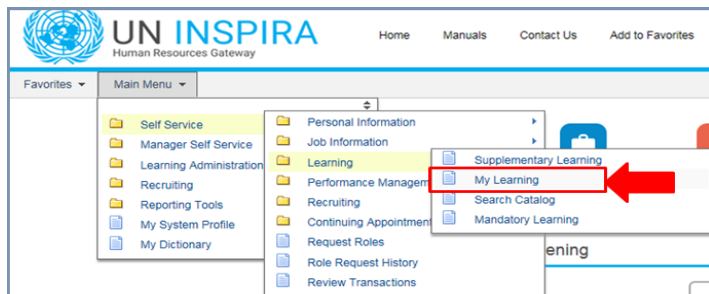


How to register— UN Staff members

IMPORTANT: The following instructions are for UN Staff Members only. If you are not a UN staff member, please see the registration instructions in our site hr.un.org/language-programmes-unhq.

1. Log into INSPIRA <https://inspira.un.org>
2. Click **Main Menu** (below the UN logo) **Learning—Self-Service—My Learning**.



3. Now you can search the catalog by typing in the box **the first 4 digits of the course LMS Code** (available in the course schedule), or **the course name** or **placement** (for placement tests), and then click **Search**.

4. Click **Enroll** on the right of the course (or placement test) you want.

Activity Options for Russian - Level 1				
Activity Code	Location	Type	Start Date	
LMS-1132-18	United States, New York	Live Classroom Instruction	18/04/2016	View Details Enroll

5. Upload the PDF documents requested (copy of your UN pass, letter from supervisor, etc.).

6. Check the **box** and click **Submit Enrolment**. Your application will be revised before your enrolment is confirmed (you should receive a confirmation e-mail later on).

Spanish

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

learning@un.org

Who can take a language course?

UN staff, delegates of Permanent Missions and Observer States, staff members of UNDP, UNICEF, UNFPA and UNOPS in New York and retired staff members. For free or for a fee. Eligibility: <https://hr.un.org/page/eligibility>

When and how can I register?

Online **placement tests**: Anytime

Regular face-to-face Courses:

From 25 November - 25 December 2018

Online Courses: From 25 November. Most online courses allow registration until one week before the course end

Specialized Courses: From 25 November until two weeks prior to course start

How can I get registration help?

Visit one of our Registration **Help Clinics**:

Tuesdays 4 & 11 and Wednesdays 5, 12 & 26 December (1.00-3.00pm).

Thursday 27 December (1.00-3.00pm).

Where? Learning Center. Computer Room B

Do I need to take a placement test?

No, if you are a beginner (A1).

Just register!

Yes, if you're a new student OR if you did not take courses with us for the past two terms.

LMS-2630-3 Spanish Placement Test

When do courses begin?

7-8 January 2019: All 12 week courses, Some 6 week courses, Some online courses,

February: Some online courses,

More questions?

hr.un.org/language-programmes-unhq

Write to learning@un.org

NYHQ Regular Courses (from 7/8 January to 27/28 March 2019)

Face-to-face courses from beginner (Level 1) to advanced levels (Level 9). 12 weeks, 2 weekly sessions.

COURSE	SCHEDULE OPTIONS		CEFR	INSPIRA CODE	Room
REGULAR 1	Tue/Thu	8:15-9:45am	A1	LMS-2621-18	17
		12:00-1:30pm		LMS-2621-19	17
		1:30-3:00pm		LMS-2621-20	17
REGULAR 2	Mon/Wed	5:30-7:00pm	A1-A2	LMS-2622-17	7
	Tue/Thu	12:00-1:30pm		LMS-2622-18	17
REGULAR 3	Tue/Thu	8:15-9:45am	A2	LMS-2623-13	7
	Mon/Wed	12:00-1:30pm		LMS-2623-14	7
REGULAR 4	Tue/Thu	5:30-7:00pm	A2	LMS-2624-10	7
	Mon/Wed	12:00-1:30pm		LMS-2624-11	4
REGULAR 5	Mon/Wed	12:00-1:30pm	B1	LMS-2625-7	17
REGULAR 6	Tue/Thu	1:30-3:00pm		LMS-2626-5	7
REGULAR 7	Mon/Wed	1:30-3:00pm		LMS-2627-5	7
REGULAR 8	Tue/Thu	12:00-1:30pm	B1-B2	LMS-2628-5	20
REGULAR 9	Mon/Wed	12:00-1:30pm		LMS-2629-5	20

Self paced Online Courses (starting 14 January and 25 February 2019)

Available to **UN Secretariat staff members at all duty stations**. Self-paced learning activities **with a tutor**.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE
Gustos y tiempo libre. UN Level I	4-hour. Express likes, interests, make suggestions.	5 weeks Group and individual support.	A1	LMS-1860-18
Rutina en presente. UN Level I	4-hour. Talk about your daily routine in the present.		A1	LMS-1859-20
Ser y estar. UN Level I	4-hour. Use the verbs ser and estar correctly.	5 weeks Group and individual support.	A2	LMS-1964-17
Pasados en historia y biografías. UN Level I	8-hour. Use verb tenses (<i>indefinido / imperfecto</i>) in history or biographies.		A2	LMS-2123-16
Aconsejar en presente de subjuntivo. UN Level II	4-hour. Use the subjunctive to give advice.		B1	LMS-2124-14

Resources:

[Gender-inclusive Language Guidelines](#)
[Language Learning Resources](#)

NYHQ Specialized Face-to-face Courses (from 7/8 January to 27/28 March 2019)

Face-to-face courses aimed at developing specific, cultural or professional needs. 1 weekly session.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	ROOM
Hablemos de desarrollo sostenible (Intermedio)	Develop your fluency and expand your vocabulary by discussing breaking news, related to the SDGs, as they happen	12 sessions 11 January-29 March Fri 12:00-1:30pm	B1	LMS-3187-2	17
Hablemos de desarrollo sostenible (Avanzado)	Increase your fluency and enrich your vocabulary by discussing breaking news, related to the SDGs, as	12 sessions 11 January-29 March Fri 12:00-	B2-C1	LMS-2701-5	7
Club literario: reading to develop pluricultural competence	Read and discuss selected literary texts by famous Hispanic writers	12 sessions 8 January-26 March Tues 5:30-7:00pm	B2-C1	LMS-2694-5	20

Specialized Online Courses (starting through January– March)

Available to **UN Secretariat staff members at all duty stations**. Self-paced learning activities **with a tutor**.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE
Hablemos de igualdad de género	8-hour. Reinforce your communicative competence about gender equality	28 January–8 March	B1-B2	LMS-2266-10
New! Como usar el español de forma inclusiva en cuanto al género	4-hour. Learn how to use the new Gender Inclusive Language guidelines in Spanish	11-21 March	B1-C1	LMS-3374-2
Redacción Eficaz: Creación de textos	18-hour. Get familiar with useful strategies and resources to improve your written text/written texts, including life online sessions.	5 sessions 11 February–22 March	C1-C2	LMS-2478-3

Online Micro Learning Activities (starting through January to March 2019)

Available to **UN Secretariat staff members at all duty stations**. Self-paced learning activities **without a tutor**.

Cómo usar el gerundio en español	2-hour. Learn how to use the -ing form in Spanish	7–31 January	B2	LMS-3034-3
Cómo poner acentos en español	3-hour. Learn the use of Spanish accents	4–28 February	B1-B2	LMS-3035-3
Introducción a la terminología económica	1-hour. Learn how to use the -ing form in Spanish	4-29 March	B2	LMS-3036-2