



JUNE 2018

Increasing Your Well-being, Health and Performance at Work

With busy schedules, our attention can be pulled in many directions, causing us to feel inundated and stressed, leaving us with little time to take care of ourselves. Scientific studies confirm that work performance, health, and well-being are closely linked. There are various strategies you can apply to do your best during a busy work day.

- Mindfulness programs are becoming more and more popular in the workplace. Start benefiting from this by choosing one or more of these [10 exercises to increase your well-being at work](#).
- Try these [7 Wellness Apps](#) to Improve your 2018.
- Select from the [Thrive playlist](#) the different techniques that can help you to create more balance in your life.

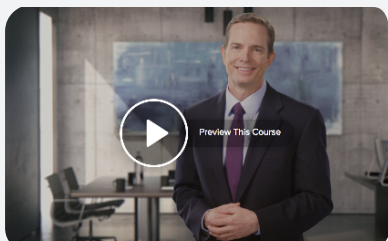
Additional resources on well-being can be found at the Staff Counsellor's Office. To learn more about what is available in your Duty Station, please contact scoleam@un.org



Lynda.com video of the month: [Mindfulness](#)

In this short video, UCLA professor and executive coach, John Ullmen elaborates on the fundamentals of mindfulness and provides step-by-step techniques you can use to deal with stress, anxiety, fear, worry, and self-doubt, and for increasing confidence, peak performance, and connection with others. (Duration: 2m 34s).

[WATCH VIDEO](#)



GLOBAL OPPORTUNITIES FOR LEARNING AND CAREER SUPPORT

LANGUAGE AND COMMUNICATION SKILLS PROGRAMMES

Préparer l'épreuve d'expression écrite de l'EAL (LMS-2493)

Self-paced with tutor
Duration: 6 hours over 3 weeks, open from 5 June to 22 June or from 26 June to 13 July
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

Préparer l'épreuve d'interaction orale de l'EAL (LMS-2494)

Self-paced with tutor
Duration: 6 hours over 3 weeks, open from 5 June to 22 June or from 26 June to 13 July
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

First contact with French (LMS-3058)

Self-paced with tutor
Duration: 6 hours over 3 weeks, open from 14 May to 9 September
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

Ecrire pour iSeek (LMS-3054)

Self-paced with tutor
Duration: 8 hours over 5 weeks, open from 4 June till 6 July.
Weekly individual tutoring (max. 30 min, via skype, telephone or in person) upon request and appointment.

Introducing oneself in French - Writing (online for beginners) (LMS-2682)

Self-paced with tutor
Duration: 9 hours over 6 weeks, open from 5 June till 13 July.
Weekly individual tutoring (max. 30 min, via skype, telephone or in person) upon request and appointment.

Introducing oneself in French - Speaking (online for beginners) (LMS-2683)

Self-paced with tutor
Duration: 9 hours over 6 weeks, open from 5 June till 13 July.
Weekly individual tutoring (max. 30 min, via skype, telephone or in person) upon request and appointment.

Préparer les épreuves de compréhension et de langue de l'EAL (advanced) (LMS-1699)

Self-paced with tutor
Duration: 20 hours, open from 12 March till 15 September.
Weekly individual tutoring (max. 30 min, via skype, telephone or in person) upon request and appointment.

Expressing likes and dislikes in French - Speaking (online for false beginners) (LMS-2431)

Self-paced with tutor
Duration: 9 hours over 6 weeks, open from 5 June till 13 July.
Weekly individual tutoring (max. 30 min, via skype, telephone or in person) upon request and appointment.

Expressing likes and dislikes in French / Writing (online for false beginners) (LMS-2430)

Self-paced with tutor
Duration: 9 hours over 6 weeks, open from 5 June till 13 July.
Weekly individual tutoring (max. 30 min, via skype, telephone or in person) upon request and appointment.

Russian Vocabulary Builder IV (LMS-3051)

WebEx
Duration: 1 hour 30 min.
Weekly sessions on Thursdays between 7 June till 12 July.
8:30 am New York // 2:30 pm Geneva // 3:30 pm Nairobi // 7:30 pm Bangkok

Vocabulario y gramática a1: gustos y tiempo libre (LMS-1860)

Self-paced with tutor
Duration: 4 hours over 4 weeks, open from 29 may till 6 july.
Weekly individual tutoring (max. 15 Min, via skype, telephone or in person) upon request and appointment.

