

<Attachment 2-1>  
Course Overview

“Mid-Career Course” (JFY2016)

The Mid-Career Course targets those who have work experience in fields related to peacebuilding and development<sup>1</sup>, and aims to enhance their skills and knowledge on communication/negotiation and leadership/management and provide an opportunity to develop networks with expert practitioners.

In particular, this course is designed for those who are determined to utilize their experiences to date to further their careers in peacebuilding and development, in particular in the United Nations and other international organizations. The course welcomes applicants from diverse backgrounds, including private businesses, NGOs/NPOs, and international organizations.

The 7-day training course aims to achieve these objectives through interactive discussions and role-play exercises led by experienced facilitators working on the front lines of peacebuilding and development at the UN and other international organizations. Along with strengthening the comprehensive adaptability required to overcome challenges such as changes in positions within organizations and increasingly complex responsibilities, the course also aims to provide feedback from facilitators to each participant on his/her performance. In addition, it offers the participants ample opportunity to develop the networks invaluable for advancing their careers through individual meetings with facilitators and informal networking events.

The course will take place at the Hotel Asia Center of Japan (8-10-32 Akasaka, Minato-ku, Tokyo, 107-0052 Japan). The course will be conducted in English and is open to nationals of any country.

Please find the curriculum in the next section. The schedule is tentative and facilitators may change accordingly.

Curriculum (*Tentative*)

Date & Venue	Agenda	Contents	Facilitators
Session 1 (9:30 – 11:00), Session 2 (11:15 – 12:45), Session 3 (14:15 – 15:45), Session 4 (16:00 – 17:30)			
<b>Communication and Negotiation Competencies in International Organizations</b> <b>[1<sup>st</sup> Stage Training on Communication]</b>			
7 Aug (Sun), 2016 <u>Day 1</u> <b>Hotel Asia Center of Japan Meeting Room C (2F)</b>	<Overview of Communication and Negotiation> <b>Session 1:</b> Practical Requirements to Work Professionally at the UN <b>Session 2:</b> Tips for Effective Negotiation Skills <b>Session 3:</b> Tips for Effective Oral Communication <b>Session 4:</b> Tips for Effective Writing Communication	Introduction to enhancing communication competencies covering negotiation, oral and written communication in the UN and other international organizations.	Sukehiro Hasegawa (Chair of HPC Council/Visiting Professor, Hosei University and United Nations University)  Kenro Oshidari (Member of HPC)

<sup>1</sup> Relevant fields include the following: administration, aviation, civil affairs, communications, economics, engineering, finance, human resources, humanitarian aid, IT, law, political affairs, procurement, public health, security, and supply chain management

8 Aug (Mon) <u>Day 2</u>	<Practical Interpersonal Skills> <b>Session 1:</b> Negotiation with Your Supervisors <b>Session 2:</b> Collaboration with Your Colleagues <b>Session 3:</b> Coordination with Other Agencies <b>Session 4:</b> Negotiation with Local Stakeholders	Scenario-based exercises to develop interpersonal skills in the UN and other international organizations.	Council, Former Regional Director for Asia, World Food Programme)
9 Aug (Tue) <u>Day 3</u>	<Practical Public Relations Skills> <b>Session 1:</b> Representing your Organization <b>Session 2:</b> Presentation at a Conference <b>Session 3:</b> Presentation to your Donors <b>Session 4:</b> Preparation for Media Interviews	Scenario-based exercises in which various public communication skills play a crucial role for successful outcomes.	Andrew Cassim (Founder & Director of Training, Crucial Communications)
<b>Leadership and Management Competencies in the UN System</b> <b>[2nd Stage Training on Leadership]</b>			Hideaki Shinoda (Director of
10 Aug (Wed) <u>Day 4</u>	<Overview of Leadership and Management> ( <i>subject to change</i> ) <b>Session 1:</b> What are Leadership and Management Competencies? <b>Session 2:</b> Various Types and Layers of Leadership and Management in the UN System <b>Session 3:</b> Leadership and Management Challenges in Practice <b>Session 4:</b> Leadership and Management for Stakeholders Special Review Session and Informal Networking Event	Sessions on leadership and management competencies required in the UN system with reference to multidimensional peace operations and cooperation with local stakeholders.	HPC/Professor, Graduate School of Tokyo University of Foreign Studies)  Yuji Uesugi (HPC Program Officer/ Professor, Faculty of International Research and Education, Waseda University)
11 Aug (Thu) <u>Day 5</u>	<Functions and Trends of UN Peace Operations> ( <i>subject to change</i> ) <b>Session 1:</b> Recent Development of UN Peace Operations <b>Session 2:</b> Personnel System of UN Peace Operations <b>Session 3:</b> Partnership with Other International Actors <b>Session 4:</b> Partnership with Regional/National/Local Actors Special Session on Liaison with Japanese Funds	Sessions on functions of the UN and enhancing leadership and management skills to build partnerships with various actors in UN peace operations. (A special session is held with Japanese aid officials.)	And other senior UN officials.
12 Aug (Fri) <u>Day 6</u>	<Exercise on Leadership in Planning> ( <i>subject to change</i> ) <b>Session 1:</b> Planning in the UN System <b>Session 2:</b> Leadership and Management in the UN System <b>Session 3:</b> Group Work <b>Session 4:</b> Plenary Review	Scenario-based group exercise on leadership skills in the context of planning in the UN system.	

