

## NYHQ Face-to-face regular Courses (A1 to B1)

Our face-to-face courses, structured from beginner to intermediate levels, will **start in the week of 22 April 2019 and end in the week of 8 July 2019**. **Registrations are open until 9th April**.

COURSE	SCHEDULE OPTIONS		CLASSROOM	INSPIRA CODE
REGULAR 1 (A1.1)	Mon / Wed	8:15-9:45 am	14	2611-25
		12:00-1:30 pm	15	2611-26
	Tue/ Thu	12:00-1:30 pm	16	2611-27
		1:30-3:00 pm	16	2611-28
REGULAR 2 (A1.2)	Mon / Wed	12:00-1:30 pm	16	2612-25
	Tue / Thu	1:30-3:00 pm	15	2612-27
		12:00-1:30 pm	14	2612-26
		5:30-7:00 pm	16	2612-28
REGULAR 3 (A2.1)	Mon / Wed	5:30-7:00 pm	16	2613-27
	Tue / Thu	8:15-9:45 am	15	2613-24
		12:00-1:30 pm	15	2613-25
		1:30-3:00 pm	15	2613-26
REGULAR 4 (A2.2)	Mon / Wed	1:30-3:00 pm	18	2614-21
	Tue / Thu	8:15-9:45 am	16	2614-19
		12:00-1:30 pm	19	2614-20
REGULAR 5 (A2.3)	Mon / Wed	8:15-9:45 am	16	2615-19
	Tue / Thu	12:00-1:30 pm	12	2615-20
REGULAR 6 (B1.1)	Mon / Wed	12:00-1:30 pm	14	2616-17
	Tue / Thu	1:30-3:00 pm	14	2616-18
		5:30-7:00 pm	19	2616-19
REGULAR 7 (B1.2)	Tue / Thu	8:15-9:45 am	14	2617-17
		12:00-1:30 pm	18	2617-18
REGULAR 8 (B1.3)	Mon / Wed	12:00-1:30 pm	19	2618-17
	Tue / Thu	8:15-9:45 am	18	2618-19
		12:00 -1:30 pm	10	2618-16
		1:30-3:00 pm	19	2618-18
REGULAR 9 (B1.4)	Mon / Wed	12:00-1:30 pm	18	2619-15
		5:30-7:00 pm	14	2619-17
	Tue/Thu	1:30-3:00 pm	18	2619-16

## Cours de spécialité en face-à-face à NY (B2)

Nous proposons des cours de spécialité à un niveau intermédiaire avancé afin d'aider les fonctionnaires et délégués à perfectionner leurs compétences professionnelles

COURS	DESCRIPTION	JOUR-HEURE	SALLE DE COURS	CODE INSPIRA
<b>New</b> Rédiger sa notice personnelle (PHP)	Cours de 4 semaines Début le mardi 30 avril	Mar/Jeu 12:00-13:30	Lab B	3401
Écrire un rapport humanitaire	Cours de 3 semaines Début le lundi 3 juin	Lun/Mer 13:30 – 15:00	16	3403
Entretiens professionnels	Cours de 4 semaines Début le mardi 28 mai	Mar/Jeu 12:00-13:30	Lab B	2951

## Online specialized Courses (A1) / Cours de spécialité à distance (B2)

We offer online courses to address the Global secretariat with an offer that fits basic learners (beginners and false beginners) as well as independent and proficient users.

COURSE/COURS	DESCRIPTION	INFO	SKILL	INSPIRA CODE
First Contact with French (A1)	Self-paced course for total beginners in French	Start 11/03	Basics	3058
Introducing oneself (A1)	6-week self-paced course with tutor	Start 29/04 or 03/06	Writing	2682
			Speaking	2683
Expressing likes and dislikes (A1)	6-week self-paced course with tutor	Start 29/04	Speaking	2431
<b>New</b> S'informer sur l'aide humanitaire (B2)	Formation en autonomie tutorée de 4 semaines	Début 29/04	Écrit	3404
Parlons de l'égalité des sexes! (B2)	Formation en autonomie tutorée de 6 semaines	Début 06/05 ou 03/06	Écrit	3055
<b>(LPE)</b> Épreuve orale de l'EAL Présentation et stratégies	Formation en autonomie (1h) sur l'épreuve d'expression orale de l'EAL de français	Début 11/03	Oral	2500
<b>(LPE)</b> Épreuve écrite de l'EAL Présentation et stratégies	Formation en autonomie (1h) sur l'épreuve d'expression écrite de l'EAL de français	Début 11/03	Écrit	2495
<b>(LPE)</b> Préparer l'épreuve d'interaction orale de l'EAL	Formation en autonomie tutorée de 3 semaines	Début 13/05 ou 03/06 ou 24/06	Oral	2494
<b>(LPE)</b> Préparer l'épreuve d'expression écrite de l'EAL	Formation en autonomie tutorée de 3 semaines	Début 13/05 ou 03/06 ou 24/06	Écrit	2493
<b>(LPE)</b> Préparer les épreuves de compréhension et de langue de l'EAL	Formation en autonomie Sans tuteur	Début 11/03	Compréhension, grammaire, vocabulaire	1699
<b>(LPE) Webinaire</b> Épreuves de l'EAL .Questions/Réponses	Réponses aux questions des participants sur les épreuves écrite et orale de l'EAL de français.	08/05 ou 20/06	Oral Écrit	4016

