



Language and Communication Skills Learning at UNHQ

Take the opportunity to

- **Support multilingualism** – essential for the most effective delivery of UN mandates - by developing your proficiency in all six United Nations languages.
- **Communicate effectively and efficiently for your daily work and career development** by developing your communication skills – both writing and speaking.

How to begin

1) Find out if you can take UN courses – free or for a fee. Find all details here: hr.un.org/page/eligibility	Eligible – for free	Eligible – for a fee	Not eligible
	<ul style="list-style-type: none"> - UN Secretariat Staff, UNICEF, UN Women*, UNFPA, UNOPS, UNDP* - Delegates to the UN (red D on pass) & many more 	<ul style="list-style-type: none"> - Staff of UNHQ Permanent Missions (white D on pass) - Spouses of Secretariat staff and Missions & many more 	<ul style="list-style-type: none"> - Consultants - Interns - NGO staff & others
2) Determine your learning plan	<ul style="list-style-type: none"> • Learning objectives What is your focus? <ul style="list-style-type: none"> ○ To develop proficiency in a language (which language? why?), and/or ○ To enhance communication skills needed for your work at the UN or career aspirations • Time management Determine how much time you can dedicate to lessons and homework. When developing proficiency in a language, we advise to focus on one language at a time, and register for only one “general course” per term. • Support of your team Be sure your work team is aware of your learning plan, highlighting the wider benefits and a plan for how all your work will still get done. • Learning preferences To fit your preferences and schedule, select a course schedule and format (in-person, blended or online - self-paced or with teacher/tutor) 		
3) Take a placement test as needed. FREE for all.	<div style="display: flex; justify-content: space-between;"> <div> Required if you are: <ul style="list-style-type: none"> • a new non-beginner student for UNHQ courses • returning after a 2+ term “break” from courses </div> <div> Not required if you are: <ul style="list-style-type: none"> • a beginner. Take course 1 or Intro course in the language • very proficient in the language </div> </div>		
4) Review current learning opportunities	See the next few pages for all learning activities now available and identify which ones best match your learning objectives. These include courses for: <ul style="list-style-type: none"> ❖ Language Learning - both General and Specialized to develop proficiency ❖ Communicating for work for all at the UN, or tailored to your specific context 		
5) Register for a test or course	See last two pages of this document for how to prepare to register – and to register – for a placement test or course.		



Placement Tests

Taking a test is required for any non-beginner students new to United Nations courses for developing language proficiency. This test will help us advise you well about which course(s) will best support your learning plan. A few things to note:

- **Before registering for a course**, register (and take) this test if you are not a beginner nor highly proficient.
- **To register for a test**, follow the instructions on the last two pages of this document.
- **Allow enough time to take the test**. All tests take approximately 1.5 hours. After you register, you will receive more information and directions.
- **You will receive your test results to attach to your registration** - For online tests, you will receive these approximately 1 working day (24 hours) after taking the test. Results from in-person tests are shared immediately after the test.

Format	Arabic	Chinese	English	French	Russian	Spanish
In-person Register for one option	2660 Options in Room 3 Monday 6 January 1:30-3pm Tuesday 7 January 10:30am-12		2610 Date options Mon, 6 January Tuesday, 7 January 10-11:30am Computer Room C		2640 Tuesday, 7 January 12-1:30pm Room 23	
Online E-mail with instructions sent after registration		2650 Register now and complete by 6 January		2620 Register now and complete by 6 January		2630 Register now and complete by 6 January

Language Learning: General Courses

These core courses for language acquisition build on each other and focus on enhancing your overall proficiency in the language. To reach this goal, each course includes speaking, listening, reading, writing, grammar and vocabulary.

Dates: 13 January – 27 March 2020

Length of each course: **11 weeks** Most meet for two 1.5 hour lessons per week (33 hours of lessons)

