



MAY 2017

UN Secretariat Global Learning & Career Support Programmes

Time to set objectives!

It's that time of the year again - the 2016-17 performance management cycle ended on 31 March 2017. While the end-of-cycle evaluations are completed, it is also time to start preparing the work plan and setting targets for the upcoming 2017-18 cycle. Establishing a work plan at the start of the performance cycle is critical, as it is the foundation for the results that you expect to achieve. Encourage your supervisees to collaborate on this process as it will help ensure commitment to carrying out the plan's goals. The work planning process is also the time to discuss individual development goals for your supervisees. Please see the [Performance Management Site](#) in the HR Portal for more information and resources and the Policy on [Performance Management and Development System](#).



Lynda.com video of the month: Setting Team and Employee Goals

Mike Figliuolo, managing director of thought LEADERS and former McKinsey consultant, helps you set employee goals that are SMART: specific, measurable, achievable, relevant, and time-bound. Using the SMART framework, he shows you how to develop goals that are achievable and appropriate to your staff roles.

Duration: 1 h 9 min

For more information on Lynda.com at the UN, visit: hr.un.org/lynda



GLOBAL OPPORTUNITIES FOR LEARNING AND CAREER SUPPORT IN MAY

English Guided Self-Study via WebEx (LMS-2432)

Duration: 1.5 hours (30 - minute sessions)
Wednesday, 3 May - Thursday, 15 June
Wednesday, 3, 17 and 31 May, 7:30-8 am (New York time)

Social Media and the United Nations via WebEx (LMS-1986)

Duration: 4 hours (2 hour sessions)
Tuesday, 2 May and Thursday, 22 June, 8-10 am (New York time)

English Proficiency Exam Study Strategies webinar (LMS-2277)

Duration: 2 hours (2 hour sessions)
Monday, 8 May, 6-8 am (New York time) **LMS-2277-4** or
Friday, 26 May, 9-11 am (New York time) **LMS-2277-5**

WebEx Practice Sessions (LMS-2434)

Duration 24 hours (1.5 hour sessions)
Tuesday, 18 April - Wednesday, 7 June
Tuesday, 9:30-11 am (New York time) and
Wednesday, 6-7:30 am (New York time)

English Writing Clinic (LMS-2499)

Individual coaching / self paced
Duration: 4 hour self pace plus (three 20 minute sessions)
Monday, 8 May - Friday, 30 June

LPE Online: Comprensión Oral Y Vocabulario (LMS-1963)

Tutor support / Self paced
Duration: 8 hours
Tuesday, 30 May - Friday, 7 July

NEW!!! Hablemos de igualdad de género (LMS-2266)

Duration: 8 hours
Tuesday, 30 May - Tuesday, 20 June

NEW!!! Redacción Eficaz: Creación De Textos (LMS-2478)

Created for native or highly proficient speakers (C1/C2) of Spanish who are tasked with drafting or revising written materials for publication.
Duration: 18 hours
Tuesday, 30 May - Friday, 7 July
Friday 8-9:30 am (New York time)

NEW!!! Préparer l'épreuve d'expression écrite de l'EAL de français - French LPE (LMS-2493)

Self paced with tutor
Duration: 5 to 8 hours
Monday, 8 May – Friday, 26 May
or Monday, 29 May – Friday, 16 June

NEW!!! Préparer l'épreuve d'interaction orale de l'EAL de français - French LPE (LMS-2494)

Self paced with tutor
Duration: 4 to 6 hours
Monday, 8 May – Friday, 26 May
or Monday, 29 May – Friday, 16 June

NEW!!! Format et exigences de l'épreuve d'expression écrite de l'EAL - French LPE (LMS-2495)

Webinar
Duration: 1 hour
Friday, 12 May, 10-11 am (New York time)

NEW!!! Format et exigences de l'épreuve d'interaction orale de l'EAL – French LPE (LMS-2500)

Webinar
Duration: 1 hour
Friday, 26 May, 10-11 am (New York time)

Expressing likes and dislikes - writing - beginner (LMS-2430)

Self paced with tutor
Duration: 10 hours
Monday, 29 May – Friday, 7 July

Expressing likes and dislikes - speaking- beginner (LMS-2431)

Self paced with tutor
Duration: 10 hours
Monday, 29 May – Friday, 7 July

Préparation à l'Examen d'Aptitudes Linguistiques: activités de réception, grammaire et vocabulaire – French LPE (LMS-1699)

Self-paced without tutor
Duration: 16 hours

Préparer l'entretien sur compétences (CBI) – language aspects (LMS-2429)

Self paced without tutor
Duration: 1 hour

NEW!!! Mobile online learning

New online curricula available on mobile devices for Global Diversity, Conflict Resolution, Collaborative Negotiation and Project Management.
Learn more [here](#)

Managed Mobility Overview (LMS-2191)

Duration: 1 hour
Wednesday, 3 May, 9:30-10:30 am (New York time)

For the full list of courses available globally for each language, click on the languages below and see the list of courses under "Online Courses":

[ARABIC](#) • [CHINESE](#) • [ENGLISH](#) • [FRENCH](#) • [RUSSIAN](#) • [SPANISH](#)

Are you interested in taking the
Language Proficiency Examination (LPE) this year?
We can help you prepare!

Online learning opportunities on LPE preparation are available now! Learn about the format of the **UN LPE** and how to better prepare for it. Discuss study strategies and materials. Practice for the reading, listening and grammar-vocabulary sections with online activities and previous exams. This spring term LPE preparation courses are available in English, French, Russian and Spanish.

[MORE INFORMATION](#)

HOW TO REGISTER FOR COURSES ON INSPIRA

