



# EXECUTIVE DIPLOMA IN DIPLOMATIC PRACTICE

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5TH EDITION | 2019-2020  
GENEVA, SWITZERLAND



# WHY CHOOSE UNITAR'S NEW EXECUTIVE DIPLOMA IN DIPLOMATIC PRACTICE?

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UNITAR has delivered Core Diplomatic Training (CDT) activities since its inception in 1963. These are executive-style face-to-face trainings focusing on international cooperation and multilateral diplomacy, and aimed at enhancing participants' understanding of the United Nations System, its organs and procedures, and 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 4th edition, UNITAR will launch the 5th edition of its Executive Diploma in Diplomatic Practice for 2019/2020. From September 2019 to August 2020, 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, as 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.

**Nikhil Seth, Executive Director, UNITAR**



# THE DIPLOMA AT A GLANCE

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“All of the facts presented, processes explained, and people involved in the Executive Diploma gave me additional knowledge about importance of roles of UN and diplomacy as a tool for success of those roles. Thank you!”

–

Ante Obad, Cardiologist

“The workshops have given me practical knowledge about Multilateral Diplomacy and Negotiations, as well as enhanced my confidence in my field of work!”

–

Williemena P. Appleton, Diplomat,  
Liberian Embassy in Berlin

UNITAR’s Executive Diploma stands out as a programme tailored to prepare diplomats and other actors, including the private sector, to excel in creating effective solutions at the international level and scaling the challenges and new realities of the 21st century.

Drawing on UNITAR’s experience of training leaders for over 50 years, the 5th Edition of Executive Diploma is a precious opportunity for diplomats and professionals to increase their global network and career opportunities while learning with practitioners from different cultures and worldviews.

# THE MULTILATERAL DIPLOMACY UNIT

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At the heart of UNITAR, the Multilateral Diplomacy Unit strengthens the intergovernmental machinery of the UN and supports member states in overcoming global challenges related to multilateralism, international cooperation, peace and security, climate change, human rights, and science and technology.

The Division, comprising of the Multilateral Diplomacy Programme Unit and UNITAR's New York Office, has supported diplomats since 1968, working closely with an increasing number of other partners to strengthen capacities of diplomats, government officials and major actors of the diplomatic sphere, empowering their participation in, and the efficiency of the multilateral system in New York, Geneva, and other cities where the UN maintains a significant presence.

**“The Executive Diploma is an incredible melting pot of notable speakers, experienced diplomats and other enthusiasts looking to learn and contribute to enlightening discussions on global diplomatic leadership.”**

–  
**Mary Dinah, Chief Executive Officer,  
M.A.D Hospitality**

**“It was a great pleasure for me to participate in the Executive program. It gave me the opportunity to meet different cultures and to learn how my skills could be used in an international context.”**

–  
**Anne Blanchard, Public Strategic Management  
Coach Fesens, LaRoche**

# GENERAL INFORMATION

10

10 CDT workshops from  
September 2019 - August 2020  
(English).



Each workshop lasts 2 days in Geneva,  
Switzerland at the Palais des Nations,  
Palais Wilson or the International  
Environment House.



The estimated duration of the  
diploma is approximately 200  
hours, with 160 hours of  
face-to-face trainings.

# REQUIREMENTS TO BE AWARDED THE DIPLOMA



Attend at least 8 of the 10 Core  
Diplomatic Training (CDT) workshops  
from September 2019 – August 2020.



Engage in simulation exercises during  
the workshop, assessed by trainers  
according to the learning objectives  
of each workshop on a pass or fail  
basis.



In special situations, participants  
who cannot attend 8 workshops can  
take up to 2 of the MDPU's e-  
Learning courses instead of 2 CDT  
workshops.



Submit a final research paper based  
on the material covered in one of the  
workshops.



## 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.

The Executive Diploma has attracted candidates ranging from diplomats based in Geneva and other locations, and practitioners in the international arena including business persons, academics, entrepreneurs, trade officers and humanitarian workers.



## ADMISSION REQUIREMENTS

- ✓ Bachelor's Degree
- ✓ 2-3 years of relevant professional experience
- ✓ Proficiency in English



## 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.



# PROGRAMME STRUCTURE





## 1. PREPARATION STAGE

Prior to the start of the series, participants will receive individual guidance from UNITAR experts, including a questionnaire of expectations, and an individual Skype session with a UNITAR representative and a certified coach to address questions or concerns about the programme.



