



Executive Diploma in  
**Diplomatic Practice**

New York, 2016

## ■ About UNITAR

The United Nations Institute for Training and Research (UNITAR) is a principal training arm of the United Nations, working in every region of the world. We empower individuals, governments and organizations through knowledge and learning to effectively overcome contemporary global challenges. Our training targets two key groups of beneficiaries: the delegates to the United Nations and others who develop intergovernmental agreements establishing global norms, policies, and programmes, and the key national change agents who turn the global agreements into action at the national level.

Currently, UNITAR provides training to approximately 36,000 participants per year in some 500 different training activities and uses both face-to-face and distance-learning methodologies.

## ■ The Multilateral Diplomacy Programme

At the heart of UNITAR, the Multilateral Diplomacy Programme (MDP) is a leading training provider in global and strategic challenges for professionals within and outside the United Nations. MDP works closely with Member States and an increasing number of other partners to strengthen the capacities of diplomats, government officials and other major actors of the diplomatic sphere, in view of actively supporting the overall efficiency of the multilateral system. Committed to increasing performance in conferences and meetings convened by the United Nations and other regional organizations, MDP designs and implements executive-type courses and capacity building workshops, both face-to-face and online based, facilitating the exchange of experience and the fostering of knowledge and networks.



## Why choose UNITAR's New Executive Diploma in Diplomatic Practice?

UNITAR has delivered Core Diplomatic Training (CDT) activities since the Institute's inception in 1963.

CDT workshops are executive-style face-to-face trainings focusing on international cooperation and multilateral diplomacy. They are aimed at enhancing participants' understanding of the United Nations System, its organs and procedures, as well as strengthening skills to facilitate efficient participation in conferences and negotiations and support a more effective multilateral system.

With over 50 years of experience, UNITAR will launch a new **Executive Diploma in Diplomatic Practice in New York** in 2016.

From March to July 2016, 8 CDT workshops will be delivered in New York, United States. Candidates participating in the Executive Diploma will have the possibility to attend all 8 workshops during this period.

UNITAR's Executive Diploma represents an unparalleled opportunity for diplomats and other key actors in the multilateral system to strengthen their capacities and knowledge in the practice of diplomacy.

Being awarded an Executive Diploma in Diplomatic Practice will not only improve career opportunities of successful candidates, but also expand the reach of their global network.



Nikhil Seth  
United Nations Assistant Secretary-General  
Executive Director, UNITAR





## General Information

- 8 workshops delivered in English will be implemented during the **March 2016 – July 2016** period.
- **Each workshop lasts 2 days** and will take place at the United Nations Headquarters in New York, United States.
- The estimated duration of the diploma is approximately 200 hours, of which up to 150 will be dedicated to face-to-face trainings.

## Requirements to be Awarded the Diploma

1. Participants are required to attend at least 7 of the 8 workshops offered by UNITAR's Multilateral Diplomacy Programme from March to July 2016;
2. Participants will engage in simulation exercises during the workshop, which trainers will assess in accordance with the learning objectives of each workshop on a pass or fail basis;
3. At the end of each workshop, participants will have to successfully pass a written quiz assessment, having answered at least 80% of the questions correctly;
4. In exceptional circumstances, it will be possible for participants who cannot attend 7 workshops to take 2 of MDP's e-Learning courses instead of a CDT workshop.
5. All participants will submit a final paper based on an aspect covered in one of several workshops.



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The skills and knowledge indispensable to excel in diplomatic practice.

# The diploma at a glance

## Admission Requirements

- Bachelor's Degree
- 2-3 years of relevant professional experience
- Proficiency in English

## Target audience

- The primary target audience for the Executive Diploma is the international diplomatic community in New York.
- The Diploma is also open to other interested participants and UNITAR will make a selection based on the applications received.

## Useful Information

- Participants who wish to attend a workshop without being awarded a diploma can still do so. More details can be found on [www.unitar.org/cdt](http://www.unitar.org/cdt).
- Please note that this Executive Diploma will not provide ECTS credits.

# Programme Outline

8 face-to-face workshops from March 2016 to July 2016

Drawing on UNITAR's experience of training leaders for over 50 years, the Executive Diploma provides participants with a practical understanding of diplomatic know-how. It will equip candidates with the skills and knowledge they need to perform outstandingly and deliver the best results possible.

Specific topics may be subject to modifications.