Format: **Face-to-face** – for eligible participants located at UNHQ in New York

Course	Arabic	Chinese	English	French	Russian	Spanish
1	2651 23: Mon & Wed 1:30-3pm	2641 11: Tues & Thurs 5:30-7pm	6167 1: Course 1 & 2 Mon & Wed 12-1:30pm	2611 35: Tues & Thurs 8:15-9:45am	2631 15: Mon & Wed 1:30-3pm	2621 32: Tues & Thurs 8:15-9:45am
				36: Mon & Wed 12-1:30pm		33: Tues & Thurs 12-1:30pm
	24: Tues & Thurs 12-1:30pm	2641 12: Mon & Wed 12-1:30pm		37: Tues & Thurs 1:30-3pm	16: Tues & Thurs 12-1:30pm	34: Tues & Thurs 1:30-3pm
				38: Mon & Wed 5:30-7pm		35: Mon & Wed 5:30-7pm
2	2652 16: Mon & Wed 12-1:30pm	2642 10: Mon & Wed 12-1:30pm		2612 33: Mon & Wed 8:15-9:45am	2632 11: Mon & Wed 12-1:30pm	2622 26: Tues & Thurs 8:15-9:45am
				34: Tues & Thurs 12-1:30pm		27: Tues & Thurs 12-1:30pm
	17: Tues & Thurs 1:30-3pm			35: Mon & Wed 1:30-3pm	12: Tues & Thurs 1:30-3pm	28: Mon & Wed 1:30-3pm
				36: Tues & Thurs 5:30-7pm		29: Mon & Wed 5:30-7pm

Course	Arabic	Chinese	English	French	Russian	Spanish
3	2653 13: Tues & Thurs 12-1:30pm	2643 9: Tues & Thurs 12-1:30pm	2603 9: Mon & Wed 1:30-3pm	2613 32: Mon & Wed 8:15-9:45am	2633 8: Mon & Wed 12-1:30pm	2623 20: Mon & Wed 8:15-9:45am
				33: Tues & Thurs 12-1:30pm		21: Tues & Thurs 12-1:30pm
				34: Mon & Wed 1:30-3pm		22: Tues & Thurs 1:30-3pm
4	2654 10: Mon & Wed 12-1:30pm	2644 9: Mon & Wed 1:30-3pm	2604 9: Mon & Wed 1:30-3pm	2614 26: Tues & Thurs 12-1:30pm	2634 8: Mon & Wed 1:30-3pm	2624 16: Mon & Wed 12-1:30pm
				27: Mon & Wed 1:30-3pm		17: Tues & Thurs 12-1:30pm
				28: Mon & Wed 5:30-7pm		
5	2655 7: Tues & Thurs 1:30-3pm	2645 7: Mon & Wed 12-1:30pm	2605 9: Mon & Wed 1:30-3pm	2615 23: Tues & Thurs 8:15-9:45am	2635 8: Tues & Thurs 12-1:30pm	2625 12: Mon & Wed 12-1:30pm
				24: Mon & Wed 12-1:30pm		13: Tues & Thurs 5:30-7pm
				25: Tues & Thurs 5:30-7pm		
6	2656 XX: From April	2646 6: Mon & Wed 1:30-3pm	2606 8: Tues & Thurs 1:30-3pm	2616 22: Tues & Thurs 12-1:30pm	2636 From April	2626 9: Mon & Wed 12-1:30pm
				23: Mon & Wed 1:30-3pm		
7	2657 7: Tues & Thurs 1:30-3pm	2647 5: Tues & Thurs 1:30-3pm	2607 8: Tues & Thurs 1:30-3pm	2617 22: Mon & Wed 8:15-9:45am	2637 7: Mon & Wed 12-1:30pm	2627 8: Tues & Thurs 1:30-3pm
				23: Tues & Thurs 12-1:30pm		
8	2658 4: From April	2648 From April	2608 9: Tues & Thurs 1:30-3pm	2618 22: Mon & Wed 12-1:30pm	2638 From April	2628 8: Mon & Wed 12-1:30pm
				23: Tues & Thurs 1:30-3pm		
9	2659 6: Tues & Thurs 12-1:30pm	2649 From Sept 2020	2609 8: Tues & Thurs 1:30-3pm	2619 21: Tues & Thurs 8:15-9:45am	2639 4: Tues & Thurs 12-1:30pm	2629 8: Tues & Thurs 1:30-3pm
				22: Mon & Wed 12-1:30pm		
10	5757 From April	2664 Refresher II 5 - Tues & Thurs, 12-1pm	These courses are not yet offered in these languages.			
11	New From Sept 2020	2717 Advanced I 8 - Tues & Thurs 2-3pm				
12	New From Jan 2021	2718 Advanced II 8 - Tues & Thurs 1-2pm				

Language Learning: Specialized Courses

These courses allow learners to focus on a specific area or areas that enhance learning in the general courses of that language. Course descriptions are provided after the schedule below, and also in Inspira / eLearning.

