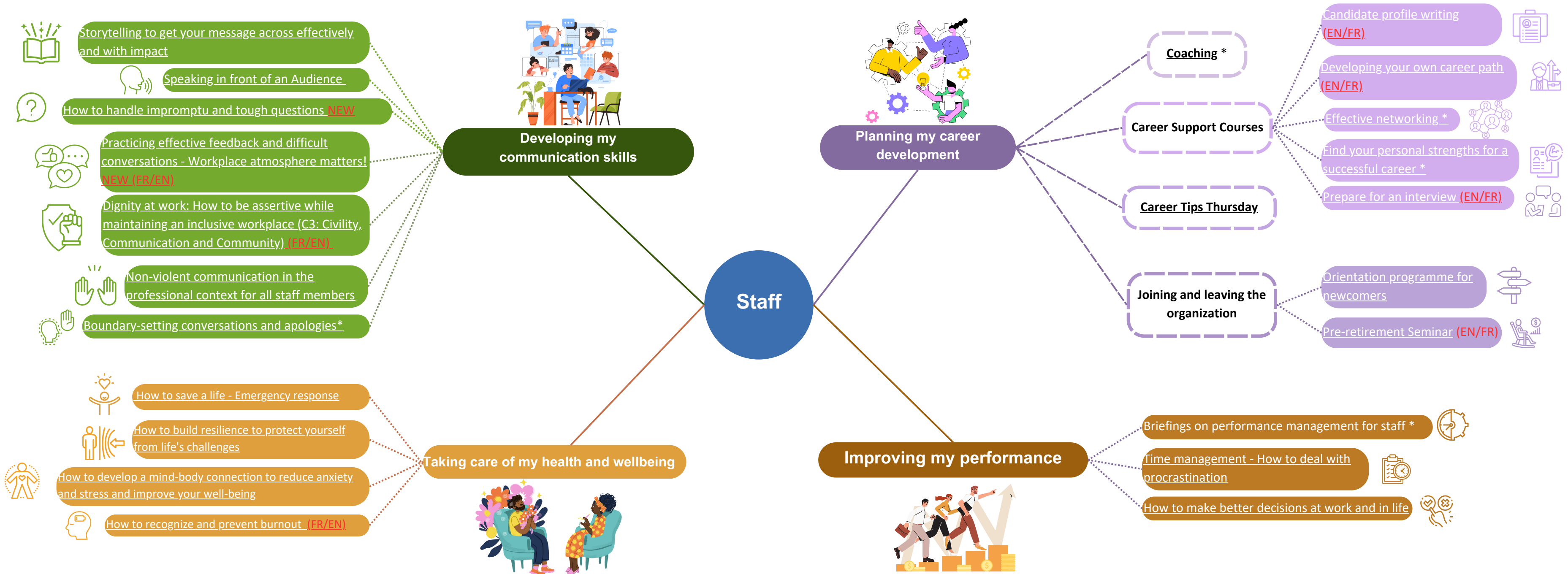


COLLEAGUES

HOW CAN CLM / HRMS SUPPORT YOU?



COLLEAGUES, HOW CAN CLM / HRMS SUPPORT YOU?

Developing my communication skills

Date	Time	LMS code	Course name	Type	Language
12 March 7 October	09:00 - 17:30	LMS-6429-8 LMS-6429-9	Storytelling to get your message across effectively and with impact Make your messages more memorable and powerful when addressing internal and external audiences.	in-person	EN
16 February 12 September	09:00 - 17:30	LMS-1552-19 LMS-1552-20	Speaking in front of an Audience Increase the impact of your presentations by learning how to install trust in the way you talk to people and convey messages.	in-person	EN
2 May	09:00 - 17:30	LMS-7499-1	How to handle impromptu and tough questions NEW Handle challenging questions in all kinds of situations, including meetings, presentations and negotiations, with confidence and ease.	in-person	EN
12 February (EN) 3 September (FR)	09:00 - 17:30	LMS-7263-6 (EN) LMS-7263-7 (FR)	Practicing effective feedback and difficult conversations - Workplace atmosphere matters! NEW Learn the skills and competencies required to give and receive feedback more efficiently.	in-person	EN/FR
19 March (EN) 5 November (FR)	09:00 - 12:30	LMS-6179-10 (EN) LMS-6179-11 (FR)	Dignity at work: How to be assertive while maintaining an inclusive workplace (C3: Civility, Communication and Community) With respect for dignity, it is possible to have vigorous exchanges during a discussion without offending the other party.	in-person	EN/FR
24-25 June	09:00 - 17:30	LMS-7318-5	Non-violent communication in the professional context for all staff members Learn how to transform situations of disagreement or conflict into constructive dialogue by developing emotional intelligence and professional relationships.	in-person	EN

