



Annex (別紙)

HPC 3-Day Programme: Competency Development for International Careers

Tentative Curriculum

Day 1 (21 Feb.) – Setting the Foundation: UN System & Future of Work Time

Time	Session	Description
09:00 – 09:30	Welcome & Icebreaker	Participants meet each other, align expectations, and set personal learning objectives for the three days.
09:30 – 10:30	Introduction to the UN & UNDP System	Overview of the UN system, with a focus on UNDP's role in development, crisis response, and partnerships. Participants connect their own experience with UNDP's areas of work.
10:30 – 10:45	Break	
10:45 – 12:15	Competency Frameworks in International Organizations	Introduction to UNDP's People for 2030 strategy and core competencies. Participants complete a self-assessment to identify their strengths and areas for growth.
12:15 – 13:15	Lunch	
13:15 – 14:45	UN 2.0 & Future of Development Work	Exploration of UN 2.0's five pillars — innovation, data, digital/AI, foresight, and behavioural science — and how they are shaping the future of development work. Case study application.
14:45 – 15:00	Break	
15:00 – 16:30	Navigating Change & Systems Thinking	Learn key change management models and apply systems thinking to real-life challenges. Group exercise helps participants reflect on personal change experiences.

Day 2 (22 Feb.) – Core Professional Skills: Management, Partnerships & Finance

Time	Session	Description
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09:00 – 09:15	Recap & Energizer	Quick recap of Day 1 and a short group energizer.
09:15 – 10:45	People Management & Young Leaders	Explore inclusive leadership, coaching techniques, and strategies for motivating diverse teams. Role-play scenarios to practice giving constructive feedback.
10:45 – 11:00	Break	
11:00 – 12:30	Programme & Project Management in the UN Context	Introduction to Results-Based Management, Theory of Change, and risk management principles. Small groups design a simple results framework for a project.
12:30 – 13:30	Lunch	
13:30 – 15:00	Partnerships & Resource Mobilization	Understand donor priorities, partnership building, and proposal development. Participants map potential partnerships for a sample initiative.
15:00 – 15:15	Break	
15:15 – 16:30	Sustainable Finance Basics	Learn the basics of impact investing, blended finance, and ESG approaches. Case discussion helps participants choose appropriate financing tools for development projects.
16:30 – 17:00	Daily Reflection	Participants capture key learnings and define concrete steps for strengthening competencies relevant to their career paths.

Day 3 (23 Feb.) – Integration, Practice & Personal Action Planning

Time	Session	Description
09:00 – 09:15	Recap & Energizer	Short warm-up activity to kickstart the day.
09:15 – 10:45	Simulation Exercise – Crisis Scenario	Teams respond to a simulated humanitarian or climate crisis, integrating skills in programme management, partnerships, data, and change



		navigation.
10:45 – 11:00	Break	
11:00 – 12:30	Simulation Debrief	Facilitated discussion on decision-making, collaboration, and lessons learned from the simulation.
12:30 – 13:30	Lunch	
13:30 – 14:45	Applying for UN Positions & Understanding CBI Interviews	Step-by-step guide to UN recruitment: understanding job descriptions, writing strong applications, and navigating Inspira/UN Talent. Participants practice answering Competency-Based Interview (CBI) questions using STAR/L techniques and receive facilitator feedback.
14:45 – 15:00	Break	
15:00 – 15:45	Career Development & Navigating the International Job Market	Insights into career paths, lateral vs. vertical moves, and positioning yourself for international opportunities. Participants build an individual career map.
15:45 – 16:30	Personal Development Planning	Participants create a personal competency development plan for the next 6–12 months, with peer feedback and facilitator input.
16:30-17:00	Closing & Certificates	Wrap-up of the programme, key takeaways, and awarding of certificates of participation

Programme Highlights

- Blended approach: Mix of lectures, case studies, and hands-on exercises.
- Practical outcomes: Participants leave with a concrete action plan and new tools.
- Competency-based: Every session ties to UNDP's core and functional competencies.
- Safe learning environment: Space for peer exchange and reflection tailored to Japanese professionals aspiring to step into global roles.