Course formats: **several options** available and in the schedule are color-coded as follows:

At UNHQ Face-to-Face or Blended

- Available to those eligible who work and/or live in the New York City Area.
- Participants must have a valid UN Grounds pass valid till the end of course.

Online With tutor or teacher or Webinar or Self-paced

- Times listed for lessons with a teacher or tutor are listed as New York time. Please convert to your time zone.

For all students

Russian	2691	Cursive Practicum	24 & 26 March Tuesday & Thursday 1:30-3pm
Spanish	3035	Cómo poner acentos en español	3-30 March
	3034	Cómo usar el gerundio en español	3-30 March
	3036	Terminología económica	3-30 March

For beginners

Chinese	3956	Basic Reading and Writing	24 Jan – 27 Mar (10 weeks) Fridays 1-2pm
	3960	Basic Listening	20 Jan – 21 Feb (5 weeks)
French	3058	First Contact	1 Jan – 31 Mar Register to receive access.

For those in course 2+

Arabic	6171	New Pronunciation & Conversation	20 Jan – 23 Mar (10 weeks) Mon 5:30-6:30pm
Chinese	2726	Basic Conversation	17 Jan – 27 Mar (10 weeks) Fri 2-3:15pm

For those in course 3+

Chinese	2733	Grammar Review	20 Jan – 27 Mar (10 weeks)
English	2737	Intermediate Conversation	10 Feb – 16 Mar (6 weeks) Mon 12-1:30pm

For those in course 4+

Russian	2689	Conversation I	14 Jan – 17 Mar (10 weeks) Tues 1:30-3pm
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For those in course 6+

Arabic	5759	UN Stories	22 Jan – 25 Mar (10 weeks) Wed 1:30-3pm
Chinese	2665	Intermediate Conversation	17 Jan – 27 Mar (10 weeks) Fri 12:45-2pm
	3958	Intermediate Reading & Writing	24 Jan – 27 Mar (10 weeks) Fridays 2-3pm
	4003	Intermediate Listening	24 Feb – 27 Mar (5 weeks)

For those in course 6+ (continued)

English	2743	Pronunciation Skills, part 1	15 Jan – 25 March (11 weeks) Wed 5:30-7:30pm
	2745	Exploring the UN	16 Jan – 26 Mar (11 weeks) Thurs 6-8pm
	2746	Advanced Grammar 2	21 Jan – 25 Feb (6 weeks) Tues 3:15-5:15pm
	Advanced Grammar Topics		
	5749	Which vs That	3 -Tues 28 Jan, 8-9:30am 4 -Thurs, 13 Feb, 8-9:30am
	5750	Passive Voice	3 -Thurs 30 January, 8-9:30am 4 -Tues 18 Feb, 8-9:30am
	5751	Modal Verbs	3 -Tues 4 Feb, 8-9:30am 4 -Thurs 20 Feb, 8-9:30am
	5752	Passive Voice	3 -Thurs 6 Feb, 8-9:30am* 4 -Tues 25 Feb, 8-9:30am*
	5753	Sentence Punctuation	3 -Tues 11 Feb, 8-9:30am* 4 -Thurs 27 Feb, 8-9:30am*

For those in course 9+

Chinese	3961	Advanced Topics	20 Jan – 27 Mar (10 weeks)
Russian	2690	Conversation II	13 Jan – 23 Mar (11 weeks) Mon 1:30-3pm
	6163	New Grammar Review	15 Jan – 25 Mar (11 weeks) Wed 1:30-3pm
	3184	Reading Literature	16 Jan – 19 Mar (10 weeks) Thurs 1:30-3pm

For those in course 10+

Arabic	4002	Sustainable Development Readings	6 Feb – 26 Mar (8 weeks) Thurs 5:30-7pm
	6172	New Current Events	5 Feb - 25 Mar (8 weeks) Wed 5:30-7pm

Language Learning: Specialized Courses

Find a brief description of each course below, listed alphabetically. Details are available in Inspira / eLearning.

Advanced Grammar Topics (English)

Register to attend a 1.5 webinar on a specific grammar topic useful for your learning needs.

Advanced Topics (Chinese)

Practice UN Sustainable Development Goals with authentic listening & reading materials via online platform.

Basic Conversation (Chinese)

Build and improve conversational skills up to course 5.

Basic Listening (Chinese)

Improve listening skills with audio materials and exercises via an online learning platform.

