



# MAY 2018

## Are you a continuous learner?

Developing a learning mindset means that you understand challenges as an opportunity to grow and that learning something new every day has become a habit that you enjoy. It also means being open to exploring new ways of learning. You can learn by watching videos, listening to podcasts, reading blogs, participating in social media, using apps, talking to your colleagues, friends or anyone that can make you consider a different point of view ... the options for learning are infinite and it is up to you to choose the best way to keep exploring!

We invite you to diversify your learning and get out of your "reading zone"! Get inspired by people's reading challenges, like the [2018 Diversity Reading Challenge](#) or by [this monthly diverse challenge](#), or by creating your own by choosing one (or more) of these [50 DIY reading challenges](#) to widen your horizons.



## Lynda.com video of the month: **Learning Agility**

In this 37 minute video, Gary A. Bolles, lecturer and cofounder of eParachute, explains how to develop and follow a learning plan that is customized to how you learn and your learning goals by making a learning wish list, putting priorities in order and staying on track with your learning commitments.

[WATCH VIDEO](#)



## GLOBAL OPPORTUNITIES FOR LEARNING AND CAREER SUPPORT

### PROFESSIONAL SKILLS PROGRAMMES

#### Unconscious Bias for CBI panel members (LMS-2679)

WebEx  
Duration: 1 hour 30 min  
2 May, 3:30 am New York // 9:30 am Geneva // 10:30 am Nairobi  
// 2:30 pm Bangkok  
or 9:00 am New York // 3:00 pm Geneva // 4:00 pm Nairobi  
// 8:00 pm Bangkok  
Note: Last enrollment date is 01/05/18

#### Staff Selection Training for Hiring Managers (LMS-2411)

WebEx  
Duration: 3 modules taking 1.5 hours each over 3 days.  
29 - 31 May  
8:00 am - 9:30 am New York // 2:00 pm - 3:30 pm Geneva // 3:00 pm - 4:30 pm Nairobi // 7:00 pm - 8:30 pm Bangkok

### LANGUAGE SKILLS ONLINE PROGRAMMES

#### First contact with French (LMS-3058)

Self-paced  
Duration: 6 hours, open from 14 May - 9 September.

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

Self-paced with tutor  
Duration: 6 hours over 3 weeks, open from 15 May - 1 June.  
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

#### French - Parlons de l'égalité des sexes (advanced) (LMS-3055)

Self-paced with tutor  
Duration: 6 hours over 6 weeks, open from 14 May - 22 June.  
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

#### French - Webinaire - Stratégies pour l'épreuve d'expression écrite de l'EAL (advanced) (LMS-2495)

WebEx  
Duration: 1 hour  
8 May - 9:00 am New York // 3:00 pm Geneva // 4:00 pm Nairobi // 8:00 pm Bangkok

#### French - Webinaire - Stratégies pour l'épreuve d'interaction orale de l'EAL (advanced) (LMS-2500)

WebEx  
Duration: 1 hour  
10 May: 9:00 am New York // 3:00 pm Geneva // 4:00 pm Nairobi // 8:00 pm Bangkok

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

Self-paced with tutor  
Duration: 6 hours over 3 weeks, open from 15 May - 1 June.  
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

#### Vocabulario Gramatica A1: Gustos y tiempo libre (LMS-1860)

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

#### Spanish vocabulario y gramatica A1: Rutine en Presente (LMS-1859)

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

#### French - Expressing likes and dislikes - Speaking (false beginners) - (LMS-2431)

Self-paced with tutor  
Duration: 8 hours over 4 weeks, open from 24 April - 1 June.  
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

#### French - Introducing oneself - Writing (beginners) - (LMS-2682)

Self-paced with tutor  
Duration: 10 hours over 6 weeks, open from 24 April - 1 June.  
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

#### French - Introducing oneself - Speaking (beginners) - (LMS-2683)

Self-paced with tutor  
Duration: 10 hours over 6 weeks, open from 24 April - 1 June.  
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

#### French - Préparer les épreuves de compréhension et de langue de l'EAL (French LPE) (LMS-1699)

Self-paced  
Duration: 16 hours, open from 12 March - 9 September.

#### French - Expressing likes and dislikes - Writing (A1) - (LMS-2430)

Self-paced with tutor  
Duration: 8 hours over 4 weeks, open from 24 April - 1 June.  
Weekly individual tutoring (max. 15 min, via skype, telephone or in person) upon request and appointment.

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

## Join the Pre-retirement Seminar!

The goal of the Pre-retirement Programme is to provide assistance to staff members as they transition into retirement by providing separation-related information. The Pre-retirement seminar will inform staff about the steps they need to take and provide them with the opportunity to ask questions. The topics being discussed include pensions, after service health insurance (ASHI), HR procedures, taxation and other support available. If you want to register for the Pre-retirement Seminar, go to Inspira and search for: LMS-1538-16.

