

## ***3 Month Executive Diploma Programs 2024 - 2025***

**- Diploma in Conflicts Management & Mediation**

**- Diploma in Project Management**

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

### **Call for Participants**



**Early Bird Application Deadline for Winter Intake:** 5 June, 2024

**Late Application Deadline for Winter Intake:** 12 August, 2024

**Duration for Winter Intake:** 30 September, 2024 - 25 December, 2024

**Early Bird Application Deadline for Summer Intake:** 5 February, 2025

**Late Application Deadline for Summer Intake:** 31 March, 2025

**Duration for Summer Intake:** 5 May, 2025 - 31 July, 2025

**Program Venue:** Basel, Switzerland

**Language:** English

**Daily Class Hours:** 09.00 - 13.30

**Coffee-Break & Free Time:** 11.30 - 12.00

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

**Study Type:** On Campus

**Accommodation:** Shared or Single furnished Hotel-Hostel-Flat rooms available upon request of Student

### **Costs**

Tuition Fee: 6000EUR / 3 Month Diploma Program

Applicants applying before the Early Bird Application Deadlines: 3800EUR / 3 Month Diploma Program

## 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 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 Senior Manager, Diplomat, Judge, Mediator, Arbitrator, Human Resources Manager, Case Manager, Program Coordinator, Public Relations Manager, Mentor, Coacher and etc. relevant jobs in middle, senior and executive level.

**Applicants can choose and study one or more of the following mentioned Diploma Program:**

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

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 Conflicts Management & Mediation***

#### **Curriculum**

- Effective Conflicts Prevention, Management & Resolution
- Strategic Leadership & Project Management
- Diversity, Inclusion & Cross-Cultural Communication
- Mediation & Negotiation Skills
- Peacebuilding, Peacekeeping & Non-Violence Actions
- Diplomacy, International Security, Disarmament & International Relations

- International Disaster Assessment, Humanitarian Aid & Crisis Management
- Trauma, Healing, Reconciliation & Forgiveness
- Advocacy, Public Relations
- Arbitration, Alternative Dispute Resolution (ADR) & Litigation

### ***- Diploma in Project Management***

#### **Curriculum**

- Strategic Leadership, Team & Capacity Building
- Project Cycle Management & Execution
- Project Budget & Risks Management
- Project Monitoring & Controlling
- Project Evaluation & Reporting
- Project Planning, Presentation Skills, Advocacy & Public Relations
- Problems Analysing & Solving Skills
- Social Responsibility, Ethics & Trust Building
- Coaching, Mentoring & Case Management
- Communication & Partnership Skills

### ***- 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

### **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, WhatsApp or LinkedIn.

## 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
- 10% discount available for NGO representatives
- Registration and Payment until **Early Bird Application Deadlines**: 3800EUR / 3 Month Diploma Program
- 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 by email to [fhuseynli@ipdinstitute.ch](mailto:fhuseynli@ipdinstitute.ch) no later than **Application Deadlines**. 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 advise 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: 50EUR and above
- For Organizational Donation: 200EUR and above
- To be Bronze Sponsor: 1000EUR and above
- 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.

## **Organizer**

**Institute for Peace and Dialogue (IPD)** is an independent, international non-profit and non-religious institute located and registered in Basel, Switzerland where it dedicates itself in the promotion of the prevention of conflicts between and within states, organizations and individuals by implementing academic programs and strengthening institutional dialogue between state institutions, private entities and civil society organizations.

IPD invites state institutions, companies, INGOs, think tank centres, researchers, media and interested public actors to the cooperation and implementation of creative, innovative, effective and sustainable initiatives for the sake of empowering constructive intercultural dialogue, mediation, global governance, leadership responsibility, peaceful conflict transformation, active world citizenship, human rights defence, security and welfare.

## **Our Vision**

Our vision is the education of an institutionalized civil society platform in peace-building, mediation, conflict transformation and intercultural dialogue, to convey a peaceful approach and behavior.

## **Our Mission**

Our mission is to empower state, public and private institutions capacities in peacebuilding, conflict resolution, mediation and intercultural dialogue fields to build up a solution-oriented positive thinking in their work, community and family in order to have institutional impact for the sake of whole society development.

## **IPD Previous Academic Programs**

- 3rd International Winter Academy: 21 - 29 November, 2023 in Basel, Switzerland
- 13th International Summer Academy: 7 - 21 August 2023 in Basel, Switzerland
- Capacity Building Training Course: 19 - 26 December, 2022 in Basel, Switzerland
- Executive Training for Nigerian Senior State Officials: 30 November - 6 December, 2019 in Basel, Switzerland
- 1<sup>st</sup> & 2<sup>nd</sup> Basel Global Peace Conference: 4 & 13 August, 2019 in Basel, Switzerland
- 12<sup>th</sup> International Summer Academy: 13 - 22 August 2019 in Basel, Switzerland
- 11<sup>th</sup> International Summer Academy: 4 - 13 August 2019 in Basel, Switzerland
- 2<sup>nd</sup> International Autumn Academy: 27 October - 03 November, 2018 in Zug, Switzerland
- 10<sup>th</sup> International Summer Academy: 25 July - 03 August 2018 in Zug, Switzerland
- 9<sup>th</sup> International Summer Academy: 16 - 25 July, 2018 in Zug, Switzerland
- 1<sup>st</sup> International Spring Academy: 5 - 12 May, 2018 in Zug, Switzerland
- 1<sup>st</sup> International Autumn Academy: 29 October - 04 November, 2017 in Zug, Switzerland
- 8<sup>th</sup> International Summer Academy: 11 - 20 August, 2017 in Zug, Switzerland
- 7<sup>th</sup> International Summer Academy: 20 - 29 August, 2017 in Zug, Switzerland
- 2<sup>nd</sup> International Winter Academy: 17 - 26 February, 2017 in Zug, Switzerland
- 6<sup>th</sup> International Summer Academy: 19 - 29 August, 2016 in Zug, Switzerland
- 5<sup>th</sup> International Summer Academy: 9 - 19 August, 2016 in Zug, Switzerland
- 1<sup>st</sup> International Winter Academy: 15 - 25 February, 2016 in Zug, Switzerland
- 4<sup>th</sup> International Summer Academy: 17 - 27 August, 2015 in Zug, Switzerland
- 3<sup>rd</sup> International Summer Academy: 07 - 17 August, 2015 in Zug, Switzerland
- 2<sup>nd</sup> International Summer Academy: 17 - 27 August, 2014 in Zug, Switzerland
- 1<sup>st</sup> International Summer Academy: 01 - 11 September 2013 in Vienna, Austria

## **Contact person:**

Mr. Fakhrinur Huseynli

Director

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If you have any problem to contact with us via your office email, then please try to write us via website online contact form or via your personal email, LinkedIn, WhatsApp or 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**