



2<sup>nd</sup> edition of

UNITAR'S EXECUTIVE DIPLOMA IN  
**Diplomatic Practice**

Geneva, 2016-2017

*“The ten workshops really allowed me to get a holistic understanding of diplomacy”*

– Mr. Max Boutin, Counsellor, Permanent Mission of Haiti to the United Nations at Geneva

*“The flexibility of the diploma allowed me to take online courses when I was unable to come from the Emirates, it was very helpful!”*

– Dr. Hayat Al-Hosani, Journalist and Researcher

## ■ 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 40,000 participants per year in some 500 different training activities and uses both face-to-face and distance online 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 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, and following the success of the first edition, UNITAR will launch the second edition of its **Executive Diploma in Diplomatic Practice for 2016/2017**.

From September 2016 to August 2017, **10 CDT workshops** will be delivered in Geneva, Switzerland. Candidates participating in the Executive Diploma will have the possibility to attend all 10 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.

A handwritten signature in blue ink that reads "Nikhil Seth". The signature is fluid and cursive.

**Nikhil Seth**

United Nations Assistant Secretary-General  
Executive Director, UNITAR



## General Information

- 10 CDT workshops delivered in English will be implemented during the **September 2016 - August 2017** period.
- **Each workshop lasts 2 days** and will take place at the Palais des Nations, Palais Wilson or the International Environment House in Geneva, Switzerland.
- The estimated duration of the diploma is approximately 200 hours, of which up to 160 will be dedicated to face-to-face trainings.

## Requirements to be Awarded the Diploma

1. Participants are required to attend at least 8 of the 10 Core Diplomatic Training (CDT) workshops offered by UNITAR's Multilateral Diplomacy Programme from September 2016 to August 2017;
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. In exceptional circumstances, it will be possible for participants who cannot attend 8 workshops to take up to 2 of MDP's e-Learning courses instead of 2 CDT workshops;
4. All participants will submit a final research paper based on the material covered in one of the workshops.





# 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 Geneva.
- 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.

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**The skills and knowledge indispensable to excel in diplomatic practice.**

# Programme Outline

10 face-to-face workshops from September 2016 to August 2017

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 and their order may be subject to modifications.



International Human Rights Protection and Promotion

## WORKSHOP ON INTERNATIONAL HUMAN RIGHTS PROTECTION AND PROMOTION

The briefing programme will aim to enhance participants' understanding of the United Nations human rights protection and promotion system. As a result, diplomats will be able to utilize information gained in their subsequent performance of human rights related topics. The two-day programme will include the following topics: historical overview of the international human rights framework, Human Rights Council and mechanisms, human rights treaty bodies, and mainstreaming human rights in development, humanitarian action and peace operations.



Introduction to the Multilateral Working Environment of Geneva

## WORKSHOP ON INTRODUCTION TO THE MULTILATERAL WORKING ENVIRONMENT OF GENEVA

In order to perform efficiently in Geneva'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 Vienna-based components. This workshop will provide participants with an overview of the United Nations System in Vienna and strengthen their understanding of both the mandate and governance systems of some of Vienna's main organizations.



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, even more so for the conference delegate who does not possess appropriate tools or does not apply a comprehensive methodology. During this training, participants will learn how to improve the recording and summarizing of results of conferences and meetings and stakeholders interested in their outcomes. Presentations and simulation exercises will strengthen the skills needed to analyze internationally agreed instruments and required national follow-up.



Conference Diplomacy and Multilateral Negotiation

## WORKSHOP ON CONFERENCE DIPLOMACY AND MULTILATERAL NEGOTIATION

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.





### 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.



### Economic Diplomacy

#### WORKSHOP ON ECONOMIC DIPLOMACY

This workshop will examine the interlinkages between the public and private sector, and the role of a diplomat in attracting commercial and trade interest from abroad. The workshop will aim to build the skills of contemporary diplomats and government officials, to enhance their negotiation, communication and facilitation skills and substantive knowledge to face trade and economic challenges in contemporary diplomacy.



### 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”.



### Negotiating, Drafting and Adopting United Nations Resolutions

#### WORKSHOP ON NEGOTIATING, DRAFTING 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.



### Public Speaking

#### WORKSHOP ON PUBLIC SPEAKING

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.



### Leadership

#### WORKSHOP ON LEADERSHIP

This training will enhance participants' understanding and appreciation of the definition of leadership and the qualities of a strong leader. It will also explore theories of leadership and how each can be evaluated against one's own skills, the differing styles of leadership particularly in a cultural context, the importance and practice of effective communication skills, and techniques and strategies to practice strong leadership in times of crisis, decision making and risk management.



# 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.

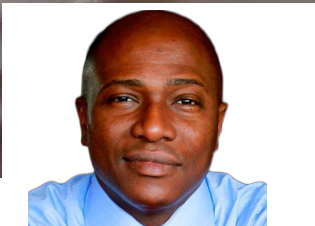
## Leila Benkirane

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.





