

Young Leaders Online Training Programme

Course Syllabus

25 July – 21 August 2022



UNITAR

The United Nations Institute for Training and Research (UNITAR) was established in 1963 as an autonomous body within the United Nations with the purpose of enhancing the effectiveness of the work of the UN and its Member States.

UNITAR designs and conducts close to 500 different training and knowledge sharing events per year for some 50,000 beneficiaries worldwide. Activities include diplomats, other government officials, nongovernmental representatives, local authorities and other stakeholders.

At the heart of UNITAR, the Division for Multilateral Diplomacy (DMD) delivers training and support workshops to address the needs of these international actors. DMD's activities cover a wide range of policy domains, including training on the United Nations system and skills development.

PURPOSE

There are an estimated [1.8 billion people](#) today between the ages of 10 and 24, which is the largest generation of youth in human history. Their numbers are expected to grow—between 2015 and 2030 alone, about 1.9 billion young people are projected to turn 15 years old.

Connected to each other like never before, young people increasingly contribute to innovative solutions and inspiring political initiatives. They are agents of change, mobilizing to advance the Sustainable Development Goals (SDGs) and improving the lives of people and the health of the planet.

UNITAR is therefore delighted to implement the Young Leaders Online Training Programme, a four-weeks e-Learning course that will offer participants the chance to gain insights into the United Nations and will provide them with the knowledge and skills to fully unfold their potential as global leaders.



CONTENT

The content of the Young Leaders Online Training Programme consists of two main elements: (i) four online learning modules and (ii) live webinars with UN experts. These will allow participants to deepen their knowledge and develop the necessary skills to become young leaders.

Online Learning Modules

The online learning modules cover four themes and are made available on UNITAR's e-Learning platform. They cover different topics around the United Nations, the importance of conferences, sustainable development as well as a set of skills required to engage with actors across cultures.

Module 1: The United Nations	(25 – 31 July 2022)
Module 2: Conference Diplomacy	(01 – 07 August 2022)
Module 3: Sustainable Development Goals	(08 – 14 August 2022)
Module 4: Cosmopolitan Communication	(15 – 21 August 2022)

Each module will comprise approximately 30 pages of literature, external links, videos, and other relevant material, corresponding to a total workload of 6-8 hours per module. In total, the overall workload of the course, including the webinars, is 40-45 hours during the four weeks.

Live Components

The e-Learning modules will be complemented by a series of live components with UN experts. These will be delivered through the software Zoom, shall have varying lengths and formats, and include live webinars, e-workshops, virtual guided tours, and mock interviews:

Mon,	25 July, 2:00 PM - 3:30 PM	1.5-hr live-webinar	Welcome and Introduction
Tue,	26 July, 2:00 PM - 5:30 PM	3-hr e-workshop	The UN System and Human Rights
Fri,	29 July, 2.00 PM - 3.30 PM	1.5-hr live-webinar	Job Application Basics
Fri,	29 July, 4.00 PM - 5.30 PM	1.5-hr live-webinar	The Model United Nations (MUN)
Mon,	01 August, 2:00 PM - 5:30 PM	3-hr e-workshop	Conference Diplomacy
Wed,	03 August, 2.00 PM - 3.30 PM	1.5-hr live-webinar	UN Career Development
Th,	04 August, 2.00 PM – 5.30 PM	3-hr live e-workshop	Leadership Skills
Tue,	09 August, 2:00 PM - 5:30 PM	3-hr e-workshop	Sustainable Development Goals
Th,	11 August, 2.00 PM - 3.30 PM	1.5-hr live-webinar	Expert webinar on UNICEF
Fr,	12 August, 2:00 PM - 5:30 PM	3-hr e-workshop	Negotiation Skills and Techniques
Tue,	16 August, 2.00 PM - 5.30 PM	3-hr e-workshop	Basics of Diplomatic Report Writing
Th,	18 August, 2:00 PM - 3:30 PM	1.5-hr live-webinar	Cosmopolitan Communication
Fr,	19 August, 2:00 PM - 3:30 PM	1.5-hr live-webinar	Final Model United Nations
Fr,	19 August, 4:00 PM – 5:30 PM	1.5-hr live-webinar	Final Reflection and Closing Ceremony

(All times are indicated in **Geneva local time**. Zoom Links will be available on the platform.)



LEARNING GOALS

The Young Leaders Online Training Programme aims to provide participants with a nuanced balance between the knowledge and the skills necessary to understand the complexities of today's world and make a positive impact on it. After completion of the course, participants should be able to:

- Explain key components of the United Nations system and its agencies
- Understand the importance of conferences to address global issues
- Develop essential negotiation and communication skills across cultures
- Identify challenges and opportunities around the Sustainable Development Goals (SDGs)
- Adapt values and principles enshrined in the United Nations Charter



E-LEARNING PLATFORM

The e-Learning component will be delivered via the e-Learning platform Moodle (please see the course *User's Guide* for instructions on using this platform). This pedagogical tool will help the student meet the course's learning objectives through a self-paced study routine.

