FICSA

**Federation of International Civil Servants’ Associations**

### Palais des Nations, Room VB.03/04, CH-1211 Geneva 10

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**ANNOUNCEMENT**

**FICSA TRAINING WORKSHOPS**

***Strategy for Successful Organizational Change***

***and***

***Working under pressure: Emotional Intelligence in the Work Place***

(SCBD offices, Montreal, Canada, 7 to 9 October 2019)

**Deadline for applications: 30 September 2019**

As a follow-up to decision FICSA/C/72/D/12 from the Standing Committee on Human Resources Management (HRM) (Vienna, February 2019), two training workshops are being organized at the offices of the Secretariat of the Convention on Biological Diversity (SCBD), from 7 to 9 October 2019, in Montreal, Canada.

These workshops will be presented in English by Ms. Gwyneth Letherbarrow, one of the Federation’s well-established trainers in fields of human resources management, emotional intelligence and coaching.

**Workshops programme**

**The first 1-day workshop on 7 October: session on *Strategy for successful organizational change***. Change is inevitable and it will be an opportunity to look at how to deal with it. You will be informed about how to manage change successfully by giving more ownership and personal accountability to staff members. How to support yourself and your colleagues effectively to ensure that your Organization is faring smoothly through the changes. (maximum 35 participants).

**The second two-day workshop on 8 and 9 October: training on “*Working under pressure: Emotional Intelligence in the work place*”** to allow you to use emotional intelligence to transform working relationships and to learn to deal with reactive behaviours and negative patterns. (maximum 35 participants).

Please note that these workshops are provided free-of-charge to staff representatives from FICSA dues-paying members\*.

A fee is charged for all other participants, including staff representatives from non-FICSA member organizations.

* For the workshop on ***Strategy for successful organizational change:*** fee is CHF 150 (Swiss francs);
* For the 2-day workshop on ***Working under pressure and emotional intelligence:*** fee is CHF 300 (Swiss francs).

For FICSA members with consultative or observer status (from organizations not listed in the footnote), a 30% discount will be granted on the total amount.

General information, including recommendations on hotel accommodation, will be sent directly to the participants along with the confirmation message.

To sign up please use theattached application form. Nominations should be signed by the President/Chair of the local staff association/union and sent to the FICSA Secretariat <ficsa@un.org> by the above-mentioned deadline. **Seats will be confirmed on a first-come first-served basis, irrespective of the duty station of assignment. The number of participants is limited to 35 per workshop. Therefore, it is advisable to register well in advance of the deadline.**

ALL TRAVEL-RELATED EXPENSES AND DSA MUST BE PROVIDED BY THE INDIVIDUAL STAFF ASSOCIATION/UNION OR ADMINISTRATION.

Kind regards,

Evelyn Kortum

General Secretary

\* BIOVERSITY - CERN - CSSA - CTBTO - ECB - ESO – FAO - THE GLOBAL FUND - IAEA - IARC - ICAO - ICCO - ICO – IDLO - IFAD - ILO/ITC Turin - IMO - IOC - IOM - IPU – ISSN - ITER - ITU – OPCW - OSCE - PAHO - SCBD - UNAIDS – UNESCO - UNFCCC - UNGSC – UNRWA Lebanon - UNWTO - UPU – WCO – WFP (GS staff) - WHO - WIPO - WMO - WTO.