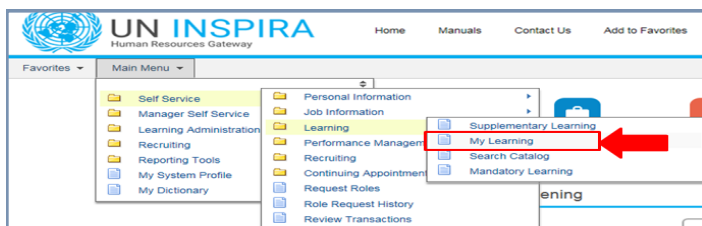
## How to register— UN Staff members

**IMPORTANT: Not a UN staff member? Register via [elearning.un.org](https://elearning.un.org)**

Go to: [hr.un.org/unhq/languages/french](https://hr.un.org/unhq/languages/french) (2) Click "Registration" (3) Click "...for external learners"

1. As a UN staff member, log into INSPIRA <https://inspira.un.org>

2. Click **Main Menu** (below the UN logo) **Learning—Self-Service—My Learning**.



3. Now you can search the catalog by typing in the 'keywords' box **the first 4 digits of the course LMS Code** (available in the course schedule), or **the course name** or **placement** (for placement tests), and then click **Search**.

4. Click **Enroll** on the right of the course (or placement test) you want.

Activity Code	Location	Type	Start Date	
LMS-1132-18	United States, New York	Live Classroom Instruction	18/04/2016	<a href="#">View Details</a> <a href="#">Enroll</a>

5. Upload the PDF documents requested (copy of your UN pass, letter from supervisor, etc.).

6. Check the **box** and click **Submit Enrolment**. Your application will be revised before your enrolment is confirmed (you should receive a confirmation e-mail later on).

# French - Spring term 2019

## Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

General Questions: [learning@un.org](mailto:learning@un.org)

### Who can take a language course?

UN staff, delegates of Permanent Missions and Observer States, staff members of UNDP, UN WOMEN, UNICEF, UNFPA and UNOPS in New York and retired staff members. Check full list of who can take courses—for free or for a fee: [hr.un.org/page/eligibility](https://hr.un.org/page/eligibility)

### When and how can I register?

**Courses: 24 April-11 July 2019.** Check Inspira for Face to Face courses starting later or online courses... **Register via [inspira.un.org](https://inspira.un.org)**

### What time do classes take place?

Classes are usually offered before work, at lunch time, or after work.

### How can I get registration help?

Visit one of our Registration Help Clinics in **Computer Room B** in the UN Learning Centre from 1 to 3 pm on the following days:

**26th and 28th March; 1st and 3rd April.**

### Department-specific and UN entity-specific requests

We offer courses by request to UN departments or any UN-entity (agency, funds, programme). We conduct needs analysis, design and develop courses, assess participants to meet the requestor's needs (e.g. French language and communications for a field mission, a training project, an HR programme ...)

### Do I need to take a placement test?

**No**, if you are a beginner. Just register right away for level 1. Or, if you're a native speaker or a high-level learner with 'proof' your proficiency (e.g. test score, diploma) write a comment and 'add attachment' (if relevant) with each registration.

**Yes**, if you are a new student OR if you did not take courses with us for the past two terms. For French, register in Inspira to get the link to take the ONLINE FRENCH PLACEMENT TEST:

TEST TYPE	DATE/TIME	INSPIRA
Online test	<b>Until 1<sup>st</sup> April 2019</b>	2620

More questions? Visit us at <https://hr.un.org/language-programmes-unhq>

**Please register early since seats are given on a first-come first-served basis. You will receive a confirmation as soon as it is processed. Registrations are open until 9th April**