



External Training Course

International Protocol and Diplomacy

From 16 Sep. To 20 Sep. 2024
From 14 Oct. To 18 Oct. 2024
From 04 Nov. To 08 Nov. 2024

Marriott Marble Arch Hotel
London - UK

Mr. Ghanem F. Al-Otaibi
GM & Institute Owner

☛ **Tel.: 00965 22248901**

☛ **Mob.: 00965 65548855**

☛ **Email: admin@agi-kw.com**

☛ **Fax: 00965 22204999**

☛ **Mob.: 00965 97273712**

☛ **Email: agi-kw@hotmail.com**

W/SITE: WWW.AGI-KW.COM

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INTRODUCTION

This International Protocol Etiquette and Diplomacy Training seminar will give all participants the skills, knowledge and understanding of International Protocol and Diplomacy. Diplomacy, etiquette, and protocol is a vital part of working with agencies, governments, embassies and building relationships doing business around the World.

This training course includes:

- Becoming skilled in diplomacy, protocol, etiquette, and international communications.
- Standard conventions and principle of diplomatic protocol and procedure.
- Essential communication skills to impress and inform.
- Know how to attend, entertain, and host a successful diplomatic event.

OBJECTIVES

This training course on International Protocol, Etiquette and Diplomacy covers the formal and informal rules that are followed during official functions. It is also looking how to behave on such occasions. Some objectives that will learnt by participants:

- To provide knowledge and understanding of protocol and diplomacy.
- Know the role within different organizations and governments.
- To provide an understanding of the need for protocol, etiquette, manners, and diplomacy.
- How to use it effectively to support their organization and managers?
- Ideas that will prepare participants for the development of their capabilities and skills.

TRAINING METHODOLOGY

This training course is an intensive, updating training course illustrated throughout with practical examples. It is highly activity-based and uses group work extensively alongside case-studies, demonstrations, lectures and videos. It focuses on strategic insight, practitioner skills, tools, and techniques for the effective management of these important business functions.

COURSE AGENDA & OUTLINE

DAY 1: Key Principles and Introduction

- Example of protocol traditions and modern-day applications.
- Variations between countries and institutions.
- How religious, multi-faith and cultural can have an effect on protocol practices?
- Multicultural dining protocols (French, English, Asian & Middle Eastern).
- Some simple but important rules of negotiation across cultures.

DAY 2: International Standards of Protocol, Etiquette and Diplomacy

- Planning VIP events, receptions, and ceremonies.
- Seating planning, security, and protection checklists.
- Diplomatic gift-giving and receiving.
- Royal Tea ceremony and other specialised events.

DAY 3: Diplomacy and 'Soft Power'

- Techniques for organizing international VIP meetings, including meals and dinners.
- Cross-cultural communications; verbal and non-verbal.
- Diplomatic conversation skills.
- Traditional and contemporary best practices.

DAY 4: International and Political Etiquette

- Flag etiquette, anthems, and other important elements.
- Royal protocol within a monarchy versus a republic.
- Cultural diplomacy through etiquette and the media.
- Formal and informal dress codes and professional image.

DAY 5: Public Speaking and Speech Giving

- Practical diplomacy and event leadership.
- Professional, diplomatic, and ceremonial images to project.
- Communication and networking (personal charisma, written and verbal practices)
- Public speaking and programme presentation skills.

Course Details & Agenda:

(1st Day) Agenda

8.30	9.00	Opening Remarks (30 Min.). Dr. Furat Kadom.
9.00	11.30	<u>DISCUSS COURSE TOBICS:</u> <ul style="list-style-type: none"> • Key Principles and Introduction • International Standards of Protocol, Etiquette and Diplomacy • Diplomacy and 'Soft Power' • International and Political Etiquette • Public Speaking and Speech Giving
11.30	12.00	Coffee Break
12.00	15.00	<u>Key Principles and Introduction:</u> <ul style="list-style-type: none"> • Example of protocol traditions and modern-day applications. • Variations between countries and institutions. • How religious, multi-faith and cultural can have an effect on protocol practices? • Multicultural dining protocols (French, English, Asian & Middle Eastern). • Some simple but important rules of negotiation across cultures.
15.00	15.30	Questions and Discussion
15.30		Buffet Lunch

(2nd Day) Agenda

9.00	11.30	<u>International Standards of Protocol, Etiquette and Diplomacy:</u> <ul style="list-style-type: none"> • Planning VIP events, receptions, and ceremonies. • Seating planning, security, and protection checklists.
11.30	12.00	Coffee Break
12.00	15.00	<u>International Standards of Protocol, Etiquette and Diplomacy:</u> <ul style="list-style-type: none"> • Diplomatic gift-giving and receiving. • Royal Tea ceremony and other specialised events.
15.00	15.30	Questions and Discussion
15.30		Buffet Lunch

(3rd Day) Agenda

9.00	11.30	<u>Diplomacy and 'Soft Power':</u> <ul style="list-style-type: none"> Techniques for organizing international VIP meetings, including meals and dinners. Cross-cultural communications; verbal and non-verbal.
11.30	12.00	Coffee Break
12.00	15.00	<u>Diplomacy and 'Soft Power':</u> <ul style="list-style-type: none"> Diplomatic conversation skills. Traditional and contemporary best practices.
15.00	15.30	Questions and Discussion
15.30		Buffet Lunch

(4th Day) Agenda

9.00	11.30	<u>International and Political Etiquette:</u> <ul style="list-style-type: none"> Flag etiquette, anthems, and other important elements. Royal protocol within a monarchy versus a republic.
11.30	12.00	Coffee Break
12.00	15.00	<u>International and Political Etiquette:</u> <ul style="list-style-type: none"> Cultural diplomacy through etiquette and the media. Formal and informal dress codes and professional image.
15.00	15.30	Questions and Discussion
15.30		Buffet Lunch

(5th Day) Agenda

9.00	11.30	<u>Public Speaking and Speech Giving:</u> <ul style="list-style-type: none"> Practical diplomacy and event leadership. Professional, diplomatic, and ceremonial images to project.
11.30	12.00	Coffee Break
12.00	15.00	<u>Public Speaking and Speech Giving:</u> <ul style="list-style-type: none"> Communication and networking (personal charisma, written and verbal practices) Public speaking and programme presentation skills.
15.00	15.30	Questions, Discussion & Conclusion Training Course.
15.30		Buffet Lunch