Materials will not be posted on the platform all at once. Instead, they will be made available on a rolling basis, being posted online every five days. This allows the participants to exclusively focus on the module at hand. Already completed modules will stay on the platform until after the course.

The modules mostly contain the same structural elements:

- Introduction Video
- PDF Version of the Content
- Interactive Articulate Storyline Lessons
- Complementary Videos
- Discussion Board
- Assessment Quizzes
- Weekly Webinar

WORKLOAD

The overall workload during the four-week-long course is between 40 – and 45 hours. Distributed across the three main elements of the training programme, the estimated workload is shown below. Please note that this is an estimate and students are free to spend more time or less with these components:

- | | | |
|------------------------|--------------------|---------------------|
| 1) E-Learning Modules | → 3 hours per week | → 12 hours in total |
| 2) Live Components | → 5 hours per week | → 20 hours in total |
| 3) Individual Projects | → 3 hours per week | → 12 hours in total |

Please see below one possible suggested schedule to distribute the workload evenly through the week:

	Monday	Tuesday	Wednesday	Thursday	Friday
10.30 – 14.00	Studying of Online Material	Studying of Online Material	-	-	-
Lunch Break					
14.00 – 17.30	Live Component	-	Live Component	Live Component	Live Component
Coffee Break					
17.30 – 20.00	Individual Work	Individual Work	-	-	Individual Work



EXPERT BIOGRAPHIES



Mr. Jérôme L'host, expert for Negotiations Skills and Mock Interviews, is a dedicated senior consultant based in Geneva and Moscow, working internationally with both the private and the public sectors.

Mr. L'host attended the University of Savoie where he studied Public Administration & Economics (AES). Mr. L'host is a certified Myers-Briggs Type Indicator (MBTI) Coach, a UN-certified Coach and Trainer, as well as a Synaps-certified, and LSA (Leadership Style Analysis) Coach. Prior to establishing himself as an Independent Consultant in 2009, Mr. L'host was a European Board Member and the Country Manager of both Switzerland and Russia for Dynargie Switzerland SA (International Training & Consulting group), with whom he worked for thirteen years.

Mr. L'host has managed more than 40 large-scale international projects in more than 30 different countries.



Ms. Marie-José Astre-Démoulin, expert for Leadership Skills and Mock Interviews, worked for 15 years in the *Staff Development and Learning Section* of the United Nations Office in Geneva.

She delivered workshops linked with conflict resolution, interpersonal skills and performance management to UN staff members. She conducted team building sessions and assisted managers faced with difficult situations across continents.

Marie-José also developed and delivered activities linked with career development: CV writing and interviewing skills. Overtime, she became a lead trainer for HR officers and managers at the United Nations Office at Geneva sitting in recruitment panels.

She is now a consultant and a coach. Her clients include private companies, international organizations and universities. In addition, she acts as an expert for Cross-Cultural Communication issues in the *Museum of Communication* in Bern.



Ms. Alice Richard, expert for the Sustainable Development Goals, is passionate about driving social impact. Her purpose is to inspire and empower people to take positive action.

A former United Nations staff member, she worked for UNICEF for 14 years, leading product-based fundraising and managing strategic corporate partnerships, before co-founding Co-CREATE Impact, an innovative social impact training company. In her new role, she harnesses the power of play to bring sustainability to life using game-based learning and immersive workshops.

Alice is skilled at combining her experience in the private and non-profit sectors with her knowledge in business and social

impact, to develop and deliver powerful innovative and fun way.



Mr. Lars Tillfors, expert for Multilateral Conferences and Diplomacy, is a former Swedish Diplomat with a long experience of both Multilateral and Bilateral Diplomacy and negotiations with postings in New York, Geneva and Washington D.C. as a delegate and international civil servant.

He is experienced in running international and intergovernmental meetings and in interagency affairs as well as managing contacts with Missions and Member States delegates.

He has been a consultant for UNITAR for many years and has performed training of Young Diplomats and International Civil Servants in Multilateral Diplomacy and

UN negotiations. He is widely admired for his expertise in diplomacy as well as for his warmth and humour.



Ms Elodie Tranchez, expert in Human Rights and the Treaty Bodies, is a Human Rights Officer at the Office of the High Commissioner for Human Rights (OHCHR) in Geneva, Switzerland. Her expertise includes the Human Rights Council, OHCHR in general as well as the Treaty Bodies.

Elodie gained her PhD in International Law from Paul Cézanne University in Aix-en-Provence France and has been lecturing on human rights and international law at Webster University for more than seven years.

