

Mandatory Courses

The Organization requires that all staff members take the courses listed in the first section below. Other courses are required for certain groups of staff as laid out in the subsequent sections. These courses are accessible in various ways. Some are only available online through inspira. To register log into inspira, go to Main Menu – Self-service – Learning – My Learning. Inspira also enables you to keep track of which courses you have completed.

Mandatory Courses for All Staff Members		
Course Name	Direct Link /Contact	Modality/ Mandate
Basic Security in the Field - Staff Safety, Health and Welfare Training ¹	http://inspira.un.org	Online learning programme. Refer to ST/SGB/2003/19.
Prevention of Workplace Harassment, Sexual Harassment, and Abuse of Authority in the Workplace	http://inspira.un.org	Online learning programme. Refer to ST/SGB/2007/12.
HIV/AIDS in the Workplace Orientation Programme ²	online programme: http://inspira.un.org instructor-led programme: Contact Ms. Maria Mendoza at mendoza6@un.org for information and registration	Online or half-day instructor-led programme. Refer to ST/SGB/2007/12.
Ethics and Integrity at the United Nations	http://inspira.un.org	Online learning programme. Refer to A/60/568.
Information Security Awareness- Foundational	http://inspira.un.org	Online learning programme. Refer to Memo from USG DM to Heads of Departments and Offices of 7 March 2015.
United Nations Human Rights Responsibilities	http://inspira.un.org	Online learning programme. Refer to ST/SGB forthcoming.
Mandatory Training for all Supervisors		
Performance Management and Development Learning Programme for Managers and Supervisors	Registration through inspira. Contact Mr. Jose Veliz at velizj@un.org for information	Half-day instructor-led programme. Refer to ST/SGB/2011/5.
Mandatory Training for Staff Members at P4 and P5 levels		
Management Development Programme (MDP)	Contact Ms. Carina Stern at stern@un.org or Ms. Raluca Nastasescu at nastasescur@un.org for information and registration.	Blended learning. Refer to A/61/255, Para 301.

¹ Valid for 3 years, must be retaken every 3 years

² The programme is available online or as a half-day instructor-led programme. Completing either version of the programme meets the requirement outlined in ST/SGB/2007/12.

Mandatory Courses

Mandatory Training for Staff Members at D1 and D2 levels		
UN Leaders' Programme (replaces the former Leadership Development Programme LDP)	Contact Mr. Andreas Lange at lange@un.org or Ms. Raluca Nastasescu at nastasescu@un.org for information and registration.	5-day programme held in various duty stations. Refer to A/61/255, Para 301.
Mandatory Training for Staff Members at ASG and USG levels		
Induction Programme for Senior Leaders (IPSL) ³	Contact Mr. Eran Schweiger at schweigere@un.org for information.	3-day instructor-led programme.
Mandatory Training for Staff Participating in Interview Panels		
Competency-based Selection and Interviewing Skills	Registration through inspira. Contact Ms. Dani Lima at limad@un.org for information.	2-day instructor-led programme (or one day for D1 and above). Refer to SMC-XXVII/2006/Report-, A/61/255 and Memo ASG OHRM to Heads of Departments and Offices of 10 July 2007.
Mandatory Training for Staff Members in Procurement		
Procurement Suite ⁴	http://inspira.un.org	Online learning programmes. Refer to A/RES/62/269 on procurement reform.
Mandatory Training for Staff going to Non-Headquarters Duty Stations and Missions ⁵		
Advanced Security in the Field	http://inspira.un.org	Online learning programme.
Mandatory Training for Staff deploying to DPKO-led field missions up to/including D1		
Civilian Pre-deployment Training(CPT)	Contact Ms. Juliana Ribeiro at ribeiro@un.org for information and registration.	Blended learning programme (e-learning + 5-day residential course held at UNLB in Brindisi). Refer to Code Cable 1006 of 14 May 2012 from USGs DFS & DPKO to Heads of Field Operations.
Mandatory Training for all Staff arriving in a peacekeeping mission		
Mission-specific Induction Training	Contact the IMTC/Training Focal Point in the respective mission for information.	3-5 day instructor-led programme held at the respective mission. Refer to Code Cable 0632 of 20 March 2009 from USG DPKO to Heads of Field Operations.
Mandatory Training for newly appointed Senior Leaders in Peacekeeping Operations at D2, ASG &USG levels		
Senior leadership Programme (SLP) ⁶	Contact Mr. Ettore di Benedetto at dibenedetto@un.org for information	5-day residential programme. Refer to note of 4 February 2005 from DSG to ASG DPKO.

³ Highly recommended

⁴ The Fundamentals of Procurement; Ethics and Integrity in Procurement; Best Value for Money; Overview of the Procurement Manual

⁵ There are some exceptions, check the Travel Advisory for up to date information

⁶ To be taken within the first 6 months of employment