

Training Resources Guide

Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC)

Effective Date: April 27, 2025

1. Introduction

The Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC) is committed to empowering Moroccan youth to lead in diplomacy and international cooperation. To support this mission, MYCDIC provides comprehensive training resources to equip members, ambassadors, staff, and volunteers (collectively referred to as “Representatives”) with the knowledge, skills, and ethical grounding needed to excel in their roles. This Training Resources Guide outlines the workshops, online modules, and other educational opportunities available to ensure Representatives uphold MYCDIC’s standards, as detailed in the Code of Conduct, Diplomatic Protocols, Membership Guidelines, Event Protocols, Social Media Policy, and Compliance and Enforcement Policy.

These resources are designed to foster professionalism, cultural sensitivity, and leadership, preparing Representatives for domestic and international engagements.

2. Scope and Application

This guide applies to:

- All MYCDIC Representatives, including new and existing members, ambassadors, staff, and volunteers.
- Training required for participation in MYCDIC activities, such as events, diplomatic engagements, or leadership roles.

Training resources are mandatory for certain roles (e.g., event organizers, social media managers) and strongly encouraged for all Representatives to enhance their contributions to MYCDIC’s mission.

3. Objectives

The Training Resources Guide aims to:

- Provide accessible, high-quality training to develop diplomatic and leadership skills.
- Ensure compliance with MYCDIC’s policies and ethical standards.

- Promote cultural awareness and effective communication in global settings.
 - Empower Representatives to represent MYCDIC with confidence and professionalism.
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4. Training Programs Overview

MYCDIC offers a variety of training formats, including:

- **Workshops:** In-person or virtual sessions led by experts in diplomacy, leadership, or related fields.
- **Online Modules:** Self-paced courses available via MYCDIC's e-learning platform (<https://mycdic.org/learn>).
- **Webinars:** Live or recorded sessions with guest speakers or MYCDIC leadership.
- **Mentorship:** One-on-one guidance for ambassadors or select members, arranged through training@mycdic.org.
- **Resource Library:** Documents, videos, and templates accessible at <https://mycdic.org/resources>.

Training is tailored to different roles (e.g., members, event organizers, ambassadors) and experience levels.

5. Core Training Requirements

5.1 Onboarding Training

- **Target Audience:** New Representatives (within 30 days of joining).
- **Format:** Online module or in-person workshop (2–3 hours).
- **Topics:**
 - MYCDIC's mission, vision, and values.
 - Overview of Code of Conduct, Diplomatic Protocols, and Membership Guidelines.
 - Introduction to MYCDIC's structure and programs.
- **Access:** Enroll via <https://mycdic.org/learn> or contact training@mycdic.org.
- **Certification:** Completion certificate required for active membership status.

5.2 Policy-Specific Training

- **Target Audience:** All Representatives, with refresher courses annually.
- **Format:** Online modules (1–2 hours each).
- **Modules:**
 - **Code of Conduct:** Ethical behavior, respect, and professionalism.
 - **Diplomatic Protocols:** Guidelines for international engagements and cultural sensitivity.
 - **Event Protocols:** Logistics, participant conduct, and media interactions.
 - **Social Media Policy:** Responsible online communication and branding.
 - **Compliance and Enforcement:** Reporting violations and investigation processes.
- **Access:** Available at <https://mycdic.org/learn>.
- **Certification:** Digital badges issued upon completion, tracked in member profiles.

5.3 Role-Specific Training

- **Target Audience:** Representatives in specialized roles (e.g., event organizers, social media managers, ambassadors).
- **Format:** Workshops or webinars (3–6 hours).
- **Examples:**
 - **Event Management:** Planning, risk assessment, and post-event reporting.
 - **Social Media Strategy:** Content creation, crisis management, and MYCDIC branding.
 - **Diplomatic Skills:** Negotiation, public speaking, and cross-cultural communication.
- **Access:** Register via <https://mycdic.org/events> or contact training@mycdic.org.
- **Certification:** Role-specific certificates required for certain responsibilities.

