



4TH EDITION OF

EXECUTIVE DIPLOMA IN

Diplomatic Practice

Geneva, 2018-2019

“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 56,000 participants per year in some 500 different training activities and uses both face-to-face and distance-learning methodologies.

■ The Division for Multilateral Diplomacy

At the heart of UNITAR, the Division for Multilateral Diplomacy (DMD) is a leading training provider in global and strategic challenges for professionals within and outside the United Nations. DMD 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, DMD 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, and following the success of the first edition, UNITAR will launch its fourth edition of its **Executive Diploma in Diplomatic Practice for 2018/2019**.

From September 2018 to August 2019, **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, with the first name being larger and more prominent than the last name.

Nikhil Seth

United Nations Assistant Secretary-General
Executive Director, UNITAR



General Information

- 10 CDT workshops delivered in English will be implemented during the **September 2018 - August 2019** 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 Unit (MDPU) from September 2018 to August 2019;
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 the MDPU'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.
- Please note that this Executive Diploma will not provide ECTS credits.

The skills and knowledge indispensable to excel in diplomatic practice.

Programme Structure

The 2018/2019 edition of the programme will comprise five main components.

1. Screening Stage

Prior to the beginning of the series, participants will receive individual guidance from UNITAR experts, which will include a self-evaluation of their competences before attending the courses, a questionnaire of expectations, and an individual pre-assessment in each of the areas covered.

2. Training Workshops

10 skills-based workshops, which will aim to be cross-cutting and to equip participants with knowledge and practical competences to enhance their expertise in multilateral settings, and to enrich their professional performances. Find a list of the activities envisioned for this edition on pages 8-9.



3. Seminar Series

For this edition of the Executive Diploma in Diplomatic Practice, UNITAR may organize a series of panel discussions, which will aim to cover compelling and current themes in the international arena, and will include discussions which are closely link to the achievement of the Sustainable Development Goals and the Agenda 2030.

Some of the most relevant topics will include:

- Human Rights Protection and Promotion;
- Gender Equality and Women in Diplomacy;
- Migration and the Refugee Crisis: Challenges;
- Food Diplomacy: Goals, Issues and Capabilities;
- Climate Change Diplomacy;
- Nuclear Diplomacy;
- Cybersecurity;
- Geneva's Multilateral Working Environment.

4. Reporting Stage

At the end of the programme, attendees who have worked towards receiving the Executive Diploma will be further evaluated in the same vein as the first component, in order to assess their learning margins after the completion of the trainings. This process will allow for consistent and thorough monitoring of participants' progress, and will serve as a final phase in their learning cycle.

5. Research Paper

The final requirement to obtain the Executive Diploma will be the submission of a research paper of between 3,000 and 5,000 words. For this requirement, participants must provide a more in-depth analysis and argumentation on a chosen theme covered in the course or related to multilateral diplomacy.

List of Courses

10 face-to-face workshops from September 2018 to August 2019

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.



Negotiation Skills and Techniques

WORKSHOP ON NEGOTIATION SKILLS AND TECHNIQUES

The workshop will support you in the development of your knowledge of negotiation techniques, as well as your personal and professional skills, whether the objective is to negotiate one or several issues between two parties or more. You 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.



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 you with an opportunity to review the challenges of contemporary conference diplomacy. At the end of the workshop, you will be able to analyze the dynamics unfolding in multilateral diplomacy and negotiation more effectively; to improve preparation for and participation in negotiations; and identify the interplay of intercultural differences.



Effective Writing in Multilateral Diplomacy

WORKSHOP ON EFFECTIVE WRITING IN MULTILATERAL DIPLOMACY

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, you 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.



Negotiating, Drafting and Adopting United Nations Resolutions

WORKSHOP ON NEGOTIATING, DRAFTING AND ADOPTING UNITED NATIONS RESOLUTIONS

This workshop will familiarize you with the structure and form of UN resolutions and improve your 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. You will be introduced to the structure and drafting of resolutions, speeches and interventions and will be able to exercise your skills in practical drafting activities.



Public Speaking and Presentation Skills

WORKSHOP ON

PUBLIC SPEAKING AND PRESENTATION SKILLS

The overall objective of the workshop is to provide you with skills and knowledge in order to communicate effectively and confidently, in particular when speaking in public and engaging in multilateral settings. You will have to deal with simulated situations of public speaking and receive feedback from the group and the trainer. During the course, you will be presented with communication strategies, techniques and skills, as well as simulations to put theory into practice.