**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**

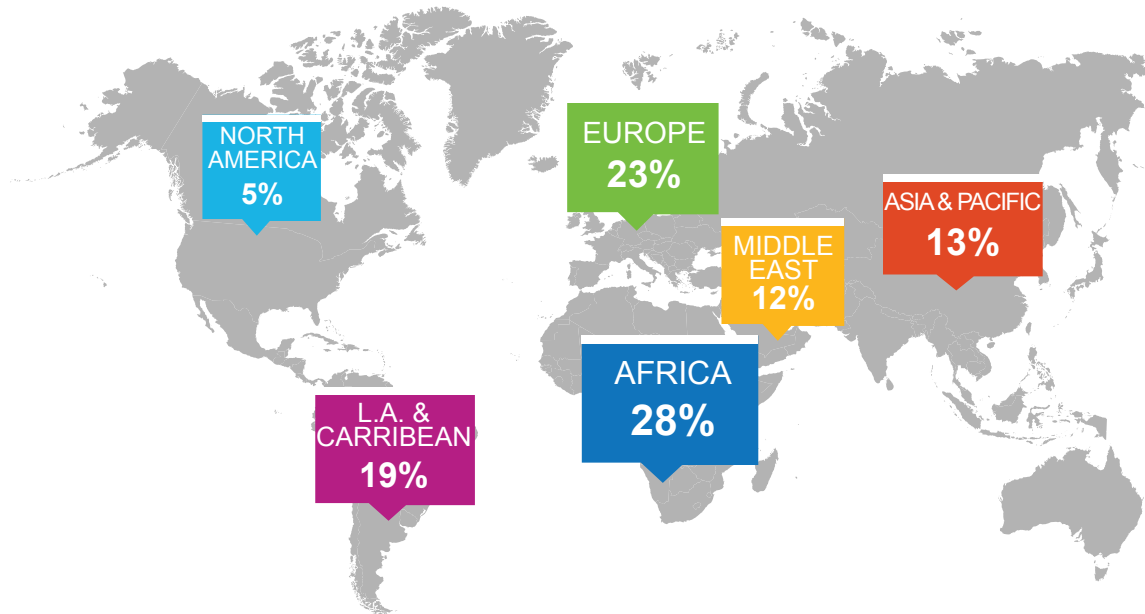
Trainer in Negotiation

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.

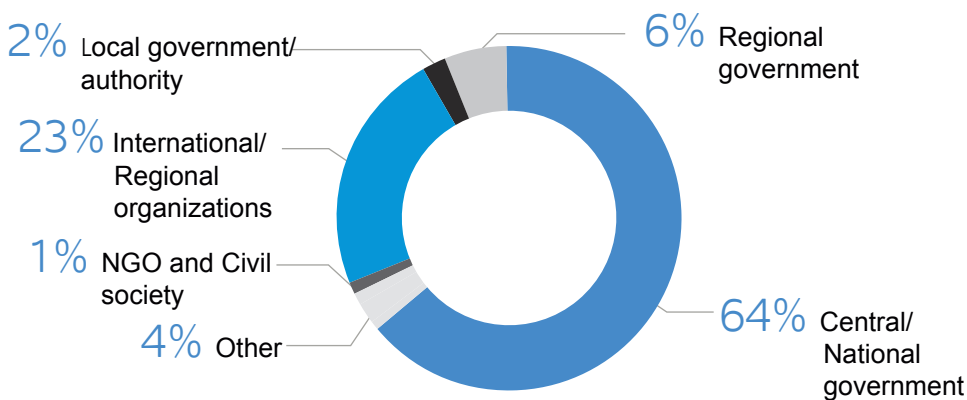
# Facts and Figures

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 January 2014 to December 2015 period.

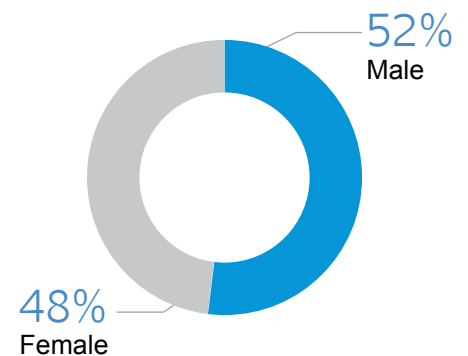
## PARTICIPANTS' NATIONALITY BY REGION



## PARTICIPANTS BY SECTOR



## GENDER BALANCE



### Average class size

16

An average of 16 participants attended each workshop.

### Job relevance

90%

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

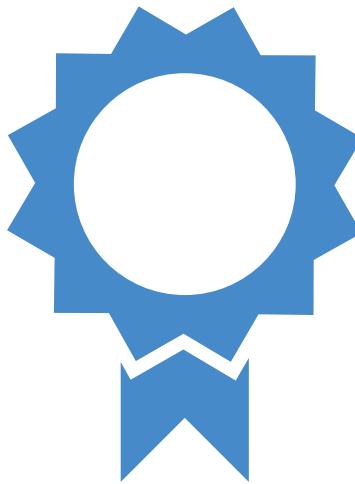
96%

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](#)



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*“The experts were very knowledgeable and allowed us to glean from their vast experience in the field”*

– Mr. Poem Mudyawabikwa, Labour Attaché, Permanent Mission of the Republic of Zimbabwe to the United Nations at Geneva

*“The Executive Diploma allowed me to network with professionals in fields I was very interested in”*

– Ms. Dajana Paravac, Young Professional in International Liaison and Communication