

## 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 7 January 2019 and end in the week of 25 March 2019.

COURSE	SCHEDULE OPTIONS		CLASSROOM	INSPIRA CODE
REGULAR 1 (A1.1)	Mon / Wed	12:00 - 1:30 pm	16	2611-21
		1:30-3:00 pm	14	2611-22
	Tue/ Thu	12:00 - 1:30 pm	14	2611-23
		5:30 - 7:00 pm	14	2611-24
REGULAR 2 (A1.2)	Mon / Wed	5:30 –7:00 pm	14	2612-21
		8:15 - 9:45 am	15	2612-22
	Tue / Thu	12:00 –1:30 pm	15	2612-23
		1:30 – 3:00 pm	15	2612-24
REGULAR 3 (A2.1)	Mon / Wed	12:00– 1:30 pm	14	2613-20
		1:30 - 3:00 pm	15	2613-21
	Tue/Thu	8:15– 12:00 pm	16	2613-22
		12:00 -1:30 pm	19	2613-23
REGULAR 4 (A2.2)	Mon / Wed	8:15 – 9:45 am	14	2614-16
	Tue / Thu	12:00 - 1:30 pm	18	2614-17
		5:30 - 7:00 pm	15	2614-18
	REGULAR 5 (A2.3)	Mon / Wed	12:00 –1:30 pm	15
Tue / Thu		1:30 – 3:00 pm	14	2615-16
		5:30 - 7:00 pm	19	2615-17
REGULAR 6 (B1.1)	Tue / Thu	8:15 - 9:45 am	19	2616-15
		12:00 – 1:30 pm	16	2616-16
REGULAR 7 (B1.2)	Mon / Wed	12:00 –1:30 pm	19	2617-13
	Tue / Thu	8:15 – 9:45 am	18	2617-14
		12:00-1:30 pm	12	2617-15
		1:30– 3:00 pm	15	2617-16
REGULAR 8 (B1.3)	Mon / Wed	12:00 - 1:30 pm	18	2618-13
	Tue / Thu	1:30 - 3:00 pm	18	2618-14
		5:30 - 7:00 pm	16	2618-15
REGULAR 9 (B1.4)	Mon / Wed	8:15 - 9:45 pm	15	2619-12
		12:00 - 1:30 pm	12	2619-13

\*: Participants will attend two in-person one-hour classes per week. The third weekly classroom hour is replaced by additional homework online.

## Cours de spécialité en face-à-face (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 (PFP)	Cours de 4 semaines Début le mardi 15 janvier	Mar/Jeu 13:30 - 15:00	Lab B	
<b>New</b> Écrire un rapport humanitaire 2	Cours de 3 semaines Début le lundi 18 février	Lun/Mer 13:30 – 15:00	16	
Entretiens professionnels	Cours de 6 semaines Début le mardi 19 février	Mar/Jeu 13:30-15:00	16	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. They begin from 18 September 2018.

COURSE/COURS	DESCRIPTION	INFO	SKILL	INSPIRA CODE
First Contact with French (A1)	Self-paced course for total beginners in French	Permanent access	Basics	3058
Introducing oneself (A1)	6-week self-paced course with tutor	Start 08/01 or 19/02	Writing	2682
			Speaking	2683
Expressing likes and dislikes (A1)	6-week self-paced course with tutor	Start 18/01	Writing	2430
			Speaking	2431
<b>New</b> S'informer sur l'aide humanitaire	Formation en autonomie tutorée de 3 semaines	Start 28/01	Écrit	
Parlons de l'égalité des sexes (B2)	Formation en autonomie tutorée de 7 semaines	Début 14/01 ou 11/02	Écrit	3055
<b>(LPE)</b> Stratégies pour l'épreuve d'expression écrite de l'EAL	Présentation de documents utiles et FAQ—sans tuteur	Accès Permanent	Écrit	2495
<b>(LPE)</b> Stratégies pour l'épreuve d'interaction orale de l'EAL	Présentation de documents utiles et FAQ-sans tuteur	Accès permanent	Oral	2500
<b>(LPE)</b> Préparer les épreuves de compréhension et de langue de l'EAL	Formation en autonomie Sans tuteur	Accès permanent	Compréhension, grammaire, vocabulaire	1699

## Department-specific and UN entity-specific requests

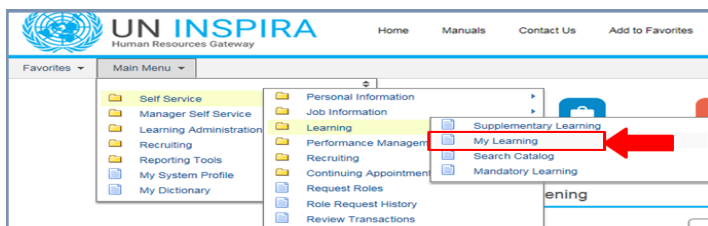
We offer courses by request to UN departments or any UN-entity (agency, funds, programme). We conduct needs analysis, design and develop courses, assess participants to meet the requestor's needs (e.g. French language and communications for a field mission, a training project, an HR programme...)

## How to register— UN Staff members

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

Go to: [hr.un.org/unhq/languages/french](http://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**.

Category:	All
Course Code:	
Keywords:	2132
<input type="button" value="Search"/> <a href="#">Browse Catalog</a>	

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> <input type="button" value="Enroll"/>

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

Description	Document Type	File Name	Uploaded	View	Delete
				<a href="#">View</a>	<a href="#">Delete</a>

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).

By checking this box I certify that:  
I have read and understood the rules and policies of the Language and Communications Programme at Headquarters as listed in the last Information circular available at [http://www.un.org/Depts/OSHRM/sds/top/UNI\\_CP/english/circular.html](http://www.un.org/Depts/OSHRM/sds/top/UNI_CP/english/circular.html).  
I confirm that statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief.  
I understand that any misrepresentation or material omission made on this form or other document requested by the Organization may result in the rejection of my registration.

## Winter 2019 - French

### 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)

French-related Questions: [schaller@un.org](mailto:schaller@un.org)  
Pascal Schaller, French programme coordinator

## Learn about our Programme

### 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:

### When and how can I register?

**Placement tests:** From 12 November 2018  
**Courses: 26 November-23 December 2018**  
for F2F courses starting 7 or 8 January 2019.  
Check Inspira for F2F courses starting later or online courses... Register via [inspira.un.org](http://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:

Tuesday 4 and 11 Dec.; Wednesday 5, 12 and 26 Dec.; Thursday 27 Dec.

### 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 100% ONLINE FRENCH PLACEMENT TEST:

TEST TYPE	DATE/TIME	INSPIRA
Online test	All Year Round	2620

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

**Please register early, from 26 November. Seats are given on a first-come first-served basis. You will receive a confirmation as soon as it is processed.**