



Leadership Skills for Programme Support and Administrative Functions

The UN System Leadership Framework acknowledges that leadership skills are not only for those who manage people or teams; they are essential for all staff to efficiently manage processes, make decisions, and communicate with others.

The framework provides common guidelines for staff across the UN system on how to approach their work. This workshop focuses on how General Service, Programme Support and Administrative Professionals can use these principles to strengthen their impact.

#Leadership #Administrative support #Up to 2 months #Turin Campus #Virtual Campus #online #blended

Introduction

The 2030 Agenda challenges the UN system to change the way it does business. This requires transforming the UN's organizational culture.

Towards this transformation, the UN System Leadership Framework, adopted by the CEB in April 2016 and embraced by the Secretary-General in his report on management reforms of the UN Secretariat, provides the blueprint for the desired organizational culture at the UN, and of the underpinning leadership characteristics. Because leadership can and should be exercised not only by formally designated leaders but by all staff, the framework applies to UN staff, at all levels, in all functions, and in all locations.



Where ONLINE



When 25 Oct - 15 Dec 2021



Fee 2000 USD



Duration Online: 25 Oct - 26 Nov.
Virtual Face-to-Face, 7 - 10 & 13 - 15
December 2021



Enrollment deadline 22 Oct 2021



Contact
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Language English

Objectives

Upon successfully completing this workshop, participants will be able to:

- Discuss the practical application of the UN Leadership Framework for programme support and administrative services
- Explain the characteristics of UN leadership – Norm-based, principled, inclusive, accountable, multidimensional, transformational, collaborative, self-applied
- Apply systems thinking for administrative efficiency in implementing the UN leadership framework
- Focus on impact and accountability
- Develop self-leadership skills
- Enable and support change
- Apply design-thinking approach to their own work
- Support transformational change

Course Contents

This programme builds upon and complements other UNSSC courses for administrative assistants with the following activities:

Online sessions (3 weeks spread over 5 weeks)

Week 1: UN Leadership Framework: New ways of working in the context of the 2030 Agenda

This session focuses on understanding the characteristics of UN leadership which are –Norm-based, principled, inclusive, accountable, multidimensional, transformational, collaborative and self-applied.

It also covers the four key ways in which leadership behaviours manifest themselves in support of the 2030 Agenda. These include, Focus on impact; Driving transformational change; Systems-thinking; and Co-creation.

Leadership, Accountability and Results Driven: Taking responsibility and ownership for decisions, actions and results. Being accountable for what is accomplished and how.

Week 3: Leadership Charisma: Emotional Intelligence and Leadership behaviour

Operationalizing the universal leadership characteristics, behaviours, principles and mindsets envisioned in the UN leadership framework. This session covers the effect of emotional intelligence on leadership effectiveness, self-leadership and self-management. It also covers how the way we deal with our emotions shapes our actions, careers, relationships, health and happiness.

Week 5: Leadership and System-Thinking - Leadership Culture

To achieve a leadership culture, the power of systems thinking needs to spread throughout the organization. Thinking in terms of systems gives people the ability to enable and support change where it is most needed.

Virtual Face-to-Face workshop (3.5 hours per day for 7 days)

The virtual face-to-face workshop is designed to take participants through practical exercises and case studies, enabling them to practice what they learned in the first online component and develop their leadership capacity.

Topics covered in the virtual face-to-face include:

Module 1: A review of the UN Leadership Framework

- Identify expected leadership behaviours for all UN staff
- Identify required leadership qualities

Module 2: Understanding Leadership

- Apply practical techniques to improve leadership skills and
- Strategies for encouraging creativity and innovation

Module 3: Leadership skills and Systems thinking for administrative efficiency

Module 4: Developing as a leader

- Leadership practices inventory (LPI)
- The practices of exemplary leaders
- Leadership styles
- Leadership and core values (valued-based leadership)
- Leading Without Authority (influence)

Module 5: Co-creation - creative leadership

- Design thinking and innovation - Using the Human-centered Design Thinking approach for workplace performance. This session allows participants to