Negotiation Skills and Techniques

## WORKSHOP ON NEGOTIATION SKILLS AND TECHNIQUES

The workshop will support participants in the development of their knowledge of negotiation techniques as well as their personal and professional skills, whether their objective is to negotiate one or several issues, between two parties or more. Participants will learn to define the key elements and theories in international negotiations, will acquire and have the opportunity to practice new skills and strategies in negotiation, will develop an appreciation of the appropriate procedures involved in negotiation, and will emerge confident to guide and advise colleagues as to best measures and practices in dealing with complex negotiations.



New York's Multilateral Working Environment

## ORIENTATION BRIEFING ON NEW YORK'S MULTILATERAL WORKING ENVIRONMENT

In order to perform efficiently in New York's multilateral working environment, it is crucial for diplomats to have a sound knowledge of the structure and functioning of the UN System and its various New York-based components. This workshop will provide participants with an overview of the United Nations System in New York and strengthen their understanding of both the mandate and governance systems of some of New York's main organizations.



Conference Diplomacy and Multilateral Negotiations

## WORKSHOP ON CONFERENCE DIPLOMACY AND MULTILATERAL NEGOTIATIONS

Governments and increasingly other actors such as international and non-governmental organizations use multilateral conferences as a means to achieve important policy goals. The training provides participants with an opportunity to review the challenges of contemporary conference diplomacy. At the end of the workshop participants will be able to more effectively analyze the dynamics unfolding in multilateral diplomacy and negotiation; to improve preparation for and participation in negotiations; and identify the interplay of intercultural differences.



Public Speaking and Media Relations

## PUBLIC SPEAKING AND MEDIA RELATIONS

The first part of this training will focus on public speaking techniques including the essential elements of preparation, structure and delivery through a mixture of trainer input and practical activities. Participants will have to deal with simulated situations of public speaking and receive feedback from the group and the trainer. The second part of this training will focus on media relations and will allow participants to find their own "comfort zone" when dealing with the media, encouraging them to project personality and communication skills naturally and confidently.



### Negotiation and Leadership

#### NEGOTIATION AND LEADERSHIP

Like a skilled leader, a diplomat must be an effective negotiator. Authority is not enough to get things done: both negotiators and leaders must learn to empower and motivate their teams and lead in situations where they may not have any formal authority. They must know which decisions are the right ones and how to make them. When building their vision and goals, they must create a process that includes all stakeholders, build coalitions and communicate effectively. This is an advanced negotiation workshop that aims at improving participants' analytical and interpersonal skills during complex negotiations as well as exploring the linkage between negotiation and leadership.



### Negotiating, Drafting and Adopting United Nations Resolutions

#### WORKSHOP ON DRAFTING, NEGOTIATING AND ADOPTING UNITED NATIONS RESOLUTIONS

This workshop will familiarize participants with the structure and form of UN resolutions and improve their drafting skills. Participants will get to know the procedure and practices of decision-making at the United Nations and the steps that lead to the adoption of those decisions. They will be introduced to the structure and drafting of resolutions, speeches and interventions and will be able to exercise their skills in practical drafting activities.



### Diplomatic Protocol

#### WORKSHOP ON DIPLOMATIC PROTOCOL

This workshop aims to provide an overview of the United Nations and multilateral protocol practices to guide the practitioners who operate within the United Nations Headquarters as well as in field offices. Participants will gain a concrete understanding of specific protocol-related situations. The training is designed to equip participants with the knowledge and capacities to take the right decisions and consider a broad spectrum of possible protocol-related arrangements. At the end of this training participants will be able to organize a successful state visit, ceremony or social event, and avoid a possible "faux pas".



### Diplomatic Report Writing

#### WORKSHOP ON DIPLOMATIC REPORT WRITING

Report writing is one of the immediate follow-up tasks of participation in intergovernmental conferences, meetings and negotiations. This task is extremely time-consuming, and a successful report depends firstly on the specific body of knowledge which the writer possesses, and secondly on specialized techniques. During this training, participants will learn how to improve the recording and summarizing of results of conferences and meetings for stakeholders interested in their outcomes. Presentations and simulation exercises will strengthen the skills needed to analyze internationally agreed instruments and required national follow-up.

# Our Faculty

# LEARN FROM SELECTED EXPERTS



## Alice Hecht

Trainer in Protocol

Alice Hecht is currently Adviser to UNITAR on protocol in multilateral organizations and their impact in the conduct of negotiations. Prior to heading the Office of Protocol of the United Nations, 2006 to 2009, Ms. Hecht was the Director of Administration of the United Nations Mission in Kosovo (2003 to 2005) in charge of the direction of the administration of some 7,000 civilian and uniformed personnel and the implementation of an annual budget of \$270 million.

