United Nations Institute for Training and Research

Unitar Online Catalogue

Diplomatic Etiquette and Protocol

Deadline: 24 Mar 2017

Type:	Workshop
Location:	Vienna, Austria
Date:	30 Mar 2017 to 31 Mar 2017
Duration:	2 Days
Thematic Area:	Multilateral Diplomacy
Website:	http://www.unitar.org/mdp
Price:	$1,000.00
Event Focal Point Email:	diplomacy@unitar.org
Contact Number:	0229178805

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, 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;
- React in an appropriate and proactive manners to arising Protocol and Etiquette-related questions and challenges;
- Identify the appropriate forms of communication with higher-ranking officials.

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 open to members of Permanent Missions and delegates of Ministries of Foreign Affairs and other government officials, representatives of international, intergovernmental, and non-governmental organizations. Senior

managers from the private sector are equally invited to benefit from this unique course.

ADDITIONAL INFORMATION

The workshop will take place on March 30 and 31 at the Vienna International Center (VIC), in Vienna, Austria.

The course fee is 1000 USD. UNITAR is delighted to announce that a limited number of fellowships are available. Please select this link for more information: www.unitar.org/cdt-fellowships