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INFORMATION CIRCULAR N° 23

Subject: **Mandatory training for United Nations Secretariat staff members in Geneva (UNOG, ECE, OCHA, OHCHR, UNCTAD and UNEP)**

1. In order to improve performance and compliance with existing policies of staff, a number of training programmes have been initiated and are mandatory for United Nations Secretariat staff members (i.e. UNOG, ECE, OCHA, OHCHR, UNCTAD and UNEP).
2. All staff whether employed whole or part time or in a voluntary capacity is responsible for keeping their own mandatory training up to date and for making every effort to attend training events provided and arranged for this purpose.
3. All staff must make sure that they comply with the mandatory courses offered by the Staff Development and Learning Section in their e-PAS.
4. The following table lists the mandatory training for all staff whether employed on a fix-term or short-term basis.

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Director, Division of Administration

MANDATORY TRAINING

List of mandatory courses for UN staff

Target group	Course/Programme	Type
All staff	Integrity Awareness Initiative	Online
	Basic Security in the Field	Online
	Advanced Security in the Field*	Online
	Prevention of Harassment programme	Online
	Ethics Training workshop	In-house
	HIV/AIDS in the Workplace Orientation programme**	In-house
Supervisors	Leadership Development Programme (LDP) <i>Senior managers at the D1/D2 level</i>	Residential
	Management Development Programme (MDP) <i>All managers at the P4/P5 level</i>	Residential
	Performance Management <i>Staff at all levels who supervise or manage others (first and seconding reporting officers)</i>	In-house
Panel members	Competency Based Interviewing <i>Staff who conduct or participate as a panel member in interviews</i>	In-house
NCRE staff	Junior Professional Orientation and Development Programme <i>Staff members who have passed the National Competitive Recruitment Examination</i>	Geneva or New York

Strongly recommended courses

Target group	Course/Programme	Type
Supervisors	Supervisory Skills <i>Supervisors at the senior GS and P (up to P-4) staff levels</i>	In-house
General Service	General Service Development (GSD Part I, II, III and IV) <i>General Service staff and related categories</i>	In-house
New staff	Orientation Programme <i>Recently recruited staff members</i>	In-house

* Mandatory course for all United Nations personnel assigned to or travelling to a location that is in Security Phase I or above.

** Programme planned to be run by the Staff Counsellor's Office in Geneva.

MANDATORY TRAINING

Integrity awareness initiative (online)

This learning programme is designed to raise staff members' level of awareness of the core values of integrity, professionalism and respect of diversity and to provide them with guidance about appropriate actions to take, people to consult, and/or materials to access if they suspect threats to integrity in the work of the Organization. Additional information is available in the Secretary-General's Bulletin dated 12 September 2005 on the issue. (ST/SGB/2005/17)

Target group: All staff.

Website: <https://integrity.unodc.org>

Security Training (online)*

Online Security Learning Programmes

1) "Basic Security in the Field: Staff Safety, Health and Welfare" (BSITF) is mandatory for all United Nations system staff members and associated personnel, regardless of grade or function.

2) "Advanced Security in the Field" (ASITF) is mandatory for all United Nations system staff members and associated personnel working in or travelling to a location designated as Security Phase I or higher.

Target group: All staff.

Website: <https://dss.un.org>

** Secretary-General's Bulletin ST/SGB/2003/19, dated 9 December 2003.*

Prevention of Harassment programme (online)

This online programme is required of all staff as set forth in the Secretary-General's Bulletin ST/SGB/2005/20, dated 28 November 2005, "Prevention of Workplace Harassment, Sexual Harassment, and Abuse of Authority", in order to raise their awareness of their roles and responsibilities for creating and maintaining a workplace free of harassment, sexual harassment and abuse of authority. The specific objectives are to:

- Understand the costs and impacts of harassment in the workplace.
- Be able to spot harassment in its many possible forms.
- Be ready to take action if you or someone else becomes a victim of harassment.
- Understand the responsibility of the supervisor when instances of harassment are found.

Target group: All staff

Website: <http://hrits.unlb.org/harassment/>

Ethics Training workshop

The half-day ethics training workshop entitled "Working Together: Professional Ethics and Integrity in Our Daily Work" was launched Secretariat-wide in November 2006 (A/62/285). The objective of this workshop is to:

- Provide a forum (through discussion, practical exercises and case studies) for the review of typical ethical issues and decisions faced in the workplace.
- To foster a common understanding of ethics, integrity, transparency and accountability among all UN staff.
- Ensure a clear understanding of the support and resources available from the Ethics Office.

Target group: All staff.

MANDATORY TRAINING

HIV/AIDS in the Workplace Orientation Session*

These sessions aim to equip all staff with a basic knowledge of HIV/AIDS. The orientation session is designed to introduce the booklet "Living in a World with HIV and AIDS: Information for employees of the UN system and their families"** and covers essential HIV/AIDS-related information concerning transmission, prevention, care and treatment. Additionally, the session provides information about the UN's policies, initiatives and services related to HIV and AIDS in the workplace, promoting a culture of tolerance and understanding with regard to the HIV/AIDS pandemic and people living with and affected by HIV. Additional information is available in the Secretary-General's Bulletin dated 1 December 2007 on the issue. (ST/SGB/2007/12)

Target group: All staff.