Basic Reading and Writing (Chinese)

Build and reinforce reading and writing skills. (In Chinese, with a focus on the analysis of Chinese characters.)

Cómo poner acentos (Spanish)

In this 3-hour self-paced course + tutor, learn the use of Spanish accents

Cómo usar el gerundio en español (Spanish)

In this 2-hour self-paced course + tutor, learn how to use the -ing form in Spanish following three clear rules.

Conversation I (Russian)

Develop your speaking skills on a variety of topics at the proficiency level of those who have completed course 4.

Conversation II (Russian)

Develop your speaking skills on a variety of topics at the proficiency level of those who have completed course 9.

Cursive Practicum (Russian)

Develop cursive writing and reading skills.

Current Events (Arabic)

Develop Learning to understand current news events that shape our world through readings, videos, guest speakers and class discussions to analyse sources and think critically in the language.

First Contact (French)

For complete beginners. Learn the basics to become more prepared to take Course 1 in the language.

Grammar Review (Chinese for 3+, Russian for 9+)

Consolidate the grammar acquired in all previous courses (1-3 for Chinese; and 1-9 in Russian).

Exploring the UN (English)

Learn about the history and work of the United Nations by completing self-paced lessons, sharing about what you do at the United Nations, and participating in group outings and guest presentations.

Intermediate Conversation (Chinese for 6+ / English for Levels 3-5)

Reinforce and improve conversational skills.

Intermediate Listening (Chinese)

Improve listening skills with audio materials and exercises via an online learning platform.

Intermediate Reading and Writing (Chinese)

Reinforce reading and writing skills. (In Chinese, by recycling learned characters and words in meaningful contexts.)

Pronunciation and Conversation (Arabic)

Improve speaking and reading fluency with a focus on basic pronunciation rules and providing conversation practice.

Pronunciation Skills, Part I (English)

Improve your sound production, rhythm, stress and intonation to be better understood and be understood.

Reading Literature (Russian)

Develop reading skills by studying poems and short prose texts.

Sustainable Development Readings (Arabic)

Enhance your reading and writing skills while focusing on topics related to sustainable development.

Terminología económica (Spanish)

In this 1-hour self-paced course + tutor, learn to use the correct and most appropriate term when talking Economics.

UN Stories (Arabic)

A face-to-face specialized Arabic course that focuses on enhancing the participants' Arabic listening and speaking skills while being engaged in stories related to the UN humanitarian work.

Communicating for work: for those working in the language

These courses will help you to write or speak more effectively in the United Nations context and apply UN guidance – for your current work or work that you expect to do soon. See course descriptions below.

Length of each course: **varies**

Course formats: **several options** available and in the schedule are color-coded as follows:

At UNHQ

Face-to-Face or Blended

- Available to those eligible who work and/or live in the New York City Area.
- Participants must have a valid UN Grounds pass valid till the end of course.

Online

With tutor or teacher or Webinar or Self-paced

- Times listed for lessons with a teacher or tutor are listed as New York time. Please convert to your time zone.

Using Gender Inclusive Language

Arabic	4012	Gender-Inclusive Language in Arabic	17 Feb - 16 Mar (4 weeks)
Chinese	4004	Gender-Inclusive Language in Chinese	10-28 Feb (3 weeks)
English	5770	Gender-Inclusive Language in English	17 Feb – 3 Mar (3 weeks)
French	5769	Employer un langage inclusif	13 Jan – 7 Feb (4 weeks)
	5748	Parlons de l'égalité des sexes	14 Jan – 20 Feb (6 weeks) Tues & Thurs 12-1:30pm
	3055	Parlons de l'égalité des sexes	11 Feb – 29 March (7 weeks)
Russian		<i>To be offered in 2020</i>	
Spanish	3374	Lengua inclusiva en cuanto al género	9-27 March (3 weeks)
	4004	Formación de Formadores (ToT): Lengua inclusiva en cuanto al género (1.5-hour webinar)	5 – Tuesday 21 February 6 – Wednesday, 19 March

Speaking for the United Nations

English	2945	Discourse Strategies, part 2	15 Jan – 25 March (11 weeks) Wednesdays, 1:30-3:30pm
Spanish	2701	Hablemos de desarrollo sostenible	17 Jan – 27 Mar (10 weeks) Fridays 12-1:30pm
	2266	Hablemos de igualdad de género (ODS 5)	13 Jan – 21 Feb (6 weeks)
	4011	Hablemos de Paz y Justicia (ODS 16)	24 Feb – 20 Mar (4 weeks)
	4013	Hablemos de Reducción de desigualdades (ODS 10)	24 Feb – 20 Mar (4 weeks)

