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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

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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About the Course

Background

Effective communication is fundamental to successful diplomacy, specifically in times of crisis marked by high levels of uncertainty. Delivering one's message is key to work together efficiently and to overcome challenges at both the individual and organisational level.

The Division for Multilateral Diplomacy of the United Nations Institute for Training and Research (UNITAR) and Conflux Center for Intercultural Mediation and Dialogue have designed and developed the virtual course **“EFFECTIVE WRITING AND SPEAKING SKILLS IN MULTILATERAL DIPLOMACY: Written Reporting, Public Speaking & Speechwriting”** for professionals to better structure their approach to their own professional style, build resilience, and be self-motivated during these times of ambiguity.

Overall Goal

The aim of the virtual course is to identify areas participants need to improve, in order to give the impression of spontaneity and confidence while delivering their message to an audience as well as how to make the content of their speeches and reports pertinent and highly engaging. Drawing on the latest modern techniques in the ancient art of rhetoric (the skill of oration and persuasion) and writing, the trainers provide the participants with feedback enabling them to make immediate adjustments and improvements during the training at a behavioural, rather than simply at a theoretical, level.

By examining the essential professional qualities needed to sustain the world of multilateral diplomacy, participants will be enabled to further improve their high-level public speaking and writing competences. The ultimate objective is to strengthen the individual's resilience under uncertainty, and to enable them to work efficiently during these challenging times.

Learning Objectives

By the end of the course, participants will be able to:

- Apply public speaking, presentation, speechwriting, and reporting techniques, – including preparation, structure, and delivery;
- Acquire essential principles of the art and craft of speechwriting and written reporting; Identify personal strengths and weaknesses as presenters and writers;
- Demonstrate the ability to use voice and words to effect when giving presentations: wording, diction, intonation, rhythm, and pacing;
- Implement acquired tools for combating public speaking anxiety.

Course Details

Target Audience

The virtual course aims at strengthening the individual capacity of growth-oriented professionals working in a multilateral diplomatic professional environment, who are or aim to be in high-level roles requiring pivotal professional skills such as written reporting, public speaking, and speechwriting.

Specifically, this course is designed for mid to senior level staff in peacekeeping and political missions of the UN and regional organisations (AU, OSCE, EU, etc.), diplomats, those working in governments, non-governmental organisations, and academic institutions.

Content and Structure

The participants will learn from experts who will cover essential principles of written reporting, speechwriting, as well as public speaking. The training will consist of lectures and facilitated discussions by senior experts and practitioners in the field, as well as simulation exercises, role play and case studies, which will comprise a significant portion of the course. A space will be provided for group discussions and best practices and experience sharing among the participants under the guidance of the senior mentors. The course will also focus on practical exercises using audio and video media.

Given its core purpose, the course will take place via the **online platform Zoom**. The activities will be designed to be highly interactive, characterised by a similar format to that of face-to-face courses. As a result, a similar level of engagement will be guaranteed through discussion, Q&A sessions, and hands-on exercises and assignments.

The virtual course will take place over a period of five days, from the **15th to 19th February 2021**. The program can be accessed via the following link:

<https://www.confluxcenter.org/wp-content/uploads/2021/01/Course-Program---Effective-Writing-and-Speaking-Skills-for-Multilateral-Diplomacy.pdf>

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

Upon completion of the course, certificates of participation comprising official logos of Conflux Center and UNITAR will be issued in PDF, and a hard copy can be sent via post upon request.

Additional Information

Technical Requirements:

In order to join the virtual training, all attendees should have access to the internet and a personal computer (laptop), with an operational camera and microphone (external or internal). A stable internet connection is essential in order to minimize the chances of stutter or disconnection. It is advisable that the participants download the Zoom application (free of charge). It is also possible to join a meeting directly from a web browser, but the meeting experience and available features are limited. The participants will receive all necessary information in the joining instructions prior to the start of the course.

Registration:

Registration is open until **11 February 2021** and can be done via the following link:

<https://www.confluxcenter.org/events/application-form/>

Upon online registration, participants will receive an invoice, pre-course video and reading materials, as well as information on how to use Zoom. The pre-course materials will also be available on Conflux Center's website. Instructions on how to use Zoom will also be presented during the introductory session of the course.

COURSE FEE:

1,000 EUR (1,250 USD)

Conflux Center alumni are eligible for 20% discount.

Partial subsidy could be available at a later stage. Those interested in a partial subsidy should send their CV and a motivation letter not later than **1 February 2021** to office@confluxcenter.org.

UNITAR and Conflux Center will not provide refunds for customers who face technical issues beyond their direct control. It is recommended that all prospective participants test Zoom for free at Zoom.us prior to confirming their payment.

- The participants should be relieved of their regular work duties for the duration of the course.
- The course is conducted in English and translation is not provided.

For further details about the course, please contact us at:

office@confluxcenter.org or **+381 65 308 19 76**