



## United Nations Secretariat Executive Management Programme

### Discussion Fora Guide

#### OVERVIEW

The *Leadership Reflection Forum* and the *Post-Webinar Forum* are required activities in this Executive Management Programme. To facilitate your fully benefitting from these activities, we have prepared the following brief guide, compiled with input from previous EMP programmes.

Each Forum is intended to be a safe, positive environment for organized reflection and out-of-the-box thinking on management issues from different office/country contexts. You are encouraged to take advantage of, and contribute to, this peer-learning opportunity by posting your views in every pre- and post-Webinar Forum and responding to one another in addition to the central prompt.

As a collaborative learning Forum, your contribution is key to stimulating discussion and capitalizing on one another's resources and skills: ask one another for information; evaluate ideas: highlight commonalities or differences; discuss successes, failures, and the reasons for such. As this is a tool primarily designed for you, the Participant, your Online Moderators will read all posts but respond selectively. You are expected to engage, discuss, share, comment, and learn together.

#### PARTICIPATION TIPS

To fully take advantage of the learning offered by the each Forum, previous Participants have suggested:

- Getting started early
- Checking in daily
- Being concise with your key message
- Building or expanding on the ideas of another one or two participants and digging deeper into or sharpening the focus of relevant Module-related questions or issues
- Probing other participant's Forum inputs for clarification or improved understanding
- Sharing examples about HOW you have dealt with specific managerial issues in your office/country context
- Sharing examples about managerial actions that did not work with reasons why
- Sharing experience about HOW you have applied new learning from the programme in your office/country context
- Sharing web resource links you found that add value to the topic under discussion
- Avoiding participating in the forum until the last minute
- Suggesting ways of improving the Discussion Forum as a tool for capturing diverse perspectives and experience related to management issues in different office/country contexts