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| ***COVID 19 NOTICE:*** *Due to COVID-19, Interpeace’s is offering this course online. If possible, in-person courses will resume during the second half of 2022.* |

**APPLICATION FORM**

**2022 Course – Online Global Edition**

**Effective Advising in Complex Contexts: Enabling sustainable peace**

Course dates: 29 March 2022 - 10 June 2022

Deadline for applications: Friday 10 December 2021

Thank you for your interest in the 2022 online global edition of the Effective Advising Course. This document is the application form you must complete to apply to be considered for a spot on the course. At the end of this document, you will find additional practical information which you should consider when applying.

To complete your application to the online course:

1. Please carefully fill out this application form
2. Send this completed application form **AND a current CV by 10 DEC 2021** to [effectiveadvising@interpeace.org](mailto:effectiveadvising@interpeace.org)
3. The subject line of your application email must be: “Application Online Global EAC 2022”

*Please note: incomplete or late applications will not be considered*

We have approximately 25 places on the course. Please see our [course brochure](https://rebrand.ly/EAC22_CourseBrochure) where you will find more information on the course and our selection criteria. You can also find more general information on our [webpage](https://www.ipat-interpeace.org/effective-advising-global-edition/).

Application results will be communicated by mid-January 2022.

**Graphical user interface, application, timeline

Description automatically generated**

**GENERAL INFORMATION**

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| 1. Your family name     Your given name    Your date of birth    Your nationality/ies    Your gender    Your email    Your mobile number (please indicate if you have a WhatsApp number)    Where are you currently based?    Should you be selected for the course, can you confirm you have appropriate technology (stable internet access, laptop/computer, microphone and webcam)?    Should you be selected for the course, can you confirm that you have the time to commit to participating actively in the online live sessions, share practical examples of your work, and do the required preparatory work?    Have you already participated in an online training? |
| 1. How did you hear about this course?     **CURRENT ROLE**   1. Are you currently in an advisory/assistance/capacity-strengthening role? Please tell us briefly about your mandate or key task, where you are and how long you have been in this role.   If you are currently not deployed but expect to be (re-)deployed in the near future, please clarify when and where you expect to be deployed, and with what mandate or task, and for how long? |
| **YOUR PARTICIPATION IN THIS COURSE** |
| 1. What is your motivation to apply for this course? What do you hope to get out of it? |
| 1. What do you think you can bring to this course that others can learn or otherwise benefit from? |
| 1. Are you applying for this course individually, or with institutional support? If you have institutional support, please specify which institution(s) provide that support, and the nature of the support.      1. Do you have the support of your institution to participate in this online training? ie. Can you ensure that you will be provided with the necessary space and time to fully participate in this learning opportunity? |
| **YOUR PROFESSIONAL ADVISORY CHALLENGE** |
| 1. Please *describe in some detail a challenge from your experience in an advisory/capacity-strengthening role.* This should be a **challenging** experience – NOT a “success story”. This can be an experience from the past that you keep thinking about or that has taught you a lot; it can be a challenge you are currently confronted with; or if you are awaiting a new deployment/appointment in an advisory role, it can be a challenge you already anticipate.   • **PLEASE PAY ATTENTION** •  • **THIS SECTION IS DECISIVE FOR YOUR APPLICATION** •  This section is a **very important** part of the application procedure. You do not need to write a long essay, but your text should provide enough information to be understandable for someone not familiar with the experience. Please do not write more than 2 pages.  Please present your professional challenge as a **short description** that contains summary information about:   1. **The setting**: When and where did the challenge occur, what was/is your role or task within that environment, who were/are the primary other actors involved? 2. **The challenge**: What was/is the dilemma or the challenge you personally encountered/expect to encounter, what contextual factors are relevant to properly understand the challenge? 3. **The proposed solutions:** What did you do/are you doing or try to do to overcome the challenge or the dilemma, and why? Alternatively, what do you intend to do if the challenge still lies ahead? 4. **The reality:** What actually happened, what was the outcome of the situation? Alternatively: what is actually happening and what do you think will be the likely outcome? 5. **The learning opportunity:** What did you learn from the experience? |
| 1. **Reminder:** Please make sure to attach a complete and up-to-date CV to your application email! |

**ADDITIONAL PRACTICAL & LOGISTICAL INFORMATION**

* **Course cost:** There is no course fee. Interpeace’s Effective Advising Course is sponsored by the Governments of Switzerland and Canada. You cover the cost of your technological equipment and a stable internet connection.
* **Language:** The course is English. Translation cannot be provided.
* **Technology requirements**: To participate in the course, successful applicants will need to have access to certain technology: a laptop/computer, a functioning microphone and webcam, a stable internet connection and access to Zoom. Having a good internet connection ensures a high quality and positive learning experience. Participants should be familiar working on word documents, excel sheets, pdfs and be comfortable using webinar platforms such as Zoom. All online sessions are taught via Zoom – you should ensure you have access to a laptop that does not block access to Zoom software (accessing Zoom via your browser or phone does not enable you to have the full course experience).
* **Time commitment and workload**: The online edition of Interpeace’s Effective Advising Course consists of 12 online sessions of ~2.5 hours (with short breaks as needed) and 3 dedicated group work session of 2 hours each taking place between Tuesday 29 March 2022 and Friday 10 June 2022.

In addition to the live online sessions, you are required to do preparatory readings and assignments during your own time – both individually and in a group. This could include reading articles, videos, completing exercises, or solving a case study. To fully benefit from the course, you will need to commit an extra 2 hours per week of your own time for these exercises and assignments.

The live 2.5 hour sessions will take place at 14:30-17:00 CET on the following dates:

* Tue 29 Mar 2022 *(Shorter 1.5 hour introductory session from 14:30-16:00)*
* Fri 1 Apr 2022
* Tue 5 Apr 2022
* Tue 12 Apr 2022
* Tue 19 Apr 2022
* Tue 26 Apr 2022
* Tue 29 Apr 2022
* Wed 4 May 2022
* Tue 10 May 2022 *(LONGER 3.5 hour session from 14:30-18:00)*
* Tue 17 May 2022
* Fri 20 May 2022 *(Group work: 14:30-16:30)*
* Tue 24 May 2022 *(Group work: 14:30-16:30)*
* Tue 31 May 2022 *(Group work: 14:30-16:30)*
* Tue 7 Jun 2022
* Fri 10 Jun 2022

*Note:* These dates may be subject to minor changes (the final dates will be communicated if you are selected to participate in the course.)