Writing for the United Nations

English	2947	Correspondence Writing	23 Jan – 27 Feb (6 weeks) Th 3:15-5:15pm
	6169	E-mail Etiquette Workshop	Tues 25 Feb 9:30-11:30am
	6168	E-mail Etiquette Webinar	1 Thurs 20 Feb, 8 -10am 2 Thurs 26 Mar, 8 -10am
	2747	Summary Writing	21 Jan – 25 Feb (6 weeks) Tuesdays 3:15-5:15pm
	2662	Writing for iSeek	25 Wed 22 Jan, 9-11am 26 Wed 11 Mar, 9-11am
French	1769	Ecrire un rapport humanitaire	14 Jan – 20 Feb (6 weeks) Tues & Thurs, 1:30-3pm
	3404	Ecrire un rapport humanitaire	13 Jan – 7 Feb (4 weeks)

Communicating for work: for those working in the language

Find a brief description of each course below, listed alphabetically. Details are available in Inspira / eLearning.

Correspondence Writing

Target audience: *Those proficient in English / Course 6+*

Learn and apply advice for writing effective e-mail, letters, memoranda and other types of correspondence.

Cómo usar el español de forma inclusiva en cuanto al género

Target audience: *Those proficient in Spanish / Course 6+*

In this 4-hour self-paced activity with a tutor, learn how to apply a diverse range of strategies in Spanish to ensure that your communications are inclusive and non-discriminatory.

Discourse Strategies, Part 2

Target audience: *Those proficient in English / Course 6+*

Practice strategies for effectively participating in formal meetings and negotiations in diplomatic contexts.

Ecrire un rapport humanitaire

Target audience: *Those proficient in French / course 9+*

Practice report writing that incorporates specialized vocabulary and is related to various humanitarian topics such as conflicts; refugees and asylum seekers; and food security.

E-mail Etiquette Workshop / Webinar

Target audience: *Those proficient in English / Course 6+*

Learn how to use e-mail more effectively in the United Nations context.

Formación de Formadores (ToT): Lengua inclusiva en cuanto al género

Target audience: *Those proficient in Spanish*

Find out how to organize and facilitate a workshop to raise awareness on what gender-inclusive language is and how to integrate related UN recommendations.

Hablemos de desarrollo sostenible

Target audience: *Those proficient in Spanish / Course 8+*

Discuss breaking news as it happens, aided by related specialized vocabulary and background information.

Hablemos de igualdad de género (ODS 5)

Target audience: *Those proficient in Spanish / Course 6+*

In this 8-hour online course with a tutor, focus on both gender equality (Sustainable Development Goal 5) and on improving your Spanish communicative competence.

Hablemos de Paz y Justicia (ODS 16)

Target audience: *Those proficient in Spanish / Course 6+*

In this 6-hour online course, discuss Sustainable Development Goal #16: Peace, Justice and Strong Institutions.

Hablemos de Reducción de desigualdades (ODS 10)

Target audience: *Those proficient in Spanish / Course 6+*

In this 6-hour online course, learn about and discuss Sustainable Development Goal #10: Reduce Inequalities.

Parlons de l'égalité des sexes (online, or face-to-face course at UNHQ)

Target audience: *Those proficient in French / course 9+*

Discuss gender equality and women's empowerment (Sustainable Development Goal 5) in various situations and learn how to effectively express your opinions on this topic in French.

S'informer sur l'humanitaire

Target audience: *Those proficient in French / course 9+*

Learn and practice using specialized language by discussing various humanitarian topics such as conflicts; refugees and asylum seekers; and food security - and voice your opinions on these issues.

Summary Writing

Target audience: *Those proficient in English / Course 9+*

Practice writing clear and concise summaries of work documents applying official United Nations guidelines.

Using Gender Inclusive Language

Target audience: *Those proficient in the target language (modern standard)*

Learn and apply recommendations for using gender-inclusive language into written communications. Participate in discussions, respond to questions and receive feedback on your productions – via an online learning platform; e-mail; and both a live group session and one 15-minute individual tutoring session with a tutor.

Writing for iSeek

Target audience: *Those proficient in English / Course 9+*

Discuss advice, analyse examples, explore resources, & write and get feedback on a story about a familiar topic.

