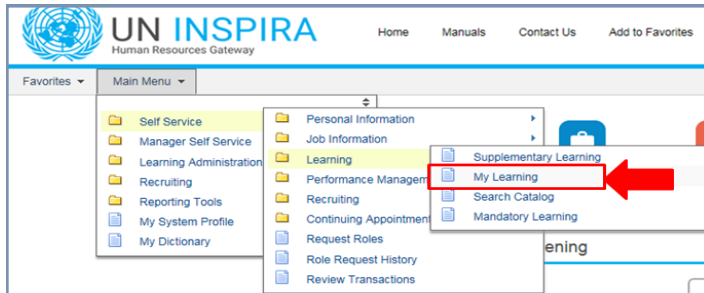


How to register— UN Staff members

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**.

Search Learning Catalog

Select Search Category: All

Search the Catalog: 1132

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.).

Description	Document Type	File Name	Uploaded	View	Delete
				View	Delete

Add Attachment

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:
- 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/OHRM/sds/lcp/UNLCP/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.

Save **Submit Enrollment**

Spanish

Language & Communication Skills



United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

Mr. Fernando López Murcia

Spanish Programme Coordinator

fernando.lopezmurcia@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: <http://tiny.cc/eligibility>

When and how can I register?

Online placement tests:

From 6 Nov, 2017

Regular face-to-face Courses:

From 28 November to 28 December

Online Courses:

From 28 November. Most online courses allow registration until one week before the course end

Specialized Courses:

From 28 November

How can I get registration help?

Visit one of our Registration Help Clinics:

Every Tuesdays and Thursdays, from 1-3pm

From 28 November to 28 December

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-2630-1 Spanish Placement Test

When do courses begin?

08-09 January 2018: All 12 week courses,
Some 6 week courses,
Some online courses,

Mid February: Some online courses,
Some 6 week courses.

What time do classes take place?

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

More questions?

hr.un.org/language-programmes-unhq

Regular Courses (from 8/9 January to 28/29 March 2018)

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

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

Self paced Online Courses (starting January and February 2018)

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

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	SECTION
Vocabulario y Gramática A1: Gustos y tiempo libre	4-hour. Express likes, interests, make suggestions.	4 weeks self-paced courses with a tutor. Group and individual support.	A1	LMS-1860	14
Vocabulario y Gramática A1: Rutina en presente	4-hour. Talk about your daily routine in the present.		A1	LMS-1859	15
Vocabulario y Gramática A2: Ser y estar	4-hour. Use the verbs <i>ser</i> and <i>estar</i> correctly.	15 Jan- 16 Feb	A2	LMS-1964	13 14
Vocabulario y Gramática A2: Pasados en historia y biografías	8-hour. Use verb tenses (<i>indefinido / imperfecto</i>) in history or biographies.	or 26 Feb- 30 Mar	A2	LMS-2123	12 13
Vocabulario y Gramática B1: Aconsejar en presente de subjuntivo	4-hour. Use the subjunctive to give advice.		B1	LMS-2124	11

Specialized Face-to-face Courses (starting on 8-12 Jan or on 16- 23 Feb 2018)

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

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	SEC.
Revisión Oral: Inicial	Review contents of regular courses (R2-R4), develop interaction skills and fluency.	6 sessions 09 Jan-27 March 20 Feb-27 Mar Tues 5.30-7.00pm	A2	LMS-2697	2 3
Revisión Oral: Intermedio	Review contents of regular courses (R5-R7), develop interaction skills and fluency.	6/5 sessions 12Jan-16 Feb 23 Feb-23 Mar Fri 12:00-1:30pm	B1	LMS-2698	2 3
New! Revisión gramatical: Inicial	Review contents of regular courses, review main grammatical points.	6 sessions 08 Jan-12 Feb 19 Feb-26 Mar Fri 1:30-3:00pm	A2	LMS-2666	2 3
New! Actualidad y Noticias: Tertulia Intermedio	Develop your fluency and expand your vocabulary by discussing breaking news as they happen	12 sessions 8 Jan-26 Mar Wed 13:30-3:00pm or Mon 5.30-7.00	B1	LMS-2952	1 2
Actualidad y Noticias: Tertulia Avanzado	Increase your fluency and enrich your vocabulary by discussing breaking news as they happen	11 sessions 12 Jan-23 Mar Fri 12:00-1:30pm	B2-C1	LMS-2701	2
Serie en español: La niña (Colombia)	Learn Spanish language and culture from tv series	12 sessions 10 Jan-28 Mar Wed 1:30-3:00 pm	B1-B2	LMS-2669	2
Temas contemporáneos	Improve your oral skills by discussing contemporary topics covered in the media.	6 sessions 16 Feb -23 Mar Fri 12:00-1:30pm	B2-C1	LMS-2700	2
Club literario	Read and discuss selected literary texts by famous Hispanic writers.	12 sessions 8 Jan-26 Mar Mon 5:30 - 7:00pm	B2-C1	LMS-2694	2

Specialized Online Courses (starting January and February 2018)

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

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	SEC
Hablemos de igualdad de genero	8-hour. Reinforce your communicative competence about gender equality	22 Jan- 09 Mar	B1/B2	LMS-2266	7
New! Novelas en español: El beso de la mujer araña	Read a novel in Spanish with the aim to understand literary texts	15 Jan- 16 Mar	B2-C1	LMS-2672	2
Redacción Eficaz: Cohesión de ideas	18-hour. Get familiar with useful strategies and resources to improve your written texts. Via Webex	6 sessions 15 Jan- 23 Feb	C1-C2	LMS-2671	2
New! Redacción Eficaz: Claridad y precisión	18-hour. Get familiar with useful strategies and resources to improve your written texts. Via Webex	6 sessions 26 Feb- 6 Apr	C1-C2	LMS-2963	1