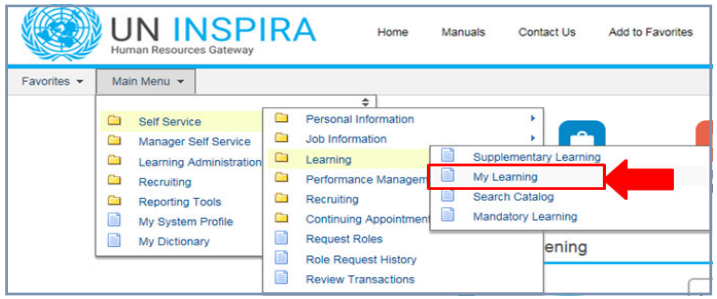
How to register— UN Staff members

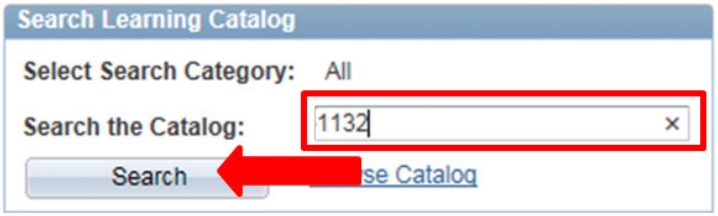
IMPORTANT: The following instructions are for UN Staff Members only. If you are not a UN staff member, please see the registration instructions in our site hr.un.org/language-programmes-unhq.

1. Log into INSPIRA **https://inspira.un.org**

2. Click **Main Menu** (below the UN logo) **Learning—Self-Service—My Learning.**

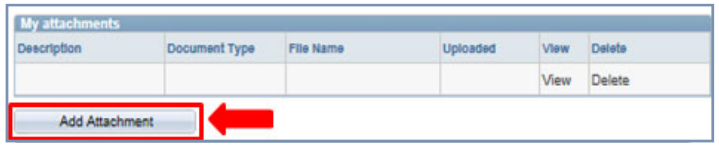


3. Now you can search the catalog by typing in the box ***the first 4 digits of the course LMS Code*** (available in the course schedule)***, or the course name*** or ***placement*** (for placement tests), and then click **Search**.

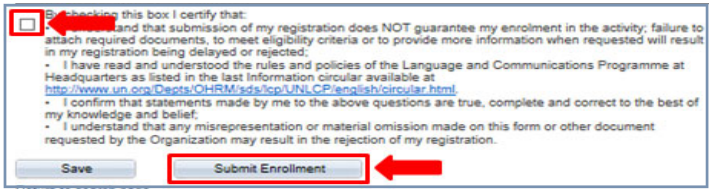


4. Click **Enroll** on the right of the course (or placement test) you want.

5. Upload the PDF documents requested (copy of your UN pass, letter from supervisor, etc.).



6. Check the **box** and click **Submit Enrolment.** Your application will be revised before your enrolment is confirmed (you should receive a confirmation e-mail later on).



Spanish

Language & Communication Skills

United Nations

The United Nations Language & Communications Programme

For Multilingualism and Career Development

learning@un.org

Who can take a language course?

UN staff, delegates of Permanent Missions and Observer States, staff members of UNDP, UNICEF, UNFPA and UNOPS in New York and retired staff members. For free or for a fee. Eligibility: **https://hr.un.org/page/eligibility**

When can I register?

Online **placement tests:** Until 25 March

Regular face-to-face Courses:
15 March - 09 April 2019

All other courses:
From 15 March until two weeks prior to the course start date

How can I get registration help?

Visit one of our Registration **Help Clinics**:

Tuesday 26, Thursday 28 March & Monday 01, Wednesday 03 April 5 (1.00-3.00 pm)

Where? **Learning Center. Computer Room B**

Do I need to take a placement test?

No, if you are a beginner (A1).

Just register!

Yes, if you're a new student OR if you did not take courses with us for the past two terms.

LMS-2630-3 Spanish Placement Test

When do courses begin?

22-26 April 2019:	All 12 week courses,, Some online courses,
May and June:	Some online courses,

More questions?

hr.un.org/language-programmes-unhq

NYHQ Regular Courses From 22/23 April to 10/11 July 2019

Face-to-face courses from beginner (Level 1) to advanced levels (Level 9). 12 weeks, 2 weekly sessions.

