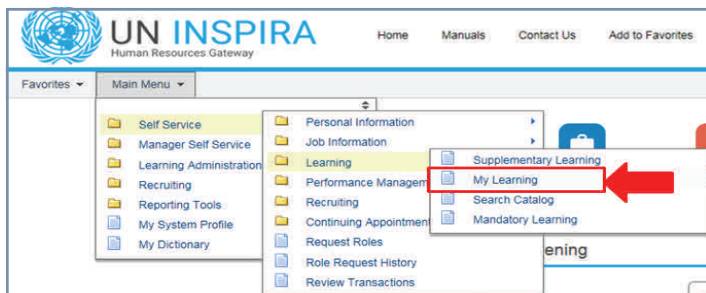


How to register— UN Staff members

IMPORTANT: Not a UN staff member? To see the instructions for your profile, visit our site

<http://tinyurl.com/guide-externals>. The following instructions are for UN Staff Members only.

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



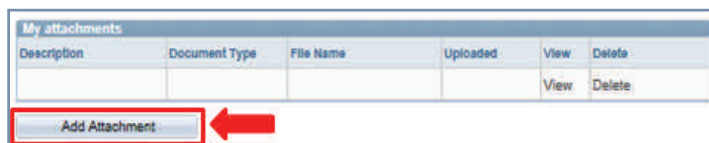
3. Now you can search the catalog by typing in the box **the first 4 digits of the course LMS Code** (available in the course schedule), or **the course name** or **placement** (for placement tests), and then click **Search**.



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

Activity 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).

By checking this box I certify that: and that submission of my registration does NOT guarantee my enrolment in the activity; failure to attach required documents, to meet eligibility criteria or to provide more information when requested will result in my registration being delayed or rejected.

- I have read and understood the rules and policies of the Language and Communications Programme at Headquarters as listed in the last information circular available at http://www.un.org/Depts/ODHRM/sds/lcp/UN_LCP/english/circular.html.
- I confirm that statements made by me to the above questions are true, complete and correct to the best of my knowledge and belief.
- I understand that any misrepresentation or material omission made on this form or other document requested by the Organization may result in the rejection of my registration.

French

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

Mr. Pascal Schaller

French Programme Coordinator
schaller@un.org

General Questions: learning@un.org

Learn about our Programme

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. Check full list of who can take courses—for free or for a fee:

<http://tiny.cc/eligibility>

When and how can I register?

Placement tests: From 6 November 2017

Courses: 28 November - 28 December or until two weeks before the first lesson of a course.

Register via inspira.un.org (See back)

What time do classes take place?

Classes are usually offered before work, at lunch time, or after work.

How can I get registration help?

Visit one of our Registration Help Clinics in **Computer Room B** in the UN Learning Centre:

Tuesdays & Thursdays,

28 November—28 December: 1-3pm

Do I need to take a placement test?

No, if you are a beginner. Just register right away for level 1. Or, if you're a native speaker or a high-level learner with 'proof' your proficiency (e.g. test score, diploma) write a comment and 'add attachment' (if relevant) with each registration.

Yes, if you are a new student OR if you did not take courses with us for the past two terms. For French, register in Inspira to get the link to take the 100& ONLINE FRENCH PLACEMENT TEST:

TEST TYPE	DATE /TIME	INSPIRA
Online Test	All Year Round	LMS-2620

More questions? Visit us at

<https://hr.un.org/language-programmes-unhq>

Register for your course early.

Please register early, from 28 November. Seats are given on a first-come first-served basis. You will receive a confirmation as soon as it is processed.

Face-to-face regular Courses (A1 to B1)

Our courses are structured from beginner (level 1) to intermediate (level 9).

Our Winter term will start on Monday 8 January and end on Friday 30 March 2018.

