

IMPORTANT: Please fill in this enrolment form using **WORD**

Application form for the Presentation Skills course (in English)

Enrolment period: 3 October – 8 November 2011

1. FOR ALL WRITING SKILLS STUDENTS

Family name : _____ First name : _____
Organization/Mission : _____ Division : _____ Section : _____
Email : _____ Telephone number : _____
Category : G P L D JPO Guide Retiree Other (*Spouse, Missions*) : _____ Grade : _____
Expiry date of contract : _____
Name of supervisor/title : _____
Signature of supervisor: _____ Date : _____

2. FOR HUMAN RESOURCES SERVICE OF SPECIALIZED AGENCIES AND OTHER INTERNATIONAL ORGANIZATIONS (including ECE,OCHA,OHCHR,UNCC,UNCTAD,UNHCR,UNIDIR,UNEP,UNITAR and UNRISD)

Name of organization : _____
(The above organization agrees to contribute to the cost of the applicant's enrolment in this course)
Name and title of authorized Human Resources Officer : _____
Signature : _____ Date : _____

3. STUDENT LANGUAGE DETAILS

Mother tongue : _____
If you are not mother tongue English, have you passed the Language Proficiency exam in English? If so, when ? : _____
What other language exams have you taken? When ? : _____
What other Management and Communications courses have you followed? When? : _____
Do you give presentations in English ? : _____ If so, approximately how many per year ? : _____
Have you ever taken a presentation skills or train the trainer course ? : _____
If so, which courses and when? : _____
What type of presentations do you give ? : _____

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED