



Consulting and Training | Reach New Heights

Course Name

Global Etiquette for Administrative Professionals

Sector Name

Administration and Office Efficiency

Document Type

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Global Etiquette for Administrative Professionals

Course Introduction

This program is designed by **Boost** to prepare administrative professionals to operate confidently across cultures, seniority levels, and international business contexts. It blends modern protocol with practical communication, event hosting, and executive support skills that uphold brand reputation and strengthen stakeholder relationships.

Participants develop cultural intelligence, cross-border etiquette, and polished professional presence for meetings, travel, hospitality, and digital interactions. Emphasis is placed on inclusive practices, ethical awareness, and adaptable protocols for hybrid and global organizations.

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Target Audience

- ✓ Administrative and office managers
- ✓ Executive assistants and chiefs of staff
- ✓ Front-office, reception, and hospitality coordinators
- ✓ Event, travel, and protocol support teams

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Learning Objectives

- ✓ Demonstrate culturally aware etiquette in meetings, travel, and events
- ✓ Apply international protocol, titles, and forms of address confidently
- ✓ Communicate with clarity across languages, time zones, and channels
- ✓ Host dignitaries and executives with professional poise and discretion
- ✓ Build inclusive, respectful office norms in multicultural environments

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Course Outline

✓ DAY 01

Executive-Ready Presence

- ✓ Dress Codes & Contextual Standards
- ✓ Body Language & First Impressions
- ✓ Professional Introductions & Small Talk

Protocol Fundamentals

- ✓ Precedence, Seating & Flag Etiquette
- ✓ Titles, Honorifics & Forms of Address
- ✓ Gift Policies & Cultural Sensitivities

CQ for Administrators

- ✓ High-/Low-Context Communication
- ✓ Direct vs. Indirect Feedback Styles
- ✓ Time Orientation & Punctuality Norms

Multilingual & Digital Etiquette

- ✓ Email, Chat & Video Meeting Protocols
- ✓ Translation Tools & Plain-Language Writing

✓ Time-Zone Equity & Response Windows

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Course Outline

✓ Day 02

In-Office Hosting

- ✓ Reception Protocols & Visitor Flows
- ✓ Seating Plans & Name Placards
- ✓ Dietary Needs & Accessibility Readiness

Event & Ceremony Etiquette

- ✓ Invitations, RSVPs & Agendas
- ✓ Speeches, Toasts & Introductions
- ✓ Photography, Press & Social Media Rules

Executive & Delegation Travel

- ✓ Itineraries, Visas & Cultural Briefs
- ✓ Airport/Hotel Protocols & Meet-and-Greet
- ✓ Gifts, Per Diems & Expense Etiquette

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Course Outline

✓ Day 03

Inclusive Office Norms

- ✓ Religious, Dietary & Holiday Considerations
- ✓ Accessibility & Neurodiversity Awareness
- ✓ Hybrid Work Etiquette & Meeting Equity

Complex Situations Playbook

- ✓ Managing Conflicts & Missteps Gracefully
- ✓ Protocol for Cancellations & Changes
- ✓ Final Checklist & Personal Etiquette Charter

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 10, 2027	May 12, 2027	3 days	3250.00 \$	UAE , Dubai
July 12, 2027	July 14, 2027	3 days	3250.00 \$	UAE , Dubai
Nov. 29, 2026	Dec. 1, 2026	3 days	3250.00 \$	KSA , Jeddah
March 29, 2027	March 31, 2027	3 days	3950.00 \$	England , London

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info@boostuae.com info@boostorg.com

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