COURSE	SCHEDULE OPTIONS		INSPIRA CODE
REGULAR 1 (A1.1)	Mon / Wed	08:15 - 9:45 am	LMS-2611- 6
		12:00 - 1:30 pm	LMS-2611- 7
	Tue/ Thu	12:00 - 1:30 pm	LMS-2611- 8
		1:30 - 3:00 pm	LMS-2611- 9
		5:30 - 7:00 pm	LMS-2611- 10
REGULAR 2 (A1.2)	Mon / Wed	12:00 - 1:30 pm	LMS-2612- 6
		8:15 - 9:45 am	LMS-2612- 7
	Tue / Thu	12:00 - 1:30 pm	LMS-2612- 8
		1:30 - 3:00 pm	LMS-2612- 9
		5:30 - 7:00 pm	LMS-2612- 10
REGULAR 3 (A2.1)	Mon/Thu *	1:30 - 2:30 pm	LMS-2613- 6
	Mon/Wed	5:30 - 7:00 pm	LMS-2613- 7
	Tue / Thu	8:15 - 9:45 am	LMS-2613- 8
		12:00 - 1:30 pm	LMS-2613- 9
	REGULAR 4 (A2.2)	Mon / Wed	12:00 - 1:30 pm
8:15 - 9:45 am			LMS-2614- 6
Tue / Thu		12:00 - 1:30 pm	LMS-2614- 7
		1:30 - 3:00 pm	LMS-2614- 8
REGULAR 5 (A2.3)	Mon / Wed	12:00 - 1:30 pm	LMS-2615- 4
	Tue / Thu	8:15 - 9:45 am	LMS-2615- 5
		1:30 - 3:00 pm	LMS-2615- 6
REGULAR 6 (B1.1)	Mon / Wed	5:30 - 7:00 pm	LMS-2615- 7
		12:00 - 1:30 pm	LMS-2616- 4
	Tue / Thu	8:15 - 9:45 am	LMS-2616- 5
		5:30 - 7:00 pm	LMS-2616- 6
		12:00 - 1:30 pm	LMS-2617- 4
REGULAR 7 (B1.2)	Mon / Wed	1:30 - 3:00 pm	LMS-2617- 5
		12:00 - 1:30 pm	LMS-2617- 6
	Tue / Thu	12:00 - 1:30 pm	LMS-2617- 6

*: Participants will attend two in-person one-hour classes per week. The third weekly classroom hour is replaced by additional homework online.

Face-to-face regular Courses (A1 to B1) continued

COURSE	SCHEDULE OPTIONS		INSPIRA CODE
REGULAR 8 (B1.3)	Mon / Wed	1:30 - 3:00 pm	LMS-2618- 4
		5:30 - 7:00 pm	LMS-2618- 5
	Tue / Thu	12:00 - 1:30 pm	LMS-2618- 6
REGULAR 9 (B1.4)	Mon / Wed	1:30 - 3:00 pm	LMS-2619- 3
		5:30 - 7:00 pm	LMS-2619- 4
	Tue / Thu	12:00 - 1:30 pm	LMS-2619- 5

Cours de spécialité en face-à-face (B2)

Nous proposons des cours de spécialité à un niveau intermédiaire avancé afin d'aider les fonction-

COURS	DESCRIPTION	JOUR-HEURE	PREREQUIS	CODE INSPIRA
Ecrire un rapport de sécurité civile	Cours de 6 semaines Début le lundi 8 janvier	Lun / Mer 12:00 - 13:30	9	LMS-2950-1
Action cinéma (Oral)	Cours de 12 semaines Début le mercredi 10 janvier	Mer 17:30 - 19:30	9	LMS-2729-2
Entretiens professionnels (Oral)	Cours de 6 semaines Début le lundi 19 février	Lun / Mer 12:00 - 13:30	9	LMS-2951-1
Écrire un rapport humanitaire	Cours de 6 semaines Début le mardi 6 février	Mar / Jeu 13:30 - 15:00	9	LMS-2732- 2

Online specialized Courses (A1) / Cours de spécialité à distance (B2)

We offer online courses to address the Global secretariat with an offer that fits basic learners (beginners and false beginners) as well as independent and proficient users.

L'accès aux formations en ligne non-tutorées B2 est automatique après inscription: il est déjà ouvert !

COURSE/COURS	DESCRIPTION	INFO	SKILL	INSPIRA CODE
Likes and dislikes (A1)	6-week self-paced course	Assessment in week 6	Writing	LMS-2430
			Speaking	LMS-2431
Introducing oneself (A1)	6-week self-paced course with tutor	Assessment in week 6	Writing	LMS-2682
			Speaking	LMS-2683
Préparation à l'EAL de français (B2)	Formation en autonomie non-tutorée	Activités et anciens sujets	Compréhension, grammaire, vocabulaire	LMS-2429-4