

## Training Courses

### LANGUAGE TRAINING PROGRAMME - [clm\\_language@un.org](mailto:clm_language@un.org)

Winter term (7 January to 29 March 2019): Enrolment Period - 15 October to 6 November 2018

### MANAGEMENT AND COMMUNICATION - [clm\\_mc@un.org](mailto:clm_mc@un.org)

DATE	ACTIVITY CODE	COURSE	LANGUAGE
<b>SEPTEMBER</b>			
12-14 September	LMS-2441-7	7 Habits for Highly Effective People*	EN
13 September   p.m.	LMS-3277-1	How to save a Life - Emergency Response	EN
18 septembre   13h15 - 14h30	LMS-2708-20	Séance de sensibilisation à la sécurité de l'information	FR
18-19 September	LMS-1056-386	Competency-based Selection and Interviewing Skills for Panel Members - <b>Mandatory for interview panel members</b>	EN
19 September   13:15 - 14:30	LMS-2708-26	Information Security Awareness Briefing	EN
20 September   a.m.	LMS-1546-52	Mini-workshop: PHP Writing	EN
20 September   a.m.	LMS-1090-468	Performance Management - Mandatory for supervisors	EN
20 September   p.m.	LMS-1541-41	Mini-workshop: Preparing for an Interview	EN
26 September	LMS-1942-30	Building Resilience – Managing Stress	EN
27-28 September	LMS-2892-3	Communicating and relating effectively at work for General Service Staff	EN
27 September	LMS-2899-3	How to Moderate Panel Discussions	EN
<b>OCTOBER</b>			
2-3 October	LMS-1547-21	Supervisory Skills Training - Phase 1	EN
4 October   a.m.	LMS-2890-3	Report writing for the Central Review Bodies - <b>For Hiring Managers</b>	EN
5 octobre	LMS-2243-24	Découvrir vos compétences et vos atouts pour votre développement professionnel et personnel	FR
5 October, 2, 14 & 28 November   a.m.	LMS-3300-1	Introduction to Coaching for Managers	EN
9 October	LMS-2243-25	Discover your Skills and Strengths for your Professional and Personal Development	EN
11 octobre   après-midi	LMS-3277-2	Comment sauver une vie - Intervention d'urgence	FR
15-19 October	LMS-1538-17	Pre-retirement Seminar	EN-FR
17 octobre   matin	LMS-1090-357	Gestion de la performance et du perfectionnement - Obligatoire pour les superviseurs	FR
17 October   16:00 - 17:30	LMS-2822-4	Information Security Awareness Briefing Webex based	EN
23 October	LMS-1057-69	Competency-based Selection and Interviewing Skills for Panel Members - Senior Managers <b>Mandatory for interview panel members at P5 level and above</b>	EN
25 octobre   matin	LMS-1546-53	Mini-atelier : Préparer un dossier de candidature	FR
25 octobre   après-midi	LMS-1541-42	Mini-atelier : Réussir un entretien	FR
30 October	LMS-3085-2	How to deal with procrastination	EN
<b>NOVEMBER</b>			
6-7 November	LMS-1548-19	Supervisory Skills Training - Phase 2	EN
8-9 November	LMS-1056-388	Competency-based Selection and Interviewing Skills for Panel Members - <b>Mandatory for interview panel members</b>	EN
13 November   13:15 - 14:30	LMS-2708-27	Information Security Awareness Briefing	EN
14 November   a.m.	LMS-1090-469	Performance Management - Mandatory for supervisors	EN
14 novembre   13h15 - 14h30	LMS-2708-28	Séance de sensibilisation à la sécurité de l'information	FR
15 November   14:00 - 15:00	LMS-3019-4	How to Save a Life - Follow up	EN
15 novembre   15h30 - 16h30	LMS-3019-5	Comment sauver une vie - Séance de rappel	FR
16 novembre	LMS-2243-26	Découvrir vos compétences et vos atouts pour votre développement professionnel et personnel	FR
19 November	LMS-2935-2	How to become more charismatic	EN
20 November   p.m.	LMS-1513-217	HIV/AIDS in the Workplace Orientation Programme	EN
21-22 November	LMS-2438-5	Coaching Skills for Managers	EN
22 novembre	LMS-1942-31	Renforcer sa résilience - mieux gérer son stress	FR
27-28 November	LMS-1071-41	Orientation Programme for New Staff	EN
29 November   a.m.	LMS-2252-9	UN For All: Respect for Diversity	EN
<b>DECEMBER</b>			
6 décembre   après-midi	LMS-3277-3	Comment sauver une vie - Intervention d'urgence	FR
12 December   a.m.	LMS-1090-470	Performance Management - Mandatory for supervisors	EN
12 December   10:30 - 12:00	LMS-2922-5	Information Security Awareness Briefing Webex based	EN
13 December   a.m.	LMS-2404-4	UN For All: Including LGBTI colleagues in the UN workplace	EN

\* Extra cost of USD 225 is applicable to all participants of the 7 Habits for Highly Effective People. Please contact your training focal point to obtain approval. Umoja coding block is required when registering.