Communicating for work: tailored to specific work teams

By request and a for a fee, we can design a course tailored to the exact needs of your work team. Please contact us to set up a meeting to discuss your needs and to begin exploring potential learning solutions.

Below are examples of tailored learning that have already been developed for teams throughout the United Nations Organization.

Communication Skills Courses	Training of Trainers Courses	Substantive Courses	Examinations	Leaning management
<ul style="list-style-type: none"> •Correspondence Writing •Report Writing •Writing for publicatio •Media Training •Writing Political Analysis •Social Media for the UN •Communication Skills for Managers 	<ul style="list-style-type: none"> • Writing for DPKO •Principles of Adult Learning (e.g. for Gender & Security) •Teaching effectively online 	<ul style="list-style-type: none"> • Gender Equality •SEA (preventing and responding to Sexual Exploitation and Abuse) •Political Analysis •Exam Preparation 	<ul style="list-style-type: none"> • Recruitment Assessments •Langauge Proficiency Tests 	<ul style="list-style-type: none"> •Research •Evaluating learning programmes •Learning Framework development

Interested?

Contact us at DOS-CDOTS-training@un.org

How to Register for a placement test or course(s)

If you **didn't take** a UN Language or Communication Skills course **any time since 2014**, follow instructions for a "new student".

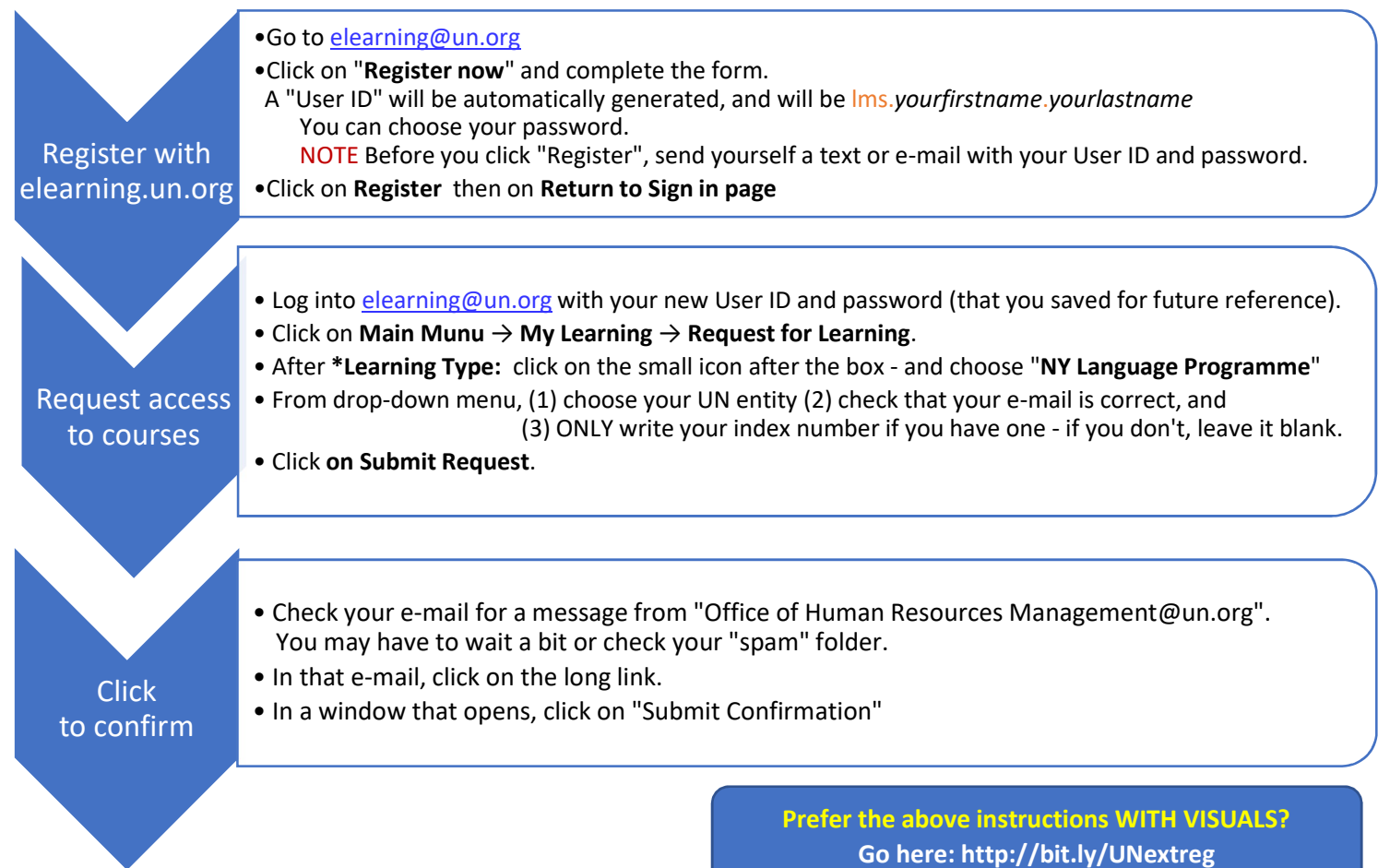
New students

As an important first step, please follow the instructions below that are relevant to you.

Secretariat Staff members

Check to confirm that you have a Staff Inspira account. Your user name is your Index number. This is not the same as the account that you may have used to apply for a job with the United Nations. If you don't have one yet, ask for that.

All others eligible to take UN language courses – as per hr.un.org/page/eligibility - will need to:



Get Ready to Register – special cases

- **Paying students** will need to pay for a course before they register – so they can upload their receipt.
 1. Check if you are eligible as a paying student: <https://hr.un.org/page/eligibility>
 2. Decide on the course you want to take and gather needed information. Currently, no eligible students pay for online courses. Tuition for a face-to-face course is based on lesson hours.
 3. Find out how much and how to pay: <http://bit.ly/UNcoursefees>
- **Spouses** – will need to both pay and have a UN grounds pass valid till end of course to take any UNHQ face-to-face course, as explained here: <https://hr.un.org/page/instructions-grounds-pass-spouses>

Register for a test or learning activity

Log in to your account

- Secretariat staff**
Go to inspira.un.org. User name = your index number.
- All others**
