

## ***3 Month Executive Diploma Programs***

**- Diploma in Leadership & Human Resources Management**

**- Diploma in Conflicts Management & Mediation**

**Call for Applicants 2023-2024 Intake**



**Duration:** 25.09.2023 - 21.12.2023 for Winter Program & 1.03.2024 - 31.05.2024 for Spring Program

**Application Deadline:** 10 August, 2023 for Winter Program & 15 January, 2024 for Spring Program

**Scholarship Deadline:** 31 May, 2023 for Winter Program & 1 November, 2023 for Spring Program

**Program Venue:** Basel, Switzerland

**Language:** English

**Daily Class Hours:** 09.00 - 16.00 (5 class hours + 2 hours for Lunch & Free Time)

**Class Days:** MO, TU & WE

**Study Type:** On Campus

**Accommodation:** Shared or Single furnished rooms available upon request

### **Costs**

- Participation Fee: 8600EUR / 3 Month Diploma Program

- Furnished Single Room Accommodation Expenses: 1200EUR - 1500EUR / month

### **Program Overview**

**Institute for Peace and Dialogue (IPD)** call for applicants from all over the world countries to join **3 Month Executive Diploma Programs** for 2023-2024 Year Intake which surrounding special instruction focus to give the participants valuable education, wide professional experience and fruitful network which graduates can apply their gained skills to build successful worldwide career in state, private and public sectors in numerous positions as Manager, Program Coordinator, Human Resources Officer, Case Manager, Mediator, Public Relations Manager, Mentor, Coach, Arbitrator and etc. relevant jobs in middle, senior and executive level.

Applicants able to choose and study one or both of the following mentioned Diploma Program:

- Diploma in Leadership & Human Resources Management
- Diploma in Conflicts Management & Mediation

One of the privileges of the study type is class days only surrounding 3 working days per week which creating suitable environment and enough opportunities for participants exists more free time to travel, research or participate in other useful events and programs as well spend more available free time with their friends, partners and family members while studying 3 Month Executive Diploma Program.

Additional advantages of Diploma Program participants will be chance to visit the local-regional institutions/companies, besides this we will invite guest speakers to share and talk their real work life experience.

Our trainers and speakers not only will share with you about the knowledge and skills also about their company, network and career life success stories which could be valuable factors and views for you to consider in catching easy your future dreamed career.

Executive Diploma Program offer lectures and classes via non-formal, interactive and practical methods by the experienced teachers with professional and academic background include the following stated methodologies:

- Interactive teaching based on research and professional experience, illustrated by practical cases
- Lectures through open presentation and panel discussions
- Workplace case studies, situational examples, simulation games and success stories telling
- Problem solving group works, paired practice discussion/exchange and self/group reflections
- Individual approach, role plays, group presentations and assignments
- Short video film coaching

While studying 3 Month Executive Diploma Program participants will be also chance to get Discount and join other IPD planned international study programs and events.

Consequently, its fact that your payment for right study program education is the real investment and contribution for your future successful career life opportunities, create better working place and building strong valuable worldwide network.

### ***- Diploma in Leadership & Human Resources Management***

#### **Curriculum**

- Effective Leadership, Personnel Administration & Team Management
- Human Resource Management: Strategic Roles, Responsibilities & Recruitment Process
- Talents Development, Employee Performance Management & Successful Employee Motivation
- Management Employee Integration, Planning Gender, Cross-Cultural Awareness, Diversity Management & Inclusion
- Coaching, Mentoring & Case Management
- Leadership Culture, Social Responsibility, Ethics & Trust Building
- Presentation Skills, Advocacy, Public Relations & Capacity Building
- Strategic Project Management & Time Management
- Effective Conflicts Prevention, Management & Resolution
- Mediation & Negotiation Skills

## ***- Diploma in Conflicts Management & Mediation***

### **Curriculum**

- Effective Conflicts Prevention, Management & Resolution
- Peacebuilding, Peacekeeping & Non-Violence Actions
- Diplomacy, International Security, Disarmament & International Relations
- Interreligious & Interfaith Dialogue
- Mediation & Negotiation Skills
- Effective Crisis/Conflicts Prevention, Management & Resolution
- Trauma, Healing, Reconciliation & Forgiveness
- Advocacy, Public Relations & Capacity Building
- International Law (Criminal Law, Migration Law or Commercial Law) & Justice
- Arbitration, Alternative Dispute Resolution (ADR) & Litigation