Spanish vocabulario y gramatica a1. Rutina en presente (LMS-1859)

Self-paced with tutor
Duration: 4 hours over 4 weeks, open from 29 may till 6 july.
Weekly individual tutoring (max. 15 Min, via skype, telephone or in person) upon request and appointment.

Spanish vocabulario y gramatica a2: ser y estar (LMS-1964)

Self-paced with tutor
Duration: 4 hours over 4 weeks, open from 29 may till 6 july.
Weekly individual tutoring (max. 15 Min, via skype, telephone or in person) upon request and appointment.

COMMUNICATION SKILLS & GENERAL INTEREST PROGRAMMES

Panel report writing for hiring managers (LMS-2324)

WebEx
Duration: 2 sessions of 1 hour 30 min each
20-21 June
4:00am New York // 10:00am Geneva // 11:00am Nairobi // 3:00pm Bangkok

Look at the offer for each language by clicking below. Choose the type of course and the language you want to learn.

ONLINE LANGUAGE LEARNING

Language Proficiency Exam Preparation: Self-study tips

Certifying your oral and written proficiency in an official language of the United Nations can play a key role in your personal and professional development. With the 2018 Language and Proficiency Examination on the horizon, now is a good time to review some self-study tips that can help you to prepare. Here are some tips from a few of your colleagues:

Souhaila from ESCWA, Beirut wrote: "My tip is to study smarter, not harder."

Studying doesn't necessarily mean putting in long hours. In fact, you may benefit from shorter intervals of study. Research recommends studying one topic for no longer than 45 minutes at a time. After 45 minutes, you experience brain fatigue. Therefore, limiting your study sessions can be beneficial. Additionally, the best time to review material is in the morning and at night.

Matt from UNHQ, New York wrote: "As in meetings, set clear objectives."

Organizing your learning is important for success. When studying on your own, have a goal in mind. What are you trying to accomplish? The more specific the better. For instance, write clearer topic sentences is a better goal than become a better writer. Once you have a clear objective, you can determine the steps to reach that objective. All language courses have clear objectives; your self-study experiences should be no different.

Samia from UNIC, Tunis wrote: "I use tools and multimedia to help learn and enrich my vocabulary"

Multimedia, such as movies and TV series can be an excellent resource for learning informal vocabulary. When in doubt, you can use dictionary and translation apps, or guess the word from context.

If you are interested in learning more tips for preparing for the LPE, register for a self-paced preparation course and visit the Language Proficiency Examination page (step 9) for exam samples.

Shining light on excellent client service



This month, our spotlight shines on **Robert Kubik**, who works in the Planning, Coordination and Meetings Section of the Conference Management Service within the Division for Management at the United Nations Office at Vienna:

"The degree of commitment that Robert brings to CMS day in and day out is exemplary and worthy of praise. His far-ranging technical skill set and extensive document-management knowledge have a direct impact on our ability to deliver; it is, however, Robert's consistent top-notch customer service what sets him apart.

Whether it is handling a complex or simple request, carrying out a routine or demanding task or answering a straightforward or multi-layered question, Robert's approach is pleasantly invariable: listening attentively, evaluating all the elements and coming up with an effective solution. There are instances when Robert is unable to immediately come up with an answer -very few instances it must be said- and when that happens we can be certain that he will thoroughly research the matter and revert. After scores of questions, I am yet to be left waiting for an answer.

Robert's support and unflinching client orientation are invaluable to the Organization and deserve widespread recognition."

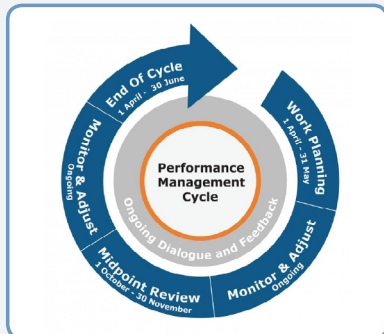
Do you have any more examples of great client service orientation? Send them to learning@un.org.

Performance Management

ePerformance workplans are due 31 May

A reminder to complete your workplans for the 2018-19 cycle by 31 May. Learn about some [important changes](#) in your document.

For questions & more information, contact performancemanagement@un.org.



SEE GUIDES ON HOW TO REGISTER FOR COURSES ON [INSPIRA](#)

[CLICK HERE](#)

Have you missed past Newsletters?

Click [here](#) to access them on the HR Portal.