## Leila Benkirane

Trainer in Peace and Security

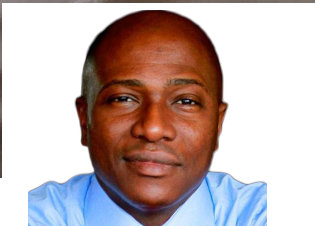
Leila Benkirane has 30 years of service with the UN and her key competencies are international law and management. She served for 20 years the UN Office of Legal Affairs where she acquired an extensive experience in international law performing functions relating to international peace and security, providing legal advice on issues arising from UN operations. She also performed Legal Advisory role in several UN peace operations; lectured and taught courses on international law, peace and security.

The resource persons selected to deliver or moderate its capacity building activities are experts in the fields of international relations, diplomatic practice and international law from academic and international circles, including practitioners from both within and outside the UN system.





PARTS



**Tosi Mpanu-Mpanu**

Trainer in Climate Change

Tosi Mpanu-Mpanu is a senior negotiator for the UNFCCC. He has more than fifteen years of experience in the fields of diplomacy, economic development, climate change, energy and sustainable development. Tosi Mpanu-Mpanu previously worked for several ministries of the Democratic Republic of Congo. He also served as a National REDD+ coordinator, Chair of the African Group for UNFCCC and as a World Bank consultant.



**Masoumeh Sahami**

Trainer in Economic Diplomacy

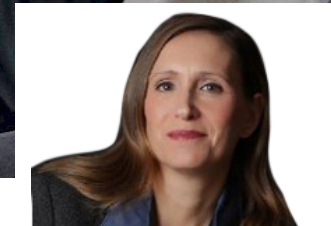
Masoumeh Sahami has 30 years of service with the United Nations. As the Secretary of the Trade and Development Board she also served as Secretary of the 13th UNCTAD Ministerial Conference in Doha in 2012. Ms. Sahami has extensive experience in the work of UNCTAD, in particular on technical cooperation activities in collaboration with bilateral donors and Bretton Woods Institutions (BWIs).



**Jerome L'Host**

Trainer in Leadership

Jérôme L'Host is a dedicated Senior Consultant based in Geneva and Moscow, working internationally with both Public and Private Sectors. Over the last sixteen years, he has delivered presentations and motivational speeches for numerous public and private entities. Mr. L'Host has managed more than 40 large-scale international projects in more than 30 different countries.



