



Consulting and Training | Reach New Heights

Course Name

International Protocol Manager Training

Sector Name

Management And Leadership

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