**MAGNA SKILLS DEVELOPMENT INSTITUTE**

Capacity Building • Professional Training • Organisational Development

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Course Profile Document

Administration and Customer Service

# Diplomatic Protocol and Etiquette

Prepared as a professional course profile for delegate review, sponsorship approval and organisational training planning.

| COURSE CODE | DELIVERY | DURATION | PREPARED FOR |
|---|---|---|---|
| **MSD2818** | **Online / Face-to-Face** | **Flexible** | **Organisation Approval** |

Register for this Course

View Online Course Page

## Course Overview

The Diplomatic Protocol and Etiquette course offered by Magna Skills is designed to provide comprehensive training on the principles, practices, and protocols of diplomacy and international etiquette. Participants will gain essential knowledge and skills to navigate diplomatic settings, conduct themselves professionally, and adhere to diplomatic protocols and etiquette standards in various international contexts.

## Course Outcomes

- **Understanding Diplomatic Protocol:** Gain insights into the principles, rules, and norms governing diplomatic protocol and etiquette in international relations.
- **Professional Conduct in Diplomatic Settings:** Learn the importance of professional conduct, demeanor, and behavior in diplomatic interactions, including meetings, negotiations, and social events.
- **Diplomatic Communication:** Develop effective communication skills for diplomatic contexts, including diplomatic language, diplomacy-related terminology, and diplomatic correspondence.
- **Cultural Sensitivity and Diversity:** Understand cultural differences and diversity in diplomatic interactions, and learn how to navigate cultural nuances with sensitivity and respect.
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**Protocol and Etiquette in Official Events:** Learn the protocols and etiquettes governing official diplomatic events, including receptions, dinners, and ceremonies, and how to participate with poise and confidence.

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## Course Outline / Curriculum

**Module 1: Introduction to Diplomatic Protocol and Etiquette**

- Overview of diplomatic protocol, etiquette, and their importance in international relations
- Historical evolution of diplomatic protocol and its relevance in modern diplomacy

**Module 2: Diplomatic Conduct and Behavior**

- Professional demeanor and behavior in diplomatic settings
- Conducting oneself with diplomacy and tact in various diplomatic contexts

**Module 3: Diplomatic Communication**

- Effective verbal and non-verbal communication skills for diplomats
- Diplomatic language, terminology, and correspondence

**Module 4: Cultural Sensitivity and Diversity**

- Understanding cultural differences and diversity in international diplomacy
- Navigating cultural nuances and sensitivities in diplomatic interactions

**Module 5: Protocol and Etiquette in Official Events**

- Protocols and etiquettes governing official diplomatic events
- Proper behavior and etiquette during receptions, dinners, and ceremonies

**Module 6: Diplomatic Gifts and Gift-Giving Etiquette**

- Understanding diplomatic gift-giving traditions and customs
- Protocol and etiquette for giving and receiving diplomatic gifts

**Module 7: Diplomatic Visits and Meetings**

- Protocol and procedures for diplomatic visits and meetings
- Etiquette for hosting and attending diplomatic meetings

**Module 8: Diplomatic Dress Code**

- Understanding diplomatic dress codes and attire
- Dressing appropriately for diplomatic events and engagements

**Module 9: Diplomatic Protocol in International Organizations**

- Protocol and etiquette in international organizations and multilateral diplomacy
- Conducting oneself professionally in diplomatic conferences and summits

**Module 10: Case Studies and Practical Exercises**

- Analysis of real-life diplomatic scenarios and case studies
- Practical exercises and simulations to apply diplomatic protocol and etiquette skills

The Diplomatic Protocol and Etiquette course equips participants with the knowledge, skills, and confidence to navigate diplomatic settings, conduct themselves professionally, and adhere to diplomatic protocols and etiquette standards in various international contexts. Through a blend of theoretical learning, practical exercises, case studies, and simulations, participants will develop essential diplomatic protocol and etiquette skills necessary for success in international diplomacy.

## Target Audience

- Practising diplomats, civil servants, and others working in international relations who want to refresh or expand their knowledge under the guidance of experienced practitioners and academics.
- Postgraduate students of diplomacy or international relations wishing to study topics not offered through their university programmes or diplomatic academies and to gain deeper insight through interaction with practising diplomats.
- Postgraduate students or practitioners in other fields seeking an entry point into the world of diplomacy.
- Journalists, staff of international and non-governmental organisations, translators, business people and others who interact with diplomats and wish to improve their understanding of diplomacy-related topics.

## Key Course Benefits

**Work-Ready Skills**

Delegates leave with practical tools, templates and methods they can apply immediately at work.

**Better Institutional Results**

The programme supports stronger planning, reporting, compliance, accountability and service delivery.

**Sponsor-Friendly**

This document is designed to help supervisors, HR units and sponsors approve delegate participation quickly.

**Professional Recognition**

Delegates receive training documentation and a certificate of completion after successful participation.

## Our Training Centres & Delivery Options

Magna Skills offers flexible delivery through face-to-face training centres across Africa and beyond, plus Online / E-Learning for delegates who prefer remote participation.

### Southern Africa

Practical training destinations with strong travel access and delegate support.

- Pretoria, South Africa
- Vic Falls, Zimbabwe
- Livingstone, Zambia

### East Africa

Popular regional centres for government, NGO and donor-funded project teams.

- Kigali, Rwanda
- Kampala, Uganda
- Nairobi,
- Zanzibar, Tanzania

### West Africa & Islands

Strategic locations for regional networking and executive capacity building.

- Accra, Ghana
- Port Louis, Mauritius

### International Executive Venue

Premium destination training for senior teams and international delegates.

- Dubai, United Arab Emirates

### Online / E-Learning

Attend from anywhere through live online, blended or self-paced learning options.

- Online, E-Learning
- Remote Teams
- Flexib

### Organisation-Based Training

Magna Skills can also arrange dedicated in-house training for ministries, NGOs and companies.

- Onsite
- Custom Dates
- Group Training

## Ready to Nominate Delegates?

Use the links below to register, review the live course page or contact Magna Skills for organisation-based training support.

**Register / Apply Online** | **View Full Course Page**

## About Magna Skills

Magna Skills Development Institute provides practical capacity building programmes for government departments, NGOs, public institutions, donor-funded projects and private sector professionals across Africa. Our training approach combines expert facilitation, real workplace case studies, practical tools, post-training support and professional documentation that helps organisations strengthen staff performance and service delivery.

Government Training | NGO Capacity Building | Corporate Workshops | Online Learning | Face-to-Face Training | Certifica

## Approval & Authorisation Form

This section may be completed by the organisation, department, HR office, finance office or sponsor approving delegate participation. It can be attached to an internal memo, procurement request or training approval submission.

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|---|---|
| **Organisation / Department** | |
| **Delegate Name(s)** | |
| **Approved Course** | Diplomatic Protocol and Etiquette |
| **Preferred Delivery Mode** | ☐ Online ☐ Face-to-Face ☐ Organisation-Based Training |
| **Preferred Training Venue / Date** | |
| **Estimated Number of Delegates** | |
| **Budget / Vote Number** | |
| **Contact Person** | |
| **Email / Mobile** | |

Authorised Name _____ Signature / Stamp _____ Date _____