13 Aug (Sat) <u>Day 7</u>	<Exercise on Leadership in the UN System> ( <i>subject to change</i> ) <b>Session 1:</b> Leadership in the UN System <b>Session 2:</b> Leadership and Management in the UN System <b>Session 3:</b> Group Work <b>Session 4:</b> Plenary Review	Scenario-based group exercise on leadership and management skills in the UN system.	
------------------------------	--	---	--

#### < List of Facilitators >

- Sukehiro Hasegawa (Chair of HPC Council/Visiting Professor, Hosei University and United Nations University/Former Special Representative of the UN Secretary-General for Timor-Leste. Hasegawa served 37 years in the UN system and had 18 years of field experiences in six countries that included UN peace operations in Cambodia [UNTAC], Somalia [UNOSOMII], Rwanda [UAMIR] and Timor-Leste [UNMISSET, UNOTIL, UNMIT] where he acted as SRSG, DSRSG, Humanitarian and Resident Coordinator, Manager of 550 Electoral Supervisors. He was Deputy Executive Coordinator of the UN Volunteers [1987-1993] and UNDP Deputy Regional Director for Asia and the Pacific [1996-1999]. He has acted as a mentor and facilitated eight Senior Mission Leadership [SML] training programs in Cairo, Kuala Lumpur, Tokyo and Yaoundé.)
- Kenro Oshidari (Member of HPC Council, Former Regional Director for Asia, World Food Programme. As a UN staff, he led humanitarian assistance implemented around the world. He has long years of experience as Regional Director or Country Representative of WFP Offices.)
- Andrew Cassim (Founder & Director of Training, Crucial Communications. He has considerable work experience as an independent consultant for training programs of international organizations including IMF and WFP.)
- Hideaki Shinoda (Director of HPC/Professor, Graduate School of Tokyo University of Foreign Studies. Ph.D. in International Relations. He authored numerous books and articles on peacebuilding and is winner of Osaragi Jiro Rondan Award and Suntory Academic Award. He has practical experiences of engagements with NGOs, PKO and training workshops throughout the world covering many post-conflict countries. He served as a Program Director of the “Program for Human Resource Development for Peacebuilding” commissioned by MOFA of Japan for 8 years from the beginning of the program.)
- Yuji Uesugi (HPC Program Officer/ Professor, Faculty of International Research and Education, Waseda University. Ph.D. in International Conflict Analysis [UKC]. He has authored many books or articles on peacebuilding. He also has considerable practical experience on the ground of peacebuilding as a staff of NGOs. He served as a Program Officer of the “Program for Human Resource Development for Peacebuilding” commissioned by MOFA of Japan for 8 years from the beginning of the program. )

#### Additional Note

A preparatory seminar may be held on **Sunday, July 31, 2016 at the participants’ request**. The seminar is intended for those without previous work experience in the UN system; however, participation in this seminar is not a requirement.

Date & Venue	Agenda	Contents	Facilitators
Session 1 (9:30 – 11:00), Session 2 (11:15 – 12:45), Session 3 (14:15 – 15:45), Session 4 (16:00 – 17:30)			
<b>Preparation Seminar</b>			
31 July (Sun),	<Pre-training Sessions>	Introductory sessions on the	Eiji Oyamada (tbc)

<p>2016 <b>Hotel Asia Center of Japan Meeting Room C (2F)</b></p>	<p><b>Session 1:</b> UN System and International Organizations <b>Session 2:</b> UN and Peacebuilding <b>Session 3:</b> UN and Development <b>Session 4:</b> Working in UN and International Organizations</p>	<p>roles of UN and other international organizations in the field of peacebuilding and development.</p>	<p>(Member of HPC Council/Professor, Graduate School of Global Studies, Doshisya University)  Shinya Kosaka (Research Officer of HPC/Part-time Lecturer, Tokyo University of Foreign Studies)</p>
---	--	---	---