Go to elearning.un.org. User name = lms. Your First name . Your Family name

Find a test or course

- For all**
 - Choose a test or course** to register for - by reviewing this document.
 - Click on** (Main Menu → Learning →) **My Learning**
 - Enter into "Search by Key Word"** box the **4-digit number** for the course (see schedule).
 - Click on "Enroll" for 1 section** (Choose your preferred schedule, which is identified by 1 or 2 digit number that you can find in the course schedule). Only register for one section.

Register for a test or course

- Secretariat staff** (OR for all eligible - IF registering for online self-paced course)
 - Check** that your contract expiry date is correct and is after end of the course
 - (optional) **Add a note in comment box** to help us approve your registration or assist with your learning (e.g. that you took Placement Test, passed a course, have a question)
 - Click on "I agree"** box - and then on "Submit enrollment".
 - (if needed) **Upload** needed documents: [placement test results](#)
 - Click on "I agree"** box - and then on "Submit enrollment".
- All others**
 - Enter expiry date** from your UN grounds pass by clicking on the small calendar icon.
 - (optional) **Add a note in comment box** to help us approve your registration or assist with your learning (e.g. that you took Placement Test, passed a course, have a question)
 - Upload needed documents:** Your [UN grounds pass](#) + (if needed) [test results](#) + [receipt](#).
 - Click on "I agree"** box - and then on "Submit enrollment".

When your registration is approved (usually within 3 business days),
you will receive a confirmation e-mail,
 which includes the lesson schedule + Classroom (for face-to-face courses).
 Your teacher will also send you a welcome message.

Resources to help you

- Visit hr.un.org/page/language-programmes-unhq-0 to learn about what we offer and how to participate.
- Attend a Registration Help Clinic** to get advice on courses to take and resolve any problems you may be having with registration. Stop by any time during the given hours – in the UNLC, Room B (see directions below).

Monday, 6 January	1-3pm
Tuesday, 7 January	in Computer Room B

- Contact Us** at DOS-CDOTS-training@un.org with any other questions you may have.

Directions to the United Nations Learning Centre (UNLC)

There are three ways to begin (and here is a map to help: <http://bit.ly/mapUNLC>);

- From elevators in the Visitor lobby (near stairs / by the UN), go to 3B.
- From the elevators by the Vienna café, go to 2B
- From the stairs near the lobby café (stairway F), go to 2B.

As you enter the UN Learning Centre, you will see on your left a colorful wall and then a TV Monitor on the wall. To the right of the TV Monitor is Lab B – where the Registration Help Clinics will take place.