## 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 11-14.



## 3. FOLLOW-UP STAGE

At the programme's end, candidates for the Executive Diploma will be further evaluated as in the first stage, to assess their learning margins after the completion of the training. This process allows for consistent and thorough monitoring of participants' progress, and serves as a final phase in their learning cycle.



## 4. 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 AND WORKSHOPS

## 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. You will learn to define and understand the key elements and appropriate procedures in international negotiations, acquire and have the opportunity to practice new skills and strategies in negotiation, and will emerge confident to guide and advise colleagues as to best practices in dealing with complex negotiations.

This training will enhance your understanding of theories and differing styles of leadership particularly in a cultural context, the importance and practice of effective communication skills, and strategies of strong leadership in times of crisis, decision-making and risk management. You will work on your own personality and leadership style, and reflecting on ways to improve your assertiveness, self-awareness and interpersonal relationships.

## LEADERSHIP SKILLS AND ASSERTIVENESS



## STAKEHOLDER ENGAGEMENT AND COORDINATION



This workshop will enhance your skills in communicating, consulting, planning, and nurturing professional relationships among others, with the objective to foster productive cooperation across organizations, governments, and other key actors. You will be trained to effectively employ dialogue and other facilitating skills across sectors in order to generate mutual benefits and a more efficient project delivery.

During this training, you will learn how to use a comprehensive methodology and the appropriate tools to improve the recording and summarizing of conference results, negotiations and meetings for stakeholders interested in their outcomes. Presentations and simulation exercises will strengthen skills needed to analyze internationally agreed instruments and the required national follow-up.

## EFFECTIVE WRITING IN MULTILATERAL DIPLOMACY



## CONFERENCE DIPLOMACY AND MULTILATERAL NEGOTIATION



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.

## 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 and in field offices. You will gain a concrete understanding of specific protocol-related situations and the knowledge and capacities to take the right decisions considering a 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”.

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

## NEGOTIATING, DRAFTING AND ADOPTING UNITED NATIONS RESOLUTIONS



## DIGITAL DIPLOMACY AND CYBERSECURITY



This workshop focuses on digital technology and e-diplomacy, analyzing both the incredible opportunities and the many challenges and safety issues it brings to the daily work of diplomats. In addition, it also raises 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.

## **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 exercises to put theory into practice.

In the context of international conflicts and intra-state conflicts, mediation is deployed 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 can prevent and manage international disputes. This course will enable you enhance your knowledge, strategies and skills in mediation for preventive diplomacy.

## **ADVANCED NEGOTIATION, MEDIATION AND CONFLICT RESOLUTION**





# LEARN FROM SELECTED EXPERTS

The resource persons selected to deliver or moderate the Executive Diploma's 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.



**Marit Imeland Gjesme**  
Trainer in Leadership

Marit Imeland Gjesme, managing director at CultureCatch, is an experienced leadership trainer and coach who trains and supports companies 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 has performed workshops in more than 40 countries. She has also trained and coached participants from approximately 100 cultures, covering all organizational levels and business areas.



**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.





**Meritxell Martell Lamolla**  
Trainer in Stakeholder Engagement  
and Coordination

Meritxell Martell is the founder & director of Merience, a consultancy company focused on environmental risk governance, analysis and development of communication and stakeholder engagement strategies in complex socio-technical and decision-making processes. With over 15 years of experience as an international consultant such issues, she has successfully participated in and coordinated several European projects and is an expert consultant to many international organisations.



**H.E. Amr Aljowaily**  
Trainer in Multilateral Diplomacy

Amr Aljowaily is currently Egypt's Ambassador to Serbia, and visiting faculty at UNITAR. He has held leading positions in multilateral negotiations including: Rapporteur of the United Nations Special Committee on Peacekeeping in 2015, Chair of WTO's Committee on Information Technology Agreement in 2007, and many others. Mr. Aljowaily also has participated in numerous executive training activities, including the select Missions Leaders Course of the UN Department of Peacekeeping Operations.



