



# NOVEMBER 2017

## UN Secretariat Global Learning & Career Support Programmes

### Have you made learning a priority for your career development?

It may be challenging to find time in our busy routines to attend formal learning programmes, but that's not all that there is. Where can you go to learn outside of the classroom? Glad you asked! There are lots of free online learning programmes out there (for example by [Harvard](#), [edX](#) or [Coursera](#)), but also there are countless other free resources to explore. Did you know that the UN Library provides free access to the [Proquest](#) database, where you can find contents of all kinds, including the [Harvard Business Review](#)?

There are also numerous resources available in the form of [podcasts](#), [blogs](#) and [video channels](#) that can help you learn and get inspired (for example [Ted Talks](#) available in multiple languages). Speaking of multilingualism, check out learning resources in the six UN languages [here](#) or the UN's [online language learning site](#).

What resources do you use? Let us know via [learning@un.org](mailto:learning@un.org)



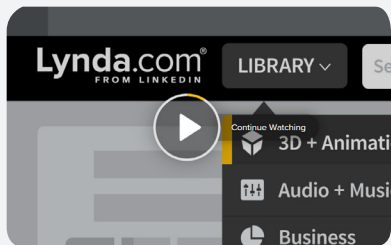
### More learning resources: Are you using Lynda to its fullest?

Whether you are already a regular [Lynda.com](#) user or you are new to this dynamic learning tool, this course will provide you with quick guides to navigate different Lynda.com interfaces and discover interface functionalities that will help you make your learning experience more meaningful and pleasant. Have you checked these Lynda features?

- Special library features such as bookmarks, playlists, notes, transcripts...
- Printing and sharing certificates of completion through platforms like Facebook, Twitter or adding them to your LinkedIn profile
- Using Lynda on the go, using our mobile apps and offline viewing capabilities

Lynda.com video of the month: [How to use Lynda.com](#)

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## GLOBAL OPPORTUNITIES FOR LEARNING AND CAREER SUPPORT IN NOVEMBER

### LANGUAGE SKILLS ONLINE PROGRAMMES

#### Vocabulario y Gramática A1: Gustos y tiempo libre (LMS-1860) Self-paced with tutor

Weekly individual tutoring (max. 15 min, via skype, telephone, in person) upon request and appointment  
Duration: 4 hrs over 4 weeks  
Available from 30 October to 24 November

#### Vocabulario y Gramática A2: pasados en historia y biografías (LMS-1964) Self-paced with tutor

Weekly individual tutoring (max. 15 min, via skype, telephone, in person) upon request and appointment  
Duration: 4 hrs over 4 weeks  
Available from 30 October to 24 November

#### Vocabulario y Gramática B1: Pasados en historia y biografías (LMS-2123) Self-paced with tutor

Weekly individual tutoring (max. 15 min, via skype, telephone, in person) upon request and appointment.  
Duration: 8 hours over 4 weeks  
Available from 30 October to 24 November

#### Vocabulario y Gramática B1: Aconsejar en presente de subjuntivo (LMS-2124) Self-paced with tutor

Weekly individual tutoring (max. 15 min, via skype, telephone, in person) upon request and appointment.  
Duration: 4 hours over 4 weeks  
Available from 30 October to 24 November

#### Vocabulario y Gramática A1: Rutina en presente (LMS-1859) Self-paced with tutor

Weekly individual tutoring (max. 15 min, via skype, telephone, in person) upon request and appointment.  
Duration: 4 hours over 4 weeks  
Available from 30 October to 24 November

### COMMUNICATION SKILLS AND GENERAL INTEREST PROGRAMMES

#### Client Services (LMS-1618)

##### WebEx

Duration: 6 hours over 2 three-hour sessions  
29 - 30 Nov 9:00 am (New York) // 3:00 pm (Geneva) // 9:00 pm (Bangkok)

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

Duration: 1.5 hrs  
Tuesday, 7 November  
4:30 am (New York) // 10:30 am (Geneva) // 4:30 pm (Bangkok)  
Tuesday, 7 November  
9:00 am (New York) // 3:00 pm (Geneva) // 9:00 pm (Bangkok)  
Wednesday, 8 November  
4:30 am (New York) // 10:30 am (Geneva) // 4:30 pm (Bangkok)  
Wednesday, 8 November  
9:00 am (New York) // 3:00 pm (Geneva) // 9:00 pm (Bangkok)

#### Summary Writing webinar (LMS-1845)

##### WebEx

Register by 22 November  
Duration: 2-hour webinar  
Friday, 24 November  
6:00 am (New York) // 12:00 pm (Geneva) // 6:00 pm (Bangkok)

ARABIC • CHINESE • ENGLISH • FRENCH • RUSSIAN • SPANISH

### Have you missed past Newsletters?

You can now view all the issues on the HR portal. Click [here](#) to access them



### Well-being @ the UN

Taking care of your health and well-being can help you overcome challenges and create the life you want, both professionally and personally. No one is immune from difficulties, and we could all use support from time to time in strengthening healthy habits, understanding ourselves and others better, and developing psychological strength and resilience.

The Staff Counsellor's Office supports staff in building resilience, understanding the most helpful ways to deal with crisis, coping with insomnia, practicing mindfulness meditation, and many other topics.

While a lot of this activity is organized locally, online training for Chief of Human Resources Officers in Missions have been piloted successfully in an online format. Counsellors from Missions and Offices Away from Headquarters will also be equipped to facilitate Global Resilience Training, thanks to a 'Train the Trainer' session planned in Brindisi for early December for counsellors throughout the UN system.

To learn more about what is available in your Duty Station, please contact [scolearn@un.org](mailto:scolearn@un.org).



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

For questions and more information, contact [learning@un.org](mailto:learning@un.org)