Stakeholder Engagement and Coordination

WORKSHOP ON

STAKEHOLDER ENGAGEMENT AND COORDINATION

It is essential for diplomats and for other actors operating in multilateral and international arenas to improve their skills at stakeholder engagement and coordination. This principle refers to the ability to effectively employ dialogue and other facilitating skills across sectors in order to generate mutual benefits and a more efficient project delivery. Anticipating the potential in stakeholder dialogues at an early stage and following a step-by-step guide can lead to successful shared value creation. This workshop aims at enhancing skills such as communicating, consulting, planning, nurturing professional relationships among others, with the objective to foster productive cooperation across organizations, governments, and other key actors.



Diplomatic Protocol and Etiquette

WORKSHOP ON

DIPLOMATIC PROTOCOL AND ETIQUETTE

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. In this course, you will gain a concrete understanding of specific protocol-related situations. The training is also designed to equip you 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, you will be able to organize a successful state visit, ceremony or social event, and avoid a possible “faux pas”.



Leadership Skills and Assertiveness

WORKSHOP ON

LEADERSHIP SKILLS AND ASSERTIVENESS

This training will enhance your 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. You will work on your own personality and leadership style, exploring your own strengths and weaknesses and reflecting on ways to improve your assertiveness, self-awareness and interpersonal relationships.



Negotiation, Mediation and Conflict Resolution (Advanced)

WORKSHOP ON

NEGOTIATION, MEDIATION AND CONFLICT RESOLUTION (ADVANCED)

Mediation is deployed in the context of international conflicts and intra-state conflicts to advance peace-making, and requires individuals who have the necessary experience, professionalism and judgement to effectively resolve disputes. By improving your mediation skills and developing an understanding of the UN's role in the mediation process, you will be better equipped to prevent and manage international disputes. This course will enable you to enhance their knowledge, strategies and skills in mediation for preventive diplomacy.



Digital Diplomacy and Cybersecurity

WORKSHOP ON

DIGITAL DIPLOMACY AND CYBERSECURITY

Today's diplomats rely on Internet and digital technology to communicate and get information. The aim of this course is to make participants aware of the opportunities and challenges Internet tools offer for diplomatic activities. Whereas Internet and new tools have eased the work of diplomats on some aspects, they also bring their batch of challenges and safety issues. Diplomats use an increasing number of Internet tools to share information and communicate with their peers on diplomatic matters through social network platforms, emails and other blogs. This workshop focused on this new type of e-diplomacy, analyzing both the incredible opportunities and the many challenges it brings to the daily work of diplomats. In addition, it also raised awareness on the importance of cybersecurity, international legal instruments, and national policies in addressing the threats related to cyberattacks and different types of interference in internal affairs of a country.

Our Faculty

LEARN FROM SELECTED EXPERTS



Marit Imeland Gjesme

Trainer in Leadership

Marit Imeland Gjesme, managing director CultureCatch, is an experienced leadership trainer and coach who trains and supports companies, teams and executives to improve their cultural agility, leadership, cross-cultural cooperation and international success. She designs and executes cross-cultural training programs for a variety of clients and she has performed workshops in more than 40 countries, and trained and coached participants from approximately 100 cultures, covering all organizational levels and business areas.

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.

RTS



Group W

- WHY do we give feedback? List reasons
- «Whenever we respond to another person with feedback» – what does this mean, and
- Did these examples remind you of similar situations you may have encountered? Describe them
- Do you think the situation you experienced could have been handled better?
- What does “meaningful” feedback mean to you?
- How will you from now on make feedback more motivating? List key words!



Tania Dussey-Cavassini
 Trainer in Negotiating, Drafting and Adopting UN Resolutions

Tania Dussey-Cavassini combines 27 years of hands on experience in global health, diplomacy, business consulting, executive education and law enforcement, with strong exposure to companies ranging from global services, life sciences, consumer products to heavy industries. From 2006 to 2012, Tania worked at IMD, ranked #1 worldwide by the FT in Executive Education, developing IMD's custom programs for multinational companies, designing transformational learning and development initiatives that blend capability building with business impact.

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 Public Speaking

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.