### **Why Basel as Ideal Venue for Study**

- Basel is a home city of oldest university (more than 550 years) of Switzerland and there have plenty research, innovation and teaching institutions in different spheres
- Existence of many world leading multinational companies in the pharmacy, law, agrochemicals, medical engineering, IT, logistics, finance and communications fields
- Basel is essential location in Europe which connect South Europe with North Europe, East Europe with West Europe by rail, plane (EuroAirport Basel-Mulhouse-Freiburg), ship, tram, bus and auto roads
- Basel located at the heart of Europe where France, Germany and Switzerland all meet which also makes easy of daily visiting more people from neighbour countries with using of convenient public transport
- Existence of plenty hotels, restaurants, bars, museums, theatres, cinemas, green parks and shopping places gives opportunity to the guest of the Basel city to spend comfortable and enjoyable time
- Hotel guests in Basel can use the city's public transport free-of-charge with their BaselCard. This card also allows to the guest to enter many public places with 50% discount and free surfing on the guest WiFi
- Visiting of Zoo in Basel which is oldest Zoo in Switzerland
- Basel is the safe place for visit and it's gives positive feeling while talking with friendly and hospitable local people
- Walking in Rhine riverside could relax and gives you fabulous time
- Basel is well-known as Football Capital of Switzerland

### **Eligible Participants**

A broad range of the interested applicants from various countries within the below mentioned fields can apply to the 3 Month Executive Diploma program

- Representatives of Government Institutions, Diplomatic Missions and Courts
- Representatives of Business Institutions and Private Sectors
- Representatives of Religious Organizations and Political Parties
- Representatives of IOs, INGOs and Local NGOs
- Representatives of Universities, Schools, Academic Staff, Researchers and Participants
- Representatives of Media Institutions
- Managers, Lawyers, Mediators, Coachers, Mentors and Peacebuilders
- Other interested individuals

## To Be Sending Partner

We invite state, private, public and academic institutions from different countries to send their individual or group representatives to our long or short-term educational capacity building & personal development programs. If your organization is interested in a partnership, we welcome your proposal by email.

## Scholarship & Discounts

IPD offers support for most needed potential participants and alumni in the form reduced the participation fees.

If you wish to request discounted participation fee amount, please write your request briefly via email before or during the application submission period.

Unfortunately, IPD scholarship program does not cover the whole amount of participation fee expenses, but we have following Discount Opportunities.

- 10% discount available for students (Please attach Reference Letter from University)
- 10% discount available for NGO representatives working volunteer base (Please attach Reference Letter from NGO)
- Registration and Payment until **Scholarship Deadline**: 6500EUR (Special Reduction)
- 10% discount for Alumni of IPD programs
- 10% discount for paying together with group of participants (More than 2 person)
- 10% discount for Annual **ProPeace** Members (For registration please visit [www.ipdinstitute.ch](http://www.ipdinstitute.ch))

## Application Deadline & Admission Procedure Step by Step

Interested participants need to send the filled application in WORD format as well as a CV and scanned Passport Page (Only photo page) by email to [fhuseynli@ipdinstitute.ch](mailto:fhuseynli@ipdinstitute.ch) no later than **10 August, 2023 for Winter Program & 10 January, 2024 for Spring Program**. Please label your documents as “NAME” “SURNAME” “COUNTRY” “DOCUMENT NAME”.

1. The participant submits a filled application in WORD format with a CV and scanned passport page by the deadline
2. The participant will receive an invoice to start the payment of the requested participation fee amount
3. When the requested fee has been transferred to the bank account provided, the participant will receive an invitation letter via email. If visa application process is required, we will send the invitation letter by email to the relevant embassy.

**NOTE:** We strongly advice participants to submit the filled application as soon as possible, particularly if they require a visa to enter Switzerland or those who are and who in need of more financial documentation for his/her education.

## Cancellation Rules & Procedure

Please note that after submission of the application in any case of the participation cancellation till the

- Minimum 20 calendar days before the program starts there will be **50%** cancellation fee amount of paid participation fee + bank transfer and exchange rates costs will be extra charge
- 10 - 19 calendar days before the program starts there will be **80%** cancellation fee amount of paid participation fee + bank transfer and exchange rates costs will be extra charge
- 9 calendar days before the program starts there will be no refund from paid participation fee.

Participant responsible to inform IPD directly by email or post about his/her participation cancellation.

## Bank Account Information

Beneficiary`s Name: Institute for Peace and Dialogue (IPD)  
Bank Name: PostFinance Ltd  
Bank Address: Mingerstrasse 20, 3030 Bern, Switzerland  
Account number: 91-577724-2 EUR  
IBAN: CH 27 0900 0000 9157 7724 2  
SWIFT code: POFICHBEXXX

## Be Our Sponsor

- For Individual Donation: 10EUR and above
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- To be Silver Sponsor: 5000EUR and above
- To be Gold Sponsor: 10000EUR and above
- To be Platinum Sponsor: 20000EUR and above
- To be Diamond Sponsor: 30000EUR and above

Please visit our website and download the respective file to get more information on Donation & Gift Registration & Conditions.

## Contact person:

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If you have any problem to contact with us via your office email, then please try to write us via online contact form or via your personal email or via LinkedIn or via Skype and inform your IT Department about the existed technical problem.

**We are looking forward to receive your application soon and welcome you in our  
3 Month Executive Diploma Program**

**IPD Training Programs: Theory - Practice - Research - Exchange - Networking - Contribute**