



SEPTEMBER 2017

UN Secretariat Global Learning & Career Support Programmes

Be ready for your mid-point review!

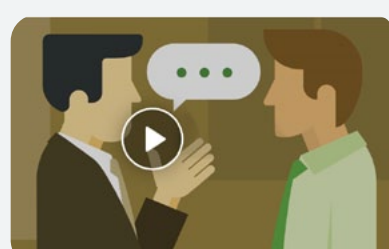
With the mid-point review around the corner, the ability to give and receive constructive feedback becomes especially relevant. Whether you are giving feedback to your direct reports or to your supervisor, being prepared will make the conversation easier for you and your counterpart. To support you with this, we've put together some learning resources you might find useful: check out this month's Lynda.com video of the month on giving feedback or explore [Communicating with Empathy](#), [Having Difficult Conversations](#), [Communicating with your supervisor](#) and many more.



Reach out to your local HR staff for more details on learning options related to giving and receiving feedback available in your Duty Station.

Lynda.com video of the month: Delivering employee feedback

In this course, author Todd Dewett helps you identify ways to give both positive and negative feedback to employees. Learn how to create a culture driven by meaningful feedback and deliver coaching and suggestions to help employees stretch and grow. Discover the characteristics of helpful feedback, different feedback types, structured conversations, and strategies to refocus difficult employee reactions.



Duration: 1h 7m

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

ANNOUNCEMENT – ECA CATALOGUE OF LEARNING & DEVELOPMENT INITIATIVES

Are you working in an African Duty Station and would like to learn about the learning and development opportunities? You are in luck! As the United Nations Economic Commission for Africa (ECA) positions itself as a Centre of Excellence for learning for UN entities in Africa, you can now access the ECA Catalogue of Learning and Development Initiatives 2017-18, which shows a list of training programmes planned for the performance cycle 2017-18.

For more details please visit the [2017 calendar](#) or on [it's Annex 4](#) and [Annex 5](#)



GLOBAL OPPORTUNITIES FOR LEARNING AND CAREER SUPPORT IN SEPTEMBER

MANAGEMENT RELATED PROGRAMMES

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

WebEx

Duration: 1.5 hours
Wednesday, 6 September 2017
4:30 am (New York) // 10:30 am (Geneva) // 3:30 pm (Bangkok)
Wednesday, 6 September 2017
9 am (New York) // 3 pm (Geneva) // 8 pm (Bangkok)
Tuesday, 5 September 2017
4:30 am (New York) // 10:30 am (Geneva) // 3:30 pm (Bangkok)
Tuesday, 5 September 2017
8 am (New York) // 2 pm (Geneva) // 7 pm (Bangkok)
Sessions recording via Webex

LANGUAGE SKILLS ONLINE PROGRAMMES

Vocabulario y Gramática A1: Gustos y tiempo libre (LMS-1860-12)

Self-paced with tutor

Duration: 4 hours (Daily monitoring and feedback. Weekly individual tutoring - max 15 min, via Skype, telephone, in person upon request and appointment.)
Monday, 25 September to Friday, 20 October 2017

Vocabulario y Gramática A1: Rutina En Presente (LMS-1859)

Self-paced with tutor support

Duration: 4 hours (Daily monitoring and feedback. Weekly individual tutoring - max 15 min, via Skype, telephone, in person upon request and appointment.)
Monday, 25 September to Friday, 20 October 2017

Vocabulario y Gramática A2: Ser y estar (LMS-1964)

Self-paced with tutor support

Duration: 4 hours (Daily monitoring and feedback. Weekly individual tutoring - max 15 min, via Skype, telephone, in person upon request and appointment.)
Monday, 25 September to Friday, 20 October 2017

Vocabulario y Gramática A2: Pasados en historia y biografías (LMS-2123)

Self-paced with tutor support

Duration: 8 hours (Daily monitoring and feedback. Weekly individual tutoring - max 15 min, via Skype, telephone, in person upon request and appointment.)
Monday, 25 September to Friday, 20 October 2017

Vocabulario y Gramática B1: Aconsejar en presente de subjuntivo (LMS-2124)

Self-paced with tutor support

Duration: 4 hours (Daily monitoring and feedback. Weekly individual tutoring - max 15 min, via Skype, telephone, in person upon request and appointment.)
Monday, 25 September to Friday, 20 October 2017