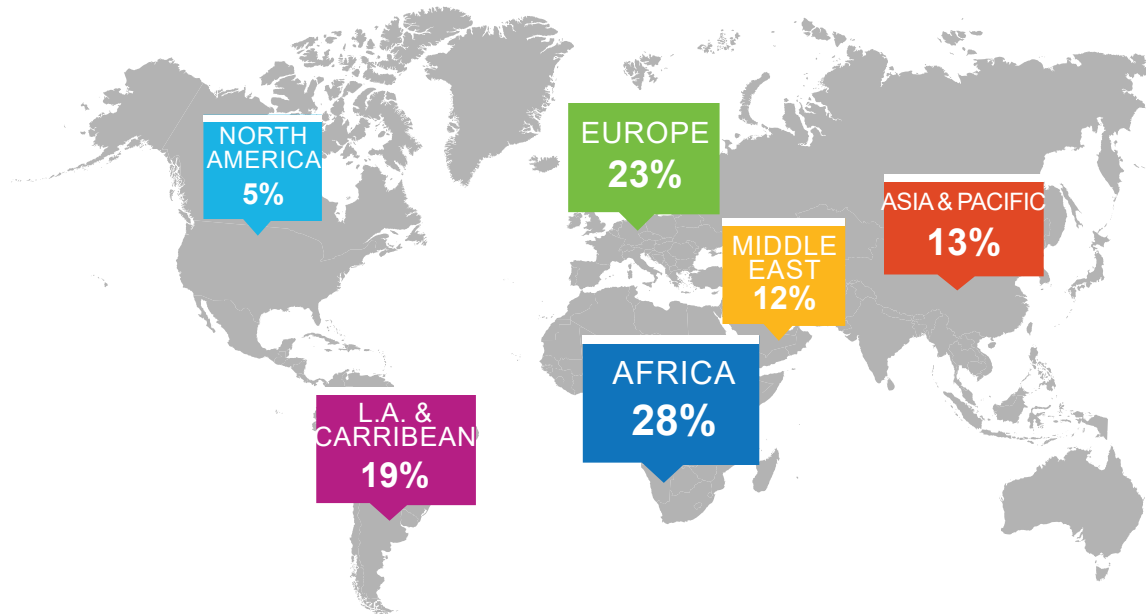
Michele Pekar
 Trainer in Negotiation

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.

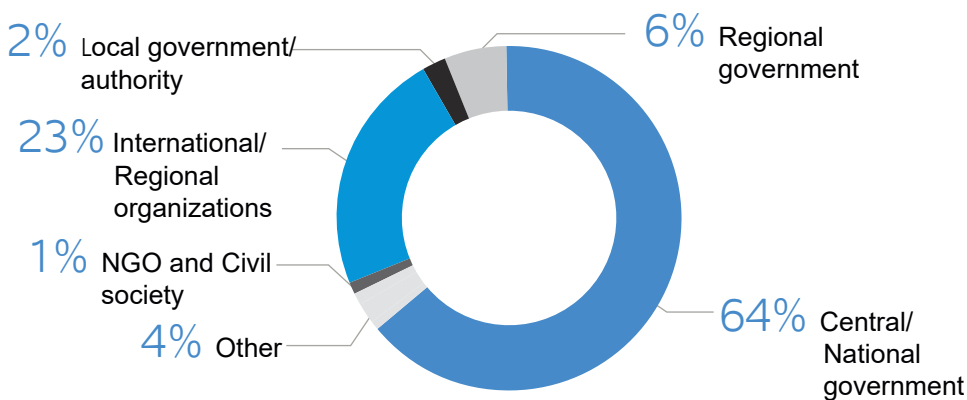
Facts and Figures

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 September 2017 to August 2018 period.

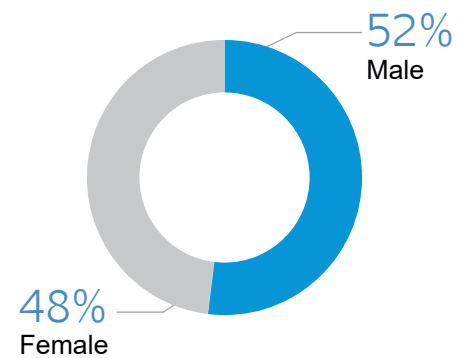
PARTICIPANTS' NATIONALITY BY REGION



PARTICIPANTS BY SECTOR



GENDER BALANCE



Average class size

16

An average of 16 participants attended each workshop.

Job relevance

91%

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.

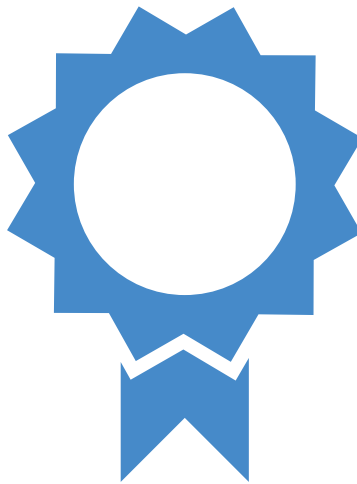
Overall Satisfaction

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 or +41 (0) 22 917 88 10

* According to the World Bank's Atlas Method

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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