

Mastering Protocol Management Course

Venue Information

Venue: London UK

Place:

Start Date: 2025-07-14

End Date: 2025-07-18

Course Details

Net Fee: £4750.00

Duration: 1 Week

Category ID: SAAC

Course Code: SAAC-19

Syllabus

Course Syllabus

Course Introduction:

This five-day course on Protocol Management is designed to provide participants with the skills and knowledge needed to effectively manage official events, ceremonies, and diplomatic interactions. Participants will learn the intricacies of protocol, etiquette, and international standards, ensuring professionalism and cultural sensitivity in all formal settings.

Course Objectives:

1. Understand the principles and importance of protocol management in formal and diplomatic contexts.
2. Learn the key aspects of organizing and managing official events and ceremonies.
3. Develop skills to handle high-profile guests and VIPs with professionalism.

Course Content:

Day 1: Introduction to Protocol Management

- Overview of Protocol and Its Significance
- Historical Background of Diplomatic Protocol
- Principles of Formal Etiquette
- Understanding Hierarchy and Precedence
- Common Misconceptions in Protocol

Day 2: Planning and Organizing Official Events

- Steps for Event Planning and Coordination
- Protocols for Invitations and RSVPs
- Managing Guest Lists and Seating Arrangements
- Ensuring Security and Privacy for VIPs
- Practical Exercise: Organizing a Formal Event

Day 3: Managing VIPs and High-Profile Guests

- Techniques for Greeting and Addressing Dignitaries
- Cultural Sensitivities and International Etiquette
- Protocols for Diplomatic Correspondence
- Escorting Guests and Managing Motorcades
- Handling Emergencies and Unplanned Situations

Day 4: Protocol for Ceremonies and Flag Usage

- Flag Protocols: Display and Usage Rules
- National Anthems and Ceremony Etiquette
- Dress Codes and Attire Guidelines
- Managing Media and Press During Events
- Role-Playing Scenarios for Ceremony Management

Day 5: Practical Applications and Case Studies

- Case Studies on Successful Protocol Management
- Crisis Management in Protocol Situations
- Developing a Personal Protocol Guide
- Feedback and Review of Practical Exercises
- Final Assessment and Closing Remarks