As smart and highly skilled professional and very warm person, she is able to teach, strategically advice and

advocate on human rights.



Mr. Théo Fischer, expert for Leadership Skills, is a young Swiss Trainer with year-long experience in UNITAR workshops.

"What would our world look like if we allowed complexity to fully run its course? If each and every one of us was empowered to go his/her own way?" These questions, among many others, fascinate Theo and have shaped who he is today and his professional practice.

After studying management at the University of St Gallen, he worked for two years at euforia as a Creator of Opportunity (COO) before continuing with a Master's degree in Strategic Leadership for Sustainability in Sweden. For the past two years, he has been working as a facilitator and program designer for individuals, groups and organizations wishing to unleash their collective potential to create radical change.



Mr. Julian Caletti is a young professional at the United Nations Institute for Training and Research (UNITAR) based in Geneva. Prior to this post, he worked for three years at the Information Service of the United Nations Office at Geneva (UNOG).

At UNITAR's Division for Multilateral Diplomacy, Julian is primarily responsible for the United Nations Immersion Programme, the Young Leaders Training Programme as well as other field visits to Geneva. In addition, he is in charge of trainings regarding UNITAR's new concept of Diplomacy 4.0, examining the intersection between diplomacy and technology.

Julian holds a master's degree in international affairs from the Graduate Institute Geneva and a bachelor's degree in liberal arts from the University College Maastricht. He spent a total of four years working, studying and travelling in Latin America and China and is fluent in German, English, Spanish, French, Portuguese and Mandarin Chinese.



Mr. Max Leif Drummond, expert for United Nations simulations, studied "Politics, Administration & International Relations" for four years at Zeppelin University in Germany and is starting his postgraduate studies in "International Security" at the University of St. Andrews.

During his studies, Max engaged in so called Model United Nations (MUN) conferences. Since then, he participated, amongst others, several times at the renowned Oxford international MUN conferences and Harvard World MUN conference. Additionally, he organized his own MUN conference in 2019 and trained students in negotiation and public speaking.

COMPLETION REQUIREMENTS

Participants are eligible for a course certificate upon successful completion of the below components:

- **Reading the four modules' content;** you may wish to study the material through the interactive programme Articulate Storyline or simply download the PDF version of the content. They are identical in content and are meant to give participants flexibility about the way to study.
- **Participation in the discussion board forums;** the course moderators will post questions on every module, which participants are supposed to answer in short texts. Your posts will be evaluated according to both quantity and quality (e.g., content relevance and contribution to overall discussion).
- **Passing the multiple-choice assessments** each module will feature an assessment quiz about its content at its end. It contains 10 questions, and passing the module requires at least 8 out of 10 questions correctly answered. You may take the test up to three times and your best attempt counts.

Before moving to the next module, you should: **(a)** read the core module text, **(b)** participate in the discussion board forum and **(c)** pass the module's assessment quiz. Please note that **you are permitted to miss no more than 3 live-webinars without penalties in attaining your Certificate of Completion.**

You are also encouraged to consult the optional external links to enhance your knowledge of the given lesson's topic (e.g., links to websites and additional documents). We urge you to take a clear note of the above requirements.



STUDY PLANNING

Online training, by its very nature, entails the delivery of educational content over the internet. As you will proceed in this course, training materials will be made available to you through UNITAR's e-Learning portal. This course will also provide links to other web resources such as references and documents.

The UNITAR team is available to provide guidance and user information to help you participate and contribute actively to the discussion forums, which are an important requirement for completing this course. You will also have access to course moderators who will animate the discussion board.

The advantages of online training are many. You are able to :

- schedule and pace your learning according to your specific needs
- work from the office or home as long as you have a computer with an internet connection
- connect with your fellow participants and instructors through the learning portal

The lack of face-to-face interaction will require more discipline and proactive planning on your end in order to successfully meet the course's learning objectives. In this regard, it is thus different and distinct from a traditional face-to-face training course.

The course PDF files indicate how long modules last and when materials will be posted online. Note that following the last week, the material will remain available online for the foreseeable future. Participants may also be granted a limited amount of extra time to complete all requirements.

Although this online course is asynchronous – meaning that the interaction between you and the trainers or fellow participants will take place intermittently with a time delay – it will be important to establish a course study routine that best adapts to your work schedule and other commitments.

TECHNICAL SUPPORT

For any technical issue or coordination matter, you may contact the Multilateral Diplomacy Programme e-Learning Team (MDP e-Learning Team) by sending a message through the UNITAR Virtual Learning Environment.

You may also contact us by email. Email support is available 24/7, and emails will be answered within 24 hours.

DMD e-Learning Team

E-mail: julian.caletti@unitar.org or Samim.hamidy@unitar.org

Phone: +41 22 917 8716

Office Location: Geneva, Switzerland

Phone support hours: 8 am to 5 pm UTC/GMT