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### Advanced Drafting Skills: Reporting and Communications

#### Multilateral Diplomacy

Deadline: 16 Jul 2021

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| Type:                    | Webinar   |
| Location:                | Web-based   |
| Date:                    | 19 Jul 2021 to 20 Jul 2021  |
| Duration:                | 2 Days  |
| Programme Area:          | Governance, , Peace Security and Diplomacy, , Peacemaking and Conflict Prevention, , Multilateral Diplomacy, , Other (Peace Security and Diplomacy)                                 |
| Website:                 | <a href="https://www.unitar.org/event/full-catalog/drafting-skills-reporting-and-communi...">https://www.unitar.org/event/full-catalog/drafting-skills-reporting-and-communi...</a> |
| Price:                   | \$200.00  |
| Event Focal Point Email: | <a href="mailto:harry.flynt@unitar.org">harry.flynt@unitar.org</a>  |

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#### BACKGROUND

The course on report writing is aimed at helping diplomats new and experienced to the UN system with writing effective reports. Doing so will include developing a reliable process, finding a voice, crafting reports, and understanding the language of UN reports. By understanding the parts of different reports, who

the audience is, and what subject is supposed to be covered, the participants will become better writers and more informed consumers of diplomatic reports who are able to navigate through them with ease to find what information they require. This course also aims to help novice speechwriters and seasoned scribes alike to create compelling material, develop a reliable process, find a speechwriting voice, craft excellent speeches, and become a more informed consumer of diplomatic rhetoric in the process.

Led by the Lecturer/Instructor in the UN-LCP English Language Programme, and Consultant/Professor in the field of Written and Oral Communication for Business, this workshop will work as a platform to establish working knowledge and practical skills in UN Report Drafting and Communications. Targeted specifically for the benefit of both new and more established UN diplomats and UN affiliated personnel, topics covered will go deeper into topics previously covered in first proliferation of this workshop held in May. While dealing with one's counterparts in the UN system, some difficulties inevitably arise during contentious conversations that may prevent the simultaneous promotion of goodwill. When attempting to promote goodwill, tact becomes equally relevant when formulating a report or when involved in direct communications between offices, missions, or governing entities.

Learning tact as a skill in report writing and communications will be achieved in this workshop through providing the participants with both exercises and hands-on practice that allows them to not only learn, but to practice what is being covered. Only through this practice will tangible skills be attained and may be taken forth from this workshop into each participant's personal workspace. Further, in-depth strategies will be covered that allow for a transferable base with which can be molded and transferred throughout particular situations. In addition to this, participants will practice working on words and collocations that frequently appear on UN reporting and other relevant documentation. Understanding the particularities in language specific to the UN is equally crucial in maintaining an adequate understanding of the audience and environment spoken in, bringing adequate reasoning behind the particular focus placed on this topic within the workshop. Finally, the workshop will target more complex grammar issues that appear in writing that usually give drafters trouble including yet not limited to, subject-verb agreement, parallelism, and reported speech.

## **EVENT OBJECTIVES**

To enable participants to:

- Become better report writers through informed practice
- Apply criteria of good report writing
- Discover and navigate challenges to report writing
- Learn the basic techniques of effective language
- Learn to navigate a report structure

This initiative serves as a natural extension and foundation for the promotion of SDGs 10, 16, and 17. Intricacies in language use, particular to a specific language, leave much room for misinterpretation, miscommunication, or misunderstandings non-resulting of content discussed, but language used. For this reason, opportunities such as these produce equal footing when UN staff must draft reports and communication patterns. Without this basis of skills, it becomes difficult to achieve inclusivity, the revitalization of global partnerships, and the reduction of inequality among countries, especially if any one of them has an inequitable opportunity to work on such skills in the context of the UN.