

Diplomatic Protocol and Etiquette Course Details

Department: Administration and Customer Service

Presented by Magna Skills Development Institute

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CORPORATE TRAINING
Agency

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Course Summary

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 Objectives

- **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.
- **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

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.



Company Overview

Who We Are: Magna Skills is a premier training and capacity-building organization specializing in professional development for government institutions, NGOs, and the private sector.

Our Mission: To provide world-class training solutions that equip professionals with the expertise needed to excel in their careers and contribute meaningfully to their organizations.

Our Vision: To be the leading provider of professional training and development across Africa, fostering excellence, innovation, and capacity-building in public and private sectors.

Core Values

- **Excellence** – Delivering high-quality training tailored to meet the evolving needs of professionals.
- **Integrity** – Upholding the highest ethical standards in all our engagements.
- **Innovation** – Embracing new technologies and methodologies to enhance learning experiences.
- **Customer-Centric Approach** – Ensuring client satisfaction by providing relevant, practical, and impactful training.
- **Collaboration** – Partnering with industry experts and institutions to provide the best learning opportunities.

Our Training Methodology

We use a blended learning approach that includes instructor-led training, case studies, workshops, and post-training support.

Why Choose Magna Skills?

- Experienced Trainers
- Customized Training Solutions

- Interactive Learning
- Global Recognition
- Proven Track Record

Request for Training Form

Complete the form and share with Magna Skills Support Team on email info@magnaskills.com or Send Whatsapp on: +27630079022

Approval & Authorization	
Applicant Details	Course Details
First Name:	Course Name:
Last Name:	Training Venue:
Mobile:	Month:
Email:	Training Method: Online[____] Face to Face [____]
Company Name:	Duration:
Country:	Number of Staff Members:

By signing this agreement, both parties confirm their commitment to the terms outlined in this proposal.