**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 over 19 years, she has taught courses and seminars in several academic institutions, international organizations, and in corporate executive training as a senior negotiation trainer. She has developed international strategy and partnerships for European institutions of higher education. She graduated from Harvard University.

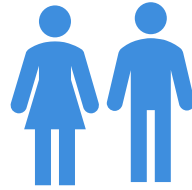
# ACHIEVEMENTS

## Results and achievements for UNITAR's Multilateral Diplomacy Programme Unit in 2018



**1900**

Beneficiaries from governments, international organizations, private sector, academia, and civil society.



**54% - 46%**

Gender Balance



**81%**

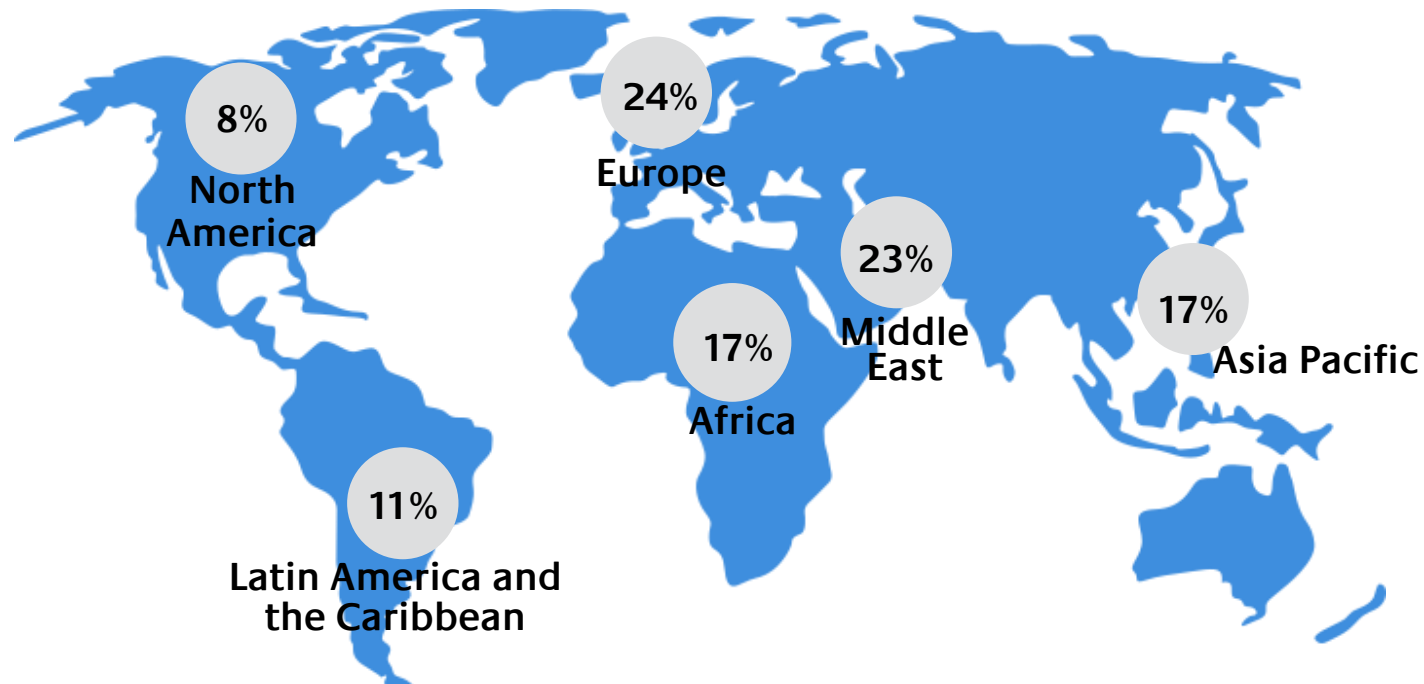
Overall satisfaction rate for these events



**80+**

Trainings delivered through face-to-face, e-learning and blended methodologies.

## Regional Breakdown of beneficiaries of UNITAR's Multilateral Diplomacy events and courses



# THE DIPLOMA

We offer competitive prices for participants



Fee reductions

UNITAR is pleased to announce that participants from least-developed and developing 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 88 10

\* According to the UNSD M49 Standard



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