

Professional Workplace & Personal Development Programs

We bring together Academicians, State, Private and Public Sectors

3 Month Executive Diploma Program

I Module Choice: Leadership, Human Resources Management, Coaching & Project Management

II Module Choice: Peacebuilding, Alternative Dispute Resolution (ADR), Mediation, Conflicts Management, International Security & Law

Call for Participants 2023



Duration: 03.04.2023 - 30.06.2023 for Spring Program & 02.10.2023 - 27.12.2023 for Winter Program

Application Deadline: 10 February, 2023 for Spring Program & 10 August, 2023 for Winter Program

Scholarship Deadline: 5 December, 2022 for Spring Program & 9 June, 2023 for Winter Program

Program Venue: Basel, Switzerland

Language: English

Daily Class Hours: 09.00 - 16.00 (5 hours)

Class Days: MO, TU & WE

Accommodation: Shared or Single rooms available upon request

Study Type: On Campus

Costs

- Participation Fee: 8900EUR / 3 Month Module

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

Program Overview

Our new designed **3 Month Executive Diploma Program** with the 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, Coacher, Arbitrator and etc. relevant jobs in middle, senior and executive level positions.

One of the main goals of the Executive Diploma program is teaching to participants in-depth of leadership, problems-solving skills and covering understanding of real-world working life conditions to enable them to negotiate, mediate, manage and resolve any kind of conflicts to foster right decision-making processes.

This Diploma Program is not only useful for the young employees or middle level position employees to get the new skills, as well essential to the Managers and Directors too to refresh they knowledge which already learned long time before.

Through Diploma Program we are offering participants 2 different Module Choices with various topics and program starting time. This is advantageous possibility for potential applicants to select the desired 1 or 2 Module types and desired starting time due to the available time in case of applicant working or studying in other places. It's not possible to choose both of the Modules to start in the same time.

Another privilege is class days only surrounding 3 working days per week which creating suitable environment for participants wide free time to travel or research or participate in other useful events and programs or spend more free time with their friends, partners and family members while studying 3 Month Executive Diploma Program.

Additional advantages of our program participants will be chance to visit the local-regional institution/s as well as we will invite guest speakers to share and talk their real work life experience.

Graduation Executive Diploma could be another superiority for you as successful door towards joining PhD, Fellowship or Research programs in the relevant spheres.

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 for you to consider in catching your own new 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 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 as part of 3 Month Executive Diploma program you will be also chance to join other IPD planned international programs under discounted participation fee.

Before receiving Diploma every participants should prepare Graduation Paper (min. 10 pages) your education output that reflects your personal interests, research, contribution, suggestions and career aspirations.

Consequently, as you can clearly see that your payment for right program education is the real investment and contribution for your future successful career life opportunities and building new valuable worldwide network.

1 Module Choice: Leadership, Human Resources Management, Coaching & Project Management

Program Topics

- 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, Diversity Management & Inclusion & Cross-Cultural Awareness
- Coaching, Mentoring & Case Management
- Leadership Culture, Social Responsibility, Ethics & Trust Building
- Presentation Skills, Advocacy, Public Relations & Capacity Building
- Time Management, Strategic Project Planning, Writing & Management
- Effective Conflicts Prevention, Management & Resolution

II Module Choice: Peacebuilding, Alternative Dispute Resolution (ADR), Mediation, Conflicts Management, International Security & Law

Program Topics

- Peacebuilding, Peacekeeping & Non-Violence Actions
- Interreligious & Interfaith Dialogue
- Mediation & Negotiation Skills
- Effective Conflicts Prevention, Management & Resolution
- Environment Base Conflicts, Global Mining & Human Rights
- Trauma, Healing, Reconciliation & Forgiveness
- Presentation Skills, Working with Media, Advocacy, Public Relations & Capacity Building
- International Law (Criminal Law or Migration Law or Commercial Law) & Justice
- Arbitration, Alternative Dispute Resolution (ADR) and Litigation
- Election, Anti-Corruption & Transparency
- Diplomacy, International Security, Disarmament & International Relations

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, Coaches, 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.

- Registration and Payment until **5 December, 2022 & 9 June, 2023**: 7200EUR (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)

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 no later than **10 February, 2023 for Spring Program & 10 August, 2023 for Winter 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 Skype and inform your IT Department about the 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