Improving my performance

Date	Time	LMS code	Course name	Type	Language
6, 13, 27 June	15:30 - 17:00	LMS-6320-10	Time management - How to deal with procrastination Conquer procrastination with our 4-week eWorkshop on time management, featuring three webinars and hands-on, interactive exercises.	eWorkshop	EN
11,13,15 November	10:30 - 12:15	LMS-6444-10	How to make better decisions at work and in life Enhance your decision-making skills to mitigate the risk of unfavorable outcomes.	eWorkshop	EN

COLLEAGUES, HOW CAN CLM / HRMS SUPPORT YOU?

Planning my career development

Date	Time	LMS code	Course name	Type	Language
Career support courses					
4 April (EN) 19 September (FR)	13:30-17:00	LMS-6788-7 (EN) LMS-6788-8 (FR)	Career support: Candidate profile writing Help staff to understand and apply the basic principles of writing effective Personal History Profiles (CPs, previously PHPs), resumes and cover letters.	eWorkshop	EN/FR
11 April (EN) 3 October (FR)	13:30-17:00	LMS-6789-8 (EN) LMS-6789-9 (FR)	Career support: Preparing for an interview Help you successfully present your strengths and abilities in a job interview and provide ideas, tips and techniques to help you maximize your chances of success when applying for a job.	eWorkshop	EN/FR
2 May (EN) 17 October (FR)	13:30-17:00	LMS-7267-3 (EN) LMS-7267-4 (FR)	Career support: Developing your own career path Manage your career better, develop a plan for your professional development and evaluate your career development	blended	EN
Joining and leaving the organization					
8 May 10 October	09:00-14:30	LMS-1071-64 LMS-1071-67	Orientation Programme for Newcomers Help you integrate to the Organization, to introduce you to the new UN values and behaviors framework, the organizational culture and some of the most important issues that the SG has committed to.	in-person	EN
14-31 October (TBD)	9:30-17:30	Click to register	Pre-retirement Seminar Help you to identify solutions that cater to your needs by making information available of an administrative nature of direct relevance to your departure from the United Nations	virtual	EN/FR
Career Tips Thursday					
Every last Thursday of the month	14:30-15:30	Click to join	Carrer Tips Thursday Deliver an interactive 1-hour session on different career-related topics, designed to provide tips, guidance and insights for your career and professional development.	eWorkshop	EN

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Taking care of my wellbeing and health

Date	Time	LMS code	Course name	Type	Language
8 February	15:00 - 16:30	LMS-6978-5	How to build resilience to protect yourself from life's challenges Fortify yourself against life's challenges by building resilience and boost your mental health.	eWorkshop	EN
14 May	15:00 - 16:30	LMS-6979-5	How to develop a mind-body connection to reduce anxiety and stress and improve your well-being Learn to gain the ability to identify and interpret the warning signs your body sends.	eWorkshop	EN
3 October (EN) 12 November (FR)	15:00 - 16:30	LMS-6980-5 (EN) LMS-6980-6 (FR)	How to recognize and prevent burnout Learn to draw insights from past experiences and safeguard against psychological stress and fatigue.	eWorkshop	EN/FR
16 May 5 December	13:30 - 16:30	LMS-3227-42 LMS-3227-43	How to save a life - Emergency response Gives you the knowledge and skills to effectively respond to an emergency, but more importantly, the confidence to act when needed.	in-person	EN