Basic Chinese Grammar (LMS-2733-2)

WebEx

Duration: 1 hour sessions per week (9 weeks)
Friday, 29 September to Friday, 1 December 2017
8:30 am (New York) // 2:30 pm (Geneva) // 7:30 pm (Bangkok)

Actualidad y Noticias: Tertulia (LMS-2670-1)

WebEx

Duration: 1.5 hour sessions per week (5 weeks)
Friday, 15 September to Friday, 20 October 2017
8 am (New York) // 2 pm (Geneva) // 7 pm (Bangkok)

Novelas en español: El beso de la mujer araña (LMS-2672-1)

Self-paced with tutor

Duration: 25 hours (tutor available on demand)
Monday, 11 September to Friday, 17 November 2017

Russian Verbs of Motion I (LMS-2750)

WebEx

Duration: 1.5 hour sessions per week (12 weeks)
Monday, 11 September to Monday, 4 December 2017
8:30 am (New York) // 2:30 pm (Geneva) // 7:30 pm (Bangkok)

Russian Vocabulary Builder (LMS-2752)

WebEx

Duration: 1.5 hour sessions per week (6 weeks)
Thursday, 14 September to Thursday, 26 October 2017
8:30 am (New York) // 2:30 pm (Geneva) // 7:30 pm (Bangkok)

English Guided Self Study (LMS-2740-1)

Self-paced with tutor, WebEx

Duration: 12-18 hours of study over 6 weeks (2-3 hours of homework work per week) Two 30-minute lessons, (individual tutoring - max three 15 min, sessions via Skype or WebEx, by appointment.)
Monday, 18 September to Friday, 10 November 2017
6:30 am (New York) // 12:30 pm (Geneva) // 5:30 pm (Bangkok)

Register by 12 September to develop your language or communication skills in any of the six official UN languages. We offer many courses online – for beginners to advanced, as well as work-related communication skills courses that native speakers could also benefit from. For example: **Arabic Regular courses, levels 1-4** • **Basic Chinese Grammar** • **Exploring the United Nations via WebEx; Social Media and the United Nations** • **Likes and Dislikes** • **Russian Verbs of Motion; and Russian Vocabulary Builder** • **Redacción Eficaz: Cohesión de textos; and Hablemos de igualdad de género.**

ARABIC • CHINESE • ENGLISH • FRENCH • RUSSIAN • SPANISH

2018 sabbatical leave programme is now open for applications!

Have you ever thought about taking a break from work to focus on a research or a study project and hone your expertise in your field? If so, you may want to consider applying for the 2018 sabbatical leave programme.

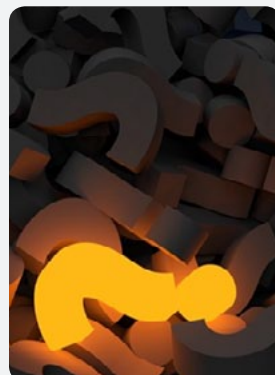
The programme is open to staff who have at least five years of service with the Secretariat under a fixed term, continuing or permanent contract. **The call for applications** is open until 25 October 2017, so don't miss your chance!

For more information, please visit the [Sabbatical Leave Programme site](#) and the [latest iSeek article](#).



We want to hear from you!

We've had 10 issues of this newsletter so far and want to improve it. Now it's your turn. We'd like to hear from you: what would you like to see more of? Is there anything you'd like to see less of? Please fill out a quick survey to let us know and help us address your needs better! [Survey in English here](#)



Some extra support for the Mid-point reviews:

- Want to feel more confident about giving performance feedback to your supervisees or supervisors?
- Do you need support to prepare for a difficult conversation?
- Need advice on how to interact with your supervisor, your team or your supervisees?

If you answered yes to any of these questions, consider booking a session with a trained career coach. Take advantage of this unique opportunity to improve your abilities and get some helpful tips and pointers on giving and receiving performance feedback.

Please email uncareercoaching@gmail.com to schedule an appointment and request a "general coaching" session.

Click [here](#) for more information.

SEE GUIDES ON HOW TO REGISTER FOR COURSES ON INSPIRA

[CLICK HERE](#)