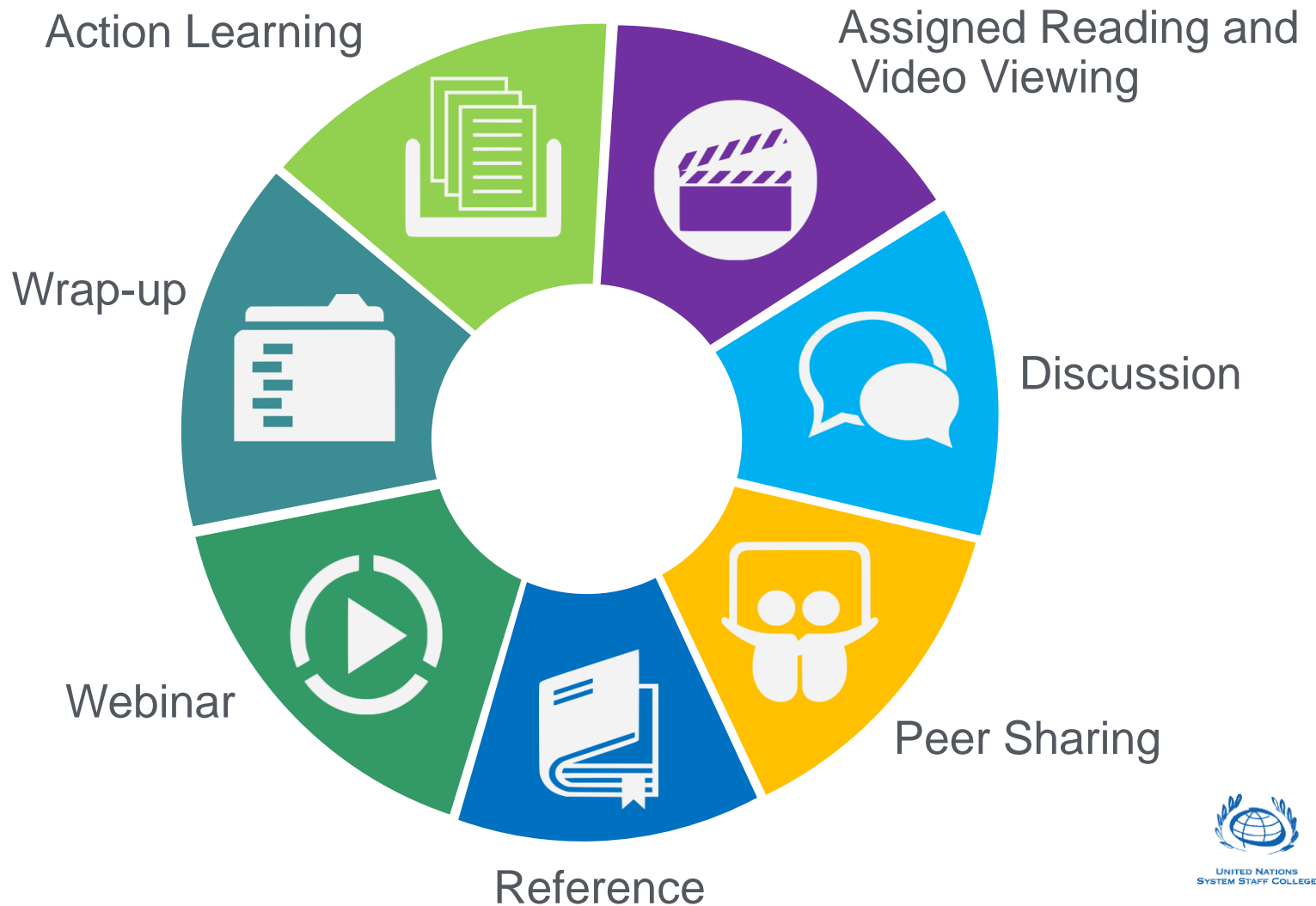


Monique Valcour, PhD – Managing People

Monique Valcour, PhD is an executive coach, keynote speaker, and management professor. A faculty affiliate of the United Nations System Staff College, Monique works with leaders who operate in some of the world's most complex and challenging environments. She has served as a management professor on the faculties of EDHEC Business School (France) and Boston College (US). She holds PhD and MSc degrees from Cornell University, an MEd from Harvard University, and a BA from Brown University.

With a solid background in behavioral research, Monique is powered by a firm conviction that organizations perform best when their employees thrive. She is a frequent keynote speaker and workshop leader renowned for her engaging and energizing style. A certified executive coach, Monique helps leaders deepen their self-awareness and agility, engage and energize their teams, and increase their capacity to learn and perform at work while thriving in all domains of life. She also works with people at risk of or recovering from burnout, and with organizations to create healthy, engaging workplaces.

Online Learning



Feedback from Participants

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What did you like the most about this **Time Management** session?

Response

The great energy of the teacher. Very well delivered and good support. All the techniques are easy to apply, we just need to remember to do it, until it becomes natural.

Andy also insisted on the fact that time management is not just about being efficient, but serves ourself in our satisfaction and happiness at work.

Andy is a very capable speaker and creates a excellent environment that supports discussions and interactions.

Techniques to improve mailbox management.

Learn to say "No".

That the focus is not always and the professional but also the private life.

Finding the right balance.

I found the TRASH strategy interesting on how to handle the incoming mails. Hereby the OHIO principle was an added value.

Also to set up a time frame of 15-20 minutes to concentrate on a special task was interesting.

I learnt that there are numerous manners to say No in a polite way.

It was really important to refresh some of the techniques and see that we as individuals are the first problem. Self discipline and a better control of our emotions will certainly improve the effectiveness.

It was a good time to review the time management techniques (like SWOT and PEST) which we learned a long time ago. Additionally, the instructor provided a lot of examples from our organization which was great. Considering the say NO, it was a helpful advise. the way how the instructor conducted the session was motivating and kept my attention at a high level.

The session contained a good number of principles and exercises that I will have a positive effect on my daily life (personal and professional). The instructor made the subject accessible and fun - my compliments!

This is not an area I struggle with in my job, and I was familiar with much of it, but the engaging style of the presenter made it great fun, and I had some good reminders of things I knew, and habits I neglected to get me back on track. While i'm good with professional time management, I'm much less good with it in my private life, so this complemented the personal effectiveness module in as far as sleep eat exercise routines are concerned. I also subscribed to the presenter's podcast.

<https://www.unssc.org/courses/executive-coordination-course-i-february/>

Introduction

This three-month online development programme provides participants with tools, templates and techniques to significantly increase productivity and effectiveness in the workplace, and strengthen learned skills to deal effectively with rising responsibilities and more complex activities.

Objectives

Upon successfully completing this development programme, participants will be able to:

- Become more self-aware in order to develop a more complete picture of their respective interests, values and skills by gathering input from several sources
- Identify, get ready for, and respond to events in each of the four VUCA categories
- Manage time and commitments
- Develop new learning and memory improvement skills to easily remember things
- Maximize reading efficiency and save time by improving their reading skills and comprehension rates
- Choose appropriate tools for implementing external and internal analysis and how to bring them together.



When 18 Feb - 24 May 2019



Fee 2500 USD



Duration 12 weeks (Break in between 1 - 12 April)



Enrolment deadline 15/02/19



Contact

leadershipandmanagement@unssc.org



Language English

SIGN UP



Links to Registration

Register for these programme

Speech Writing and Developing Talking Points

<https://www.unssc.org/courses/speech-writing-and-developing-talking-points-1/>

Executive Coordination Course

<https://www.unssc.org/courses/executive-coordination-course-i-february/>