United Nations Institute for Training and Research

Unitar Online Catalogue

Workshop on Diplomatic Protocol & Etiquette (Spring Edition)

Multilateral Diplomacy

Type:	Workshop
Location:	Geneva, Switzerland
Date:	15 Apr 2027 to 16 Apr 2027 (To be confirmed)
Duration:	2 Days
Thematic Area:	Multilateral Diplomacy and Negotiation
Website:	http://www.unitar.org/cdt
Price:	$1,000.00
Event Focal Point Email:	diplomacy@unitar.org

BACKGROUND

The area of Diplomatic Etiquette and Protocol can be intimidating and difficult to grasp without specialised background knowledge and experience. As staff of a major international organisation, a representative of your country, or even as a member of the private sector, you may be called upon to organise and make arrangements for events, conferences and meetings, whether they be formal or informal, official or unofficial. This requires an in-depth understanding of the various layers of Protocol and Etiquette.

EVENT OBJECTIVES

This module aims to provide skills and knowledge in the field Diplomatic Etiquette and Protocol. At the end of this training, participants should be able to take the right decisions and consider a broad spectrum of possible Protocol-related situations and Etiquette guidelines, to enable them to confront challenging and new situations confidently, particularly when dealing with high-ranking government officials.

This two-day face-to-face training workshop will adopt a practical approach to Etiquette and Protocol issues, emphasising real-life case studies, scenarios and situations that staff from any international organization or government might encounter.

LEARNING OBJECTIVES

At the end of the Module, participants should be able to:

- Recognize accepted practices in international Protocol and Etiquette;
- Develop practical skills to be able to deal with the protocol practices at UN and UNOG;
- Familiarize with the unwritten practices of etiquette, good manners and behaviors of individuals whether on official or private business;
- React in an appropriate and proactive manners to arising Protocol and Etiquette-related questions and challenges.

METHODOLOGY

The training is designed to be highly interactive and participatory, and will include a variety of simulation exercises and pedagogical tools to enable the participants to acquire a thorough knowledge and understanding of the topic at hand.

TARGETED AUDIENCE

This course is primarily open to:

- Members of Permanent Missions accredited to the United Nations Office in Geneva;

- Delegates of Ministries of Foreign Affairs and other government officials;
- Representatives of international, intergovernmental, and non-governmental organizations and Diplomatic academies;
- Professionals from the private sector.

ADDITIONAL INFORMATION

Insurance Waiver:

By applying to the Workshop on Diplomatic Protocol & Etiquette, all participants confirm that they are aware that the United Nations Institute for Training and Research (UNITAR) does not insure participants for this course. All participants are advised to arrange at their own expense insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting including travel time.

Fellowship:

In the case of remaining availability, staff members of Permanent Missions in Geneva may be considered eligible to apply for our fellowship, granting participation in this workshop free of charge. For further information on the application procedure, please contact diplomacy [at] unitar.org (diplomacy[at]unitar[dot]org).

Discount for Eastwest European Institute Alumni:

Alumni from the Eastwest European Institute can benefit from a 10% discount for this training. After you complete your application, kindly send your Eastwest Certificate of Participation to diplomacy [at] unitar.org (diplomacy[at]unitar[dot]org). UNITAR will verify your alumni status and, upon confirmation of the latter, apply the discount.

Certificate:

Participants who have attended all the sessions will receive a certificate of participation.

Note: Participation is on a first-come, first-served basis, and registration will be closed once we have reached the maximum number of participants.

Disclaimer: By submitting an application to this workshop, applicants acknowledge and confirm their commitment to upholding the principles and

values of the United Nations and UNITAR. UNITAR maintains a zero-tolerance policy regarding conduct that is incompatible with its mission, including but not limited to abuse of authority, sexual exploitation and abuse, sexual harassment, and all forms of discrimination.