* *Programme planned to be run by the Staff Counsellor's Office in Geneva.*

** *Booklet can be downloaded from the website: <http://unworkplace.unaids.org/>*

Leadership Development Programme (LDP) and Leadership Development Programme (LDP)

The *People Management Training (PMT) Programme* was launched in 1996 in order to build practical people management skills of staff in managerial positions. In 2006 the PMT evolved into two programmes: the *Leadership Development Programme* for D-1 and D-2 managers and a *Management Development Programme* for staff at the P-4 and P-5 levels, both of which are now mandatory for staff with supervisory functions.

Leadership Development Programme (LDP)

The *Leadership Development Programme (LDP)* consists of two five-day workshops over a nine-month programme with follow-up activities the two workshops. The objective is to:

- Exercise strategic leadership in order to champion and lead change and reform initiatives.
- Support cross-functional collaboration, strengthen accountability and organizational and personal integrity.
- Build and lead a management team.

Target group: Senior managers at the D1/D2 level.

Leadership Development Programme (LDP)

The five-day *Management Development Programme (MDP)* is part of a long-term strategy to create a new management culture in the Organization. The objective is to:

- Strengthen the skills required by staff members to manage both themselves and the human resources entrusted to them.
- Help them effectively carry out their leadership and managerial responsibilities.

Target group: All managers at the P4/P5 level.

Performance Management

Launched in 2006, this interactive and highly practical one-day workshop is designed to enhance the performance management competency for which all supervisors are accountable. Specifically, the workshop offers managers the opportunity to clarify and review the principles of performance management, i.e., workplanning, objective-setting, ongoing feedback, mid-point review and the end-of-cycle appraisal related to the expectations agreed upon and established at the beginning of the cycle. The workshop emphasizes the importance of dialogue and ongoing feedback in the performance management process.

Target group: Staff at all levels who supervise or manage others. (First and second reporting officers)

MANDATORY TRAINING

Competency Based Interviewing

This mandatory programme for members of interview panels was introduced in 2001 with the intention to provide panel members with the skills needed to increase the reliability, validity and fairness of the recruitment and selection process. The objective of this two-day workshop is to:

- Identify best global practices and principles in the selection process.
- Understand the importance of competencies as the framework against which to assess people.
- Enhance key interviewing skills, including briefing candidates, managing the interaction, structuring the interview, and various techniques of questioning.
- Ensure sound evaluation of candidates and support fair, objective, and valid selection decisions.

Target group: Staff who conduct or participate as a panel member in interviews.

Junior Professional Orientation and Development Programme

The Junior Professional Orientation and Development Programme is a weeklong session that provides information, guidance, and training in support of the career of the newly recruited staff members who joined the United Nations through the National Competitive Recruitment Examination. Junior Professionals will also participate in the UN Mentoring Programme, with the objective to help on a range of situations and issues in their new workplace. This programme is offered both in New York and Geneva. The objective of the five-day Orientation Programme:

- Broaden understanding of the work of the United Nations.
- Strengthen key skills in communication, collaborative negotiation and people management.
- Offer guidance and support for personal professional development and career planning.
- Start of one year Mentor Programme: Establish a Mentor-Mentee relationship.
- Develop a network of colleagues from all parts of the Organization.
- Introduce current developments in the Human Resources Management Reform.

Target group: Staff members who have passed the National Competitive Recruitment Examination (NCRE).

STRONGLY RECOMMENDED TRAINING

Supervisory Skills

Introduced in 1998, this programme was developed as a five-day workshop. In 2008, an advanced level has been introduced. This training aims at developing managerial competencies and promoting effective supervisory skills and competencies:

- Supervisory Skills Part I (3 days) focuses on how to communicate effectively, delegate and give feedback, recognize and motivate people.
- Supervisory Skills Part II (2 days) focuses on strengthening the skills learned in Part I and also on how to plan and communicate goals, solve problems and make decisions.
- Supervisory Skills Advanced (2 days) focuses on strengthening the skills learned in Parts I and II and introduces new topics on managing upwards, time management, influencing others and change management.

Target group: GS and P staff levels who supervise other staff members.

General Service Development

Introduced in 1998 as a two-part programme, the General Service Development (GSD) programme has recently evolved into a four-part foundation workshop that helps build and support the development of critical skills:

- GSD Part I (3 days) focuses on essential communication skills, active listening, giving and receiving feedback, respect for diversity, own strengths and weaknesses, etc.
- GSD Part II* (3 days, 6 to 12 months after completing the first part) focuses on strengthening the skills learned in Part I, teamwork, cooperation, personal accountability, efficiency and also addresses the topic of integrity and gender issues.
- GSD Part III* (1 day) focuses on topics related to managing upward, power dynamics, competition and perspective taking.
- GSD Part IV* (1 day) focuses on topics such as assertiveness, the four-part influence model, deeper understanding of needs, motivation and strategies to influence.

*Target group: General Service staff and related categories.***

** GSD Part 2, GSD Part 3 and GSD Part 4 can be done by General Service and related categories staff who have completed at least GSD Part I.*

*** Additional information can be found in the document "[Strengthening of the United Nations: an agenda for further change](#)" under Action 27. (A/57/387)*

Orientation Programme

Introduced in the late 90's, this programme was put into place to help new staff members recruited in the previous six months learn about the structure and work of United Nations Secretariat. The objectives of this programme are to:

- Provide essential information about the Organization, including its goals, history, structure, rules and procedures, and resources available to staff members.
- Explore personal career development opportunities within the UN Language.
- Meet colleagues from a wide range of departments and organizations.

Target group: New staff members in Geneva recruited in the previous six months and with an expected continuation of at least six months.