



CONFLUXCENTER



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United Nations Institute for Training and Research

EFFECTIVE WRITING AND SPEAKING SKILLS FOR MULTILATERAL DIPLOMACY:

*Written Reporting,
Public Speaking,
& Speechwriting*

VIRTUAL TRAINING COURSE **PROGRAM**

15 — 19 February 2021

Organized by:

Conflux Center for Intercultural Dialogue and Communication
United Nations Institute for Training and Research

Speakers & Organizers

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TBA

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Course Program

DAY 1

15 Feb 2021

9:30 – 9:50

Introduction

9:50 – 10:00

Agenda & Program of Work

10:00 – 10:50

Tour de Table & Expectations

10:50 – 11:00

EXERCISE 1
TBA

11:00 – 11:15

COFFEE BREAK

11:15 – 12:00

SESSION 1:

“Principles of Effective Writing I”

12:00 – 12:45

SESSION 2:

“Principles of Effective Writing II”
“Guidelines for Clear and Concise Writing”

12:45 – 13:45

LUNCH BREAK

13:45 – 15:15

SESSION 3:

“Open Sources for Diplomatic Reporting — Meeting Coverage, Summary Records & Process Verbal, & Other Sources”

15:15 – 15:30

COFFEE BREAK

15:30 – 17:00

EXERCISE 1
TBA

DAY 2

16 Feb 2021

9:30 – 10:00

Recap Exercise

10:00 – 11:00

SESSION 4:

“Reporting to the UNSC — Drafting Reports of the UN SG & Briefing Notes for the SRSGs”

11:00 – 11:15

COFFEE BREAK

11:15 – 12:00

SESSION 5:

“Writing Briefing Memos for Multilateral Meetings”

12:00 – 12:45

SESSION 6:

“Writing Concept Notes for Multilateral Meetings”

12:45 – 13:45

LUNCH BREAK

13:45 – 14:30

SESSION 7:

“Public Speaking — The Essentials”

14:30 – 15:15

SESSION 8:

“Writing National & Group Statements in Multilateral Diplomacy”

15:15 – 15:30

COFFEE BREAK

15:30 – 16:15

SESSION 9:

“Statements Invoking Rules of Procedures”

16:15 – 16:45

EXERCISE 3:

“Writing Concept Notes”

16:45 – 17:00

EXERCISE 4:

“Speech Writing”

DAY 3

17 Feb 2021

9:30 – 10:00

Recap Exercise

10:00 – 10:15

SESSION 10:

“Guidance & Analysis of Best Practices & How to Build a Consensus”

10:15 – 11:00

SESSION 11:

“Types of Diplomatic Reporting — An Introduction”

“Cables —

For Information, For Commentary & Evaluation, For Action & Follow Up”

11:00 – 11:15

COFFEE BREAK

11:15 – 12:00

GUEST SPEAKER:

“Schools and Examples of Diplomatic Reporting”

12:00 – 12:45

SESSION 12:

“Reporting from UN Peacekeeping Missions I”

12:45 – 13:45

LUNCH BREAK

13:45 – 15:15

SESSION 13:

“Reporting from UN Peacekeeping Missions II”

15:15 – 15:30

COFFEE BREAK

15:30 – 16:15

GUEST SPEAKER:

“Diplomatic Reporting”

16:15 – 17:00

EXERCISE 5:

“Consensus Language”

Course Program

DAY 4
18 Feb 2021

9:30 – 10:00
Recap Exercise

10:00 – 11:00
SESSION 14:
*“Writing Press Releases
in Multilateral
Diplomacy”*

11:00 – 11:15
COFFEE BREAK

11:15 – 12:00
EXERCISE 6:
*“Briefings by SRSGs to
the UNSC”*

12:00 – 12:45
EXERCISE 7:
“Public Speaking”

12:45 – 13:45
LUNCH BREAK

13:45 – 15:15
EXERCISE 8:
“Speech Writing”

15:15 – 15:30
COFFEE BREAK

15:30 – 16:15
EXERCISE 9:
“Writing Press Releases”

16:15 – 17:00
EXERCISE 10:
“UN Reporting”

DAY 5
19 Feb 2021

9:30 – 10:00
Recap Exercise

10:00 – 11:00
SESSION 15:
*“Writing Official
& Diplomatic
Correspondence in
Multilateral Diplomacy”*

11:00 – 11:15
COFFEE BREAK

11:15 – 12:00
EXERCISE 11:
*“Diplomatic
Correspondence”*

12:00 – 12:45
EXERCISE 12:
“Panel & Discussion”

12:45 – 13:15
Feedback & Close

13:15 – 13:30
Training Evaluation

NOTES:

All specified times are in accordance with CET (Central European Time) / UTC+1 (Coordinated Universal Time) time zone.

We reserve the right to modify the course program at any time.