**Michele Pekar**

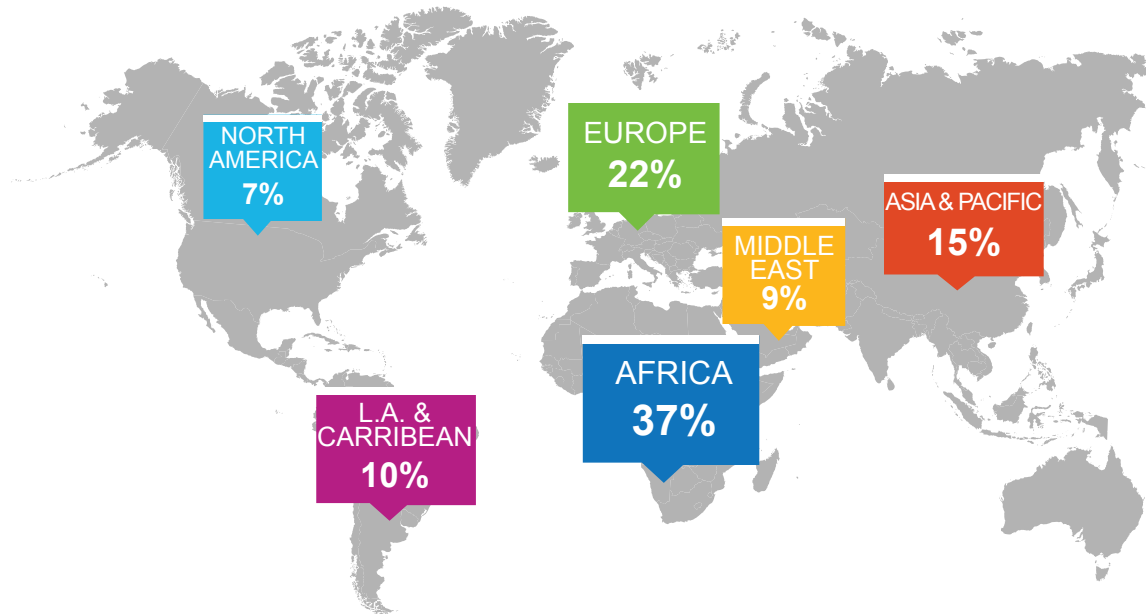
Trainer in Negotiation

Michele Pekar is the Executive Director of Co-Dev, Inc. France and USA, a consulting firm specializing in negotiation and leadership skills. For the last 15 years, as a senior negotiation trainer, she has taught courses and seminars for several international organizations, academic institutions and in corporate executive training. She has developed international strategy and partnerships for European institutions of higher education. She graduated from Harvard University.

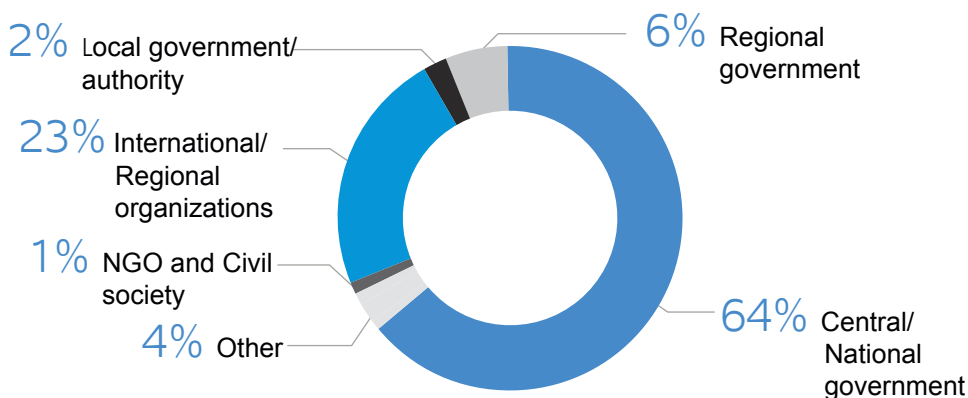
# Facts and Figures

Our workshops offer great opportunities for peer-to-peer learning, high level discussions and global networking. The following statistics demonstrate the success and diversity of our CDT workshops for the 2014-2015 period.

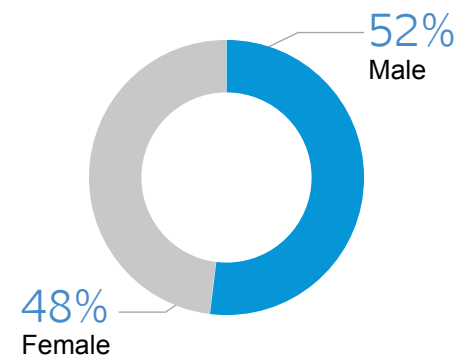
## PARTICIPANTS' NATIONALITY BY REGION



## PARTICIPANTS BY SECTOR



## GENDER BALANCE



### Average class size

16

An average of 16 participants attended each workshop.

### Job relevance

93%

of our participants deemed the content delivered to be relevant to their job.

### Recommendation

100%

of our participants would recommend the workshop to a colleague.

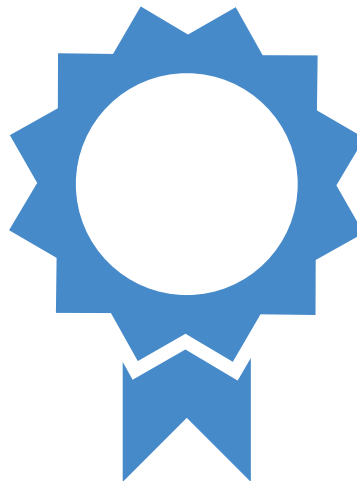
### Overall Satisfaction

99%

of our participants were very satisfied with the respective workshop.

# The Diploma

We offer competitive prices for participants.



\$ 8,000

## Fee reductions

UNITAR is pleased to announce that participants from low and middle income countries\* are eligible for a limited number of fee reductions upon request.

For more information contact us at  
[diplomacy@unitar.org](mailto:diplomacy@unitar.org) or +41 (0) 22 917 86 77

\* According to the World Bank's Atlas Method



REGISTER HERE

[www.unitar.org/event/executive-diploma-diplomatic-practice-new-york-city-2016](http://www.unitar.org/event/executive-diploma-diplomatic-practice-new-york-city-2016)



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