The seminar will be held on Wednesday 23 May and Thursday 24 May (half-days) in Conference Room 4 at UNHQ and will be available via UN Webcast. Staff members nearing retirement are invited and encouraged to attend. The event will also be open to those interested in retirement (given space availability).

#### Wednesday 23 May and Thursday 24 May

New York 09:00 am - 1:00 pm (half-days) // Geneva 3:00 pm - 7:00 pm // Nairobi 4:00 pm - 9:00 pm // Bangkok 6:00 pm - 10:00 pm  
Conference Room 4 or via [UN Webcast](#).

## Performance Management Fundamentals

Useful resources to help you finalize your 2017-2018 ePerformance cycle and create the new one for next year:

#### Understanding the UN's performance management cycle:

- Check out this new [2-minute video](#) developed by the HR team at ESCAP.
- While ongoing dialogue and feedback are critical throughout the cycle, [learn more](#) about preparing for a productive end-of-cycle evaluation meeting and the guiding principles behind the different ratings.

#### Setting challenging performance goals:

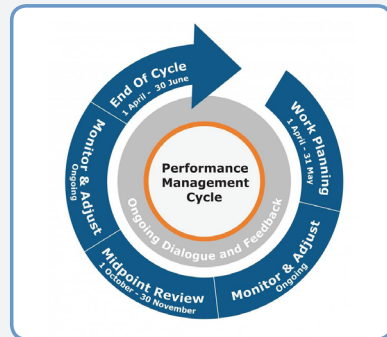
- Reflect on the importance of your role by ensuring your goals are [SMART](#).

#### Personal Development Plan:

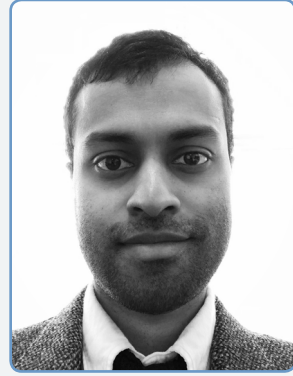
- Based on the feedback you have received in your ePerformance at the end of the cycle, take the time to reflect on what learning opportunities you would like to choose and how you would like to create your own [personal development plan](#).

#### Changes to your ePerformance document:

- Since 1 April 2018, staff have been able to start workplans for the 2018-19 cycle. You will see some [changes](#) in your document.



## Shining light on excellent client service



This month, our spotlight shines on **Amal Abeysena** who works in the Executive Office in the Department of Management at UNHQ:

"I recently had to deal with my husband's work permit renewal. Only those who have gone through it know that it is not exactly easy. It requires energy, time and effort. There is also something quite unique to it: it has an important economic and emotional dimension that should not be taken lightly...we all want our spouses to feel work-wise fulfilled! Mr. Amal Abeysena's job in this regard is just outstanding. It is impressive how extremely helpful and efficient he is. He understands how delicate, important and time sensitive this process is, and he focuses on solving every single issue you might have in a timely fashion and with a smile! He went out of his way to help us, and I am totally amazed by his professionalism and his client orientation skills. He has this rare ability to make difficult things look easy! It is such a pleasure to work with wonderful, committed people like him. Thank you, Amal!!"

Do you have any more examples of great client service orientation? Send them to [learning@un.org](mailto:learning@un.org). We will be sharing more examples in the coming issues of the newsletter and look forward to getting yours.

## UN Vienna's commitment to creating a more inclusive work environment

"Opportunities like this reinforce why I wanted to join the UN!" exclaimed one staff member after completing the recent "UN for All" Training of Trainers course in the United Nations Office at Vienna (UNOV).



Hosted by UNOV/UNODC's Staff Development Unit and expertly led by facilitators from UN Cares, the objective of this interactive series was to reinforce human rights principles, address unconscious bias, and reinforce the power of language, ensuring respect and dignity for all UN staff members and their families. It provided a foundational understanding about human rights and inclusion in the UN context as well as a more comprehensive overview of challenges faced by LGBTI colleagues and Persons with Disabilities. It also covered best practices to make sure the UN workplace maximizes its diversity through inclusion. The workshops incorporated personal stories from UN staff members and oriented learners towards action, encouraging them to take their renewed commitment to diversity and inclusion into their individual workplaces.

Congratulations to the facilitators whom successfully completed the course and now stand ready to deliver these workshops, and to the UNOV/UNODC Human Resources Management Service (HRMS) team for acknowledging the importance of working together to create a UN workplace for all.

To learn more about this initiative in Vienna, please contact: [unov-unodc.staffdevelopment@un.org](mailto:unov-unodc.staffdevelopment@un.org)

To find out more about Dignity and Inclusion in the United Nations workplace, you can visit the [UN for All](#) website where you can find [resources on policies and inclusive language](#).

## 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.

