Course Name

DIPLOMACY AND DIPLOMATIC PROTOCOL

This training course is designed to be interactive and participatory, and includes lectures and workshops, individual practice, experiential discussions, individual consultations with experts and real case scenario applications.
Few Words About Boost

Our solutions are fully customized and designed based on the needs of our clients.

VISION
“The only thing worse than being blind is having sight but no vision.”
To be recognized as the partners’ first choice in the field of Learning and Development locally and globally.

MISSION
Enable our partners achieving their objectives by designing innovative learning and development solutions which will boost people performance and business results as well.

VALUES
Driven by five core values which will form the basis for every decision...

01 Interactive Engaging Courses
02 Recognized Certificates
03 Wide Range Of Training Subjects
04 Global Training Centers
05 In-House & Customized Courses
06 Internationally Certified Instructors
07 Advanced Reporting System

Why Us?

10,000 People Trained a Year, with 98% Satisfaction Rating

Our talented team of international instructors have exceptional credentials complemented by practical, real-world experience.

SUSTAINABLE SUCCESS

Ever since the firm was founded, Excellence, in one form or another, was part of its credo. The prospect of doing a good job might help a company climb the success ladder but it won't keep the company 'up there'.

Powered by Boost Training & Consulting © All Rights Reserved 2019
Diplomacy is extremely imperative in modern-day corporate environments and international business arena. Professionals often leverage their diplomatic skills to close a deal quickly, please a client, and keep relations intact for a long time. The rules of international protocol are intended to maintain courtesy and politeness in international affairs; between governments, international organisations and their officials as well as between corporations, companies and their representatives.

This 5-day boost training course is designed to sharpen the participant’s professional, social, business and diplomatic skills and empower them of their multi-cultural communication competence. This course covers the full range of conventions, rules, customs and expectations that professionals must master in order to work professionally with vips and in high-level business. Participants will gain an in-depth understanding of the written and unwritten rules of official protocol and business etiquette, as well as international cultural norms and variations.

TRAINING COURSE OBJECTIVES

AT THE END OF THE TRAINING COURSE, PARTICIPANTS WILL BE ABLE TO:

✓ Sharpen knowledge of international business & diplomatic protocol
✓ Enhance, navigate and manage interpersonal dynamics in important encounters and diplomatic use of language
✓ Intensify ability to work in a multicultural environment and display cultural sensitivity across international dynamics
✓ Increase proficiency and competence in various forms of corporate and diplomatic communication
✓ Polish diplomatic etiquette and formal social etiquette including the fine points of dining etiquette
✓ Increase self-confidence in official, formal and informal contacts

TARGET PARTICIPANTS

This 5-day boost training course is designed for professionals seeking expert knowledge of diplomatic protocol such as public administration employees, private sector representatives, students planning careers in the polish foreign service and other individuals interested in diplomatic protocol. This course is also beneficial for government representatives, communications officers, business managers and executives, pr consultants, meeting planners/events organisers, administrative professionals, and hr consultants.
Course Outline
DIPLOMACY AND DIPLOMATIC PROTOCOL

**DAY ONE – DIPLOMACY AND ITS FUNCTIONS**
- Defining diplomacy and its components
- Scope of Diplomatic Obligations
- Tasks of Foreign Policy
- Tasks of Diplomatic Mission
- Characteristics of a Diplomat
- Scope of Diplomat’s Obligation
- Protocol Officer Responsibilities
- Diplomatic contracts and rules of a dialogue
- Diplomatic Language

**DAY TWO – DIPLOMATIC RULES AND HABITS**
- Diplomatic Corps
- Order of Precedence
- Diplomacy and Understanding Diplomatic Ranks
- Rules of Diplomatic Etiquette
- Official Diplomatic Visits
- International Summit Protocol
- Preparation of an official diplomatic visit

**DAY THREE – DIPLOMATIC CORRESPONDENCE**
- General rules of correspondence
- Business cards
- Invitations
- Formal emends of a diplomatic correspondence
- Various types of diplomatic written documents
- Forms of official correspondence in foreign service
Course Outline
DIPLOMACY AND DIPLOMATIC PROTOCOL

DAY FOUR – OFFICIAL GATHERING AS FORMS OF DIPLOMATIC WORK
✓ Role and rules of organizing parties
✓ Types of parties and their typical conduct
✓ Arranging the table
✓ Setting the menu and courses
✓ Serving
✓ Behavior at the table
✓ Rules of Dressing

DAY FIVE – DIPLOMATIC GATHERING ETIQUETTE
✓ Universal rules of etiquette
✓ Choosing guests
✓ Forms of invitation
✓ Greeting the guests
✓ Introduction
✓ Honorary seat
✓ Sitting the guests
✓ Conversation and toast
✓ Flowers and gifts
Thank You

Course Name
DIPLOMACY AND DIPLOMATIC PROTOCOL

For any clarification or information. Please do not hesitate to contact us
Phone: + 971 2 449 6000 / +971 50 412 3294
Email: info@boostuae.com

Follow us on social media and get offers and discounts …