6. Advanced Training Opportunities

6.1 Leadership Development

- **Target Audience:** Ambassadors, senior members, or leadership candidates.

- **Format:** In-person retreats or virtual series (10–20 hours).
- **Topics:**
 - Strategic leadership and team management.
 - Conflict resolution and mediation.
 - Advocacy and policy analysis.
- **Access:** By nomination or application via training@mycdic.org.
- **Certification:** Leadership certificate, recognized for MYCDIC promotions.

6.2 International Diplomacy Training

- **Target Audience:** Representatives attending global summits or delegations.
- **Format:** Workshops or webinars (4–8 hours).
- **Topics:**
 - International relations and global governance.
 - Protocol for official visits and multilateral negotiations.
 - Moroccan foreign policy and cultural representation.
- **Access:** Coordinated with Diplomatic Protocols training at <https://mycdic.org/learn>.
- **Certification:** Required for international representation roles.

6.3 Specialized Skills Workshops

- **Target Audience:** All Representatives seeking skill enhancement.
- **Format:** Short webinars or in-person sessions (1–3 hours).
- **Topics:**
 - Public speaking and media training.
 - Digital literacy and cybersecurity.
 - Project management and fundraising.
- **Access:** Browse schedule at <https://mycdic.org/events>.
- **Certification:** Optional certificates for professional development.

7. Access and Participation

7.1 Enrollment

- **Online Platform:** Register for modules at <https://mycdic.org/learn>. Login credentials are provided upon membership approval.
- **Event-Based Training:** Sign up for workshops/webinars via <https://mycdic.org/events>.
- **Priority:** MYCDIC members receive priority; non-members may access select public webinars with approval.

7.2 Accessibility

- **Languages:** Training is offered in English, French, and Arabic, with Amazigh and Spanish options for select modules.
- **Accommodations:** Request accessibility support (e.g., subtitles, sign language) via training@mycdic.org at least 14 days in advance.
- **Cost:** Most training is free for members; nominal fees may apply for advanced programs, with waivers available for financial hardship.

7.3 Tracking and Compliance

- **Progress Tracking:** Completion is recorded in the MYCDIC member portal.
- **Mandatory Requirements:** Failure to complete required training may result in suspension of active membership status, as per Membership Guidelines.
- **Feedback:** Submit evaluations post-training to improve content, via <https://mycdic.org/feedback>.

8. Support and Resources

- **Training Team:** Contact training@mycdic.org for enrollment, technical issues, or customized training plans.
- **Resource Library:** Access supplementary materials (e.g., policy PDFs, recorded webinars) at <https://mycdic.org/resources>.
- **Mentorship Program:** Request a mentor for personalized guidance via training@mycdic.org.
- **FAQs:** Review common training questions at <https://mycdic.org/faq>.

9. Monitoring and Evaluation

- **Oversight:** The MYCDIC Training Committee, under the Leadership Council, evaluates training effectiveness and updates content annually.
 - **Participant Feedback:** Collected via post-training surveys to ensure relevance and quality.
 - **Compliance:** The Compliance Committee verifies completion of mandatory training, as per the Compliance and Enforcement Policy.
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10. Amendments

This Training Resources Guide may be updated to reflect new programs, technologies, or MYCDIC's mission. Representatives will be notified via email and the MYCDIC website. The latest version is available at <https://mycdic.org/documents/training-resources.pdf>.

11. Acknowledgment

By participating in MYCDIC activities, Representatives acknowledge their responsibility to complete required training and adhere to related policies. Non-compliance may result in disciplinary measures, as outlined in the MYCDIC Code of Conduct and Compliance and Enforcement Policy.

Contact Information

For inquiries about training resources, contact:

Moroccan Youth Council for Diplomacy and International Cooperation (MYCDIC)

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 - **Phone:** +34 6 14 14 48 14
 - **Website:** <https://mycdic.org>
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