COURSE	SCHEDULE OPTIONS		CEFR	INSPIRA CODE	Room
REGULAR 1	Mon/Wed	8:15 - 9:45 am	A1	LMS-2621	17
	Tue/Thu	12:00 -1:30 pm		LMS-2621	17
		1:30 - 3:00 pm		LMS-2621	17
		5:30 -7:00 pm		LMS-2621	17
REGULAR 2	Mon/Wed	12:00 -1:30 pm	A1-A2	LMS-2622	7
	Tue/Thu	8:15 - 9:45 am		LMS-2622	17
	Tue/Thu	1:30 - 3:00 pm		LMS-2622	7
REGULAR 3	Mon/Wed	5:30 - 7:00 am	A2	LMS-2623	17
	Tue/Thu	12:00 -1:30 pm		LMS-2623	7
REGULAR 4	Mon/Wed	12:00 -1:30 pm	A2	LMS-2624	4
	Tue/Thu	8:15 - 9:45 am		LMS-2624	7
REGULAR 5	Mon/Wed	5:30 - 7:00 pm	B1	LMS-2625	7
	Tue/Thu	12:00 -1:30 pm		LMS-2625	20
REGULAR 6	Mon/Wed	12:00 -1:30 pm		LMS-2626	7
REGULAR 7	Tue/Thu	1:30 - 3:00 pm		LMS-2627	20
REGULAR 8	Mon/Wed	1:30 - 3:00 pm	B1-B2	LMS-2628	7
REGULAR 9	Mon/Wed	12:00 -1:30 pm		LMS-2629	20

Self paced Online Courses, with a tutor Starting April, May and June

Available to **UN Secretariat staff members at all duty stations**. Self-paced learning activities **with a tutor**.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE
Gustos y tiempo libre. UN Level I	4-hour. Talk about your daily routine in the present.	Group and individual support 23 Apr to 31 May OR 3 June to 12 July	A1	LMS-1860
Ser y estar. UN Level I	4-hour. Use the verbs ser and estar correctly.		A2	LMS-1964
Aconsejar en presente de subjuntivo. UN Level II	4-hour. Use the subjunctive to give advice.		B1	LMS-2124

RESOURCES
Gender-inclusive Language Guidelines
Language Learning Resources

NYHQ Specialized Courses From 22/23 April to 10/11 July 2019

Face-to-face courses aimed at developing specific, cultural or professional needs. 1 weekly session.

COURSE	DESCRIPTION	DAY-TIME	CEFR	CODE	ROOM
New Formación de Formadores (Tot): Lengua inclusiva en cuanto al género	Learn how to organize and facilitate a workshop on gender-inclusive language	1 session, Fri 28 June 09:30-11:30am	from C1	LMS-4001	17
Hablemos de desarrollo sostenible (avanzado)	Increase your fluency and enrich your vocabulary by discussing breaking news, related to the SDGs	12 sessions, Fri 26 Apr–12 July 12:00-1:30 pm	B2-C1	LMS-2701	7
Club literario: reading to develope pluricultural competence	Read and discuss selected literary texts by famous Hispanic writers	12 sessions, Tu 23 Apr-09 July 5:30-7:00 pm	B2-C1	LMS-2694	20
Preparación al LPE, comprensión oral, gramática y vocabulario	Learn LPE exam techniques and strategies to better tackle the exam	12 sessions, We 24 Apr-10 July 1:30-3:00 pm	B2-C1	LMS-3048	20
Preparación al LPE, expresión escrita	Learn LPE exam techniques and strategies to better tackle the essay section	12 sessions, Mo 22 Apr-08 July 1:30-3:00 pm	B2-C1	LMS-3047	20

Specialized Online Courses with a tutor Starting April and June

Available to **UN Secretariat staff members at all duty stations**. Self-paced **with a tutor**.

New Formación de Formadores (Tot): Lengua inclusiva en cuanto al género	Learn how to organize and facilitate a workshop on gender-inclusive language	1 session, Fri 05July	from C1	LMS–4011
Hablemos de igualdad de género	8-hour. Reinforce your communicative competence about gender equality	23 April 31 March	B1-B2	LMS-2266
Como usar el español de forma inclusiva en cuanto al género	4-hour. Learn to use the Gender Inclusive Language guidelines in Spanish	03-21 June	B1-C1	LMS-3374
New Hablemos de paz y justicia (ODS 16)	6-hour. Reinforce your communicative skills on peace, justice, strong institutions	03-21 June	B2-C1	LMS-4011
New Hablemos de reducción de desigualdades (ODS 10)	6-hour. Reinforce your communicative skills about reducing inequalities	24 June 2 July	B2-C1	LMS-4013

Self paced Online Courses, without a tutor Starting April, May and June

Available to **UN Secretariat staff members at all duty stations**. Self-paced learning activities **without a tutor**.

Cómo usar el gerundio	2-hour. Learn how to use the -ing form	22 April 17 May	B2	LMS-3034
Cómo poner acentos	3-hour. Learn the use of Spanish accents	20 May 14 June	B1-B2	LMS-3035
Introducción a la terminología económica	1-hour. Learn how to use the correct and most appropriate Economic terms	17 June 12 July	B2	LMS-3036
LPE (autoaprendizaje): Comprensión escrita y Gramática	Practice the LPE exam the reading and grammar section	22 April-13 September	B2-C1	LMS-2283
LPE (autoaprendizaje): Comprensión oral y Vocabulario	Practice the LPE exam the vocabulary section	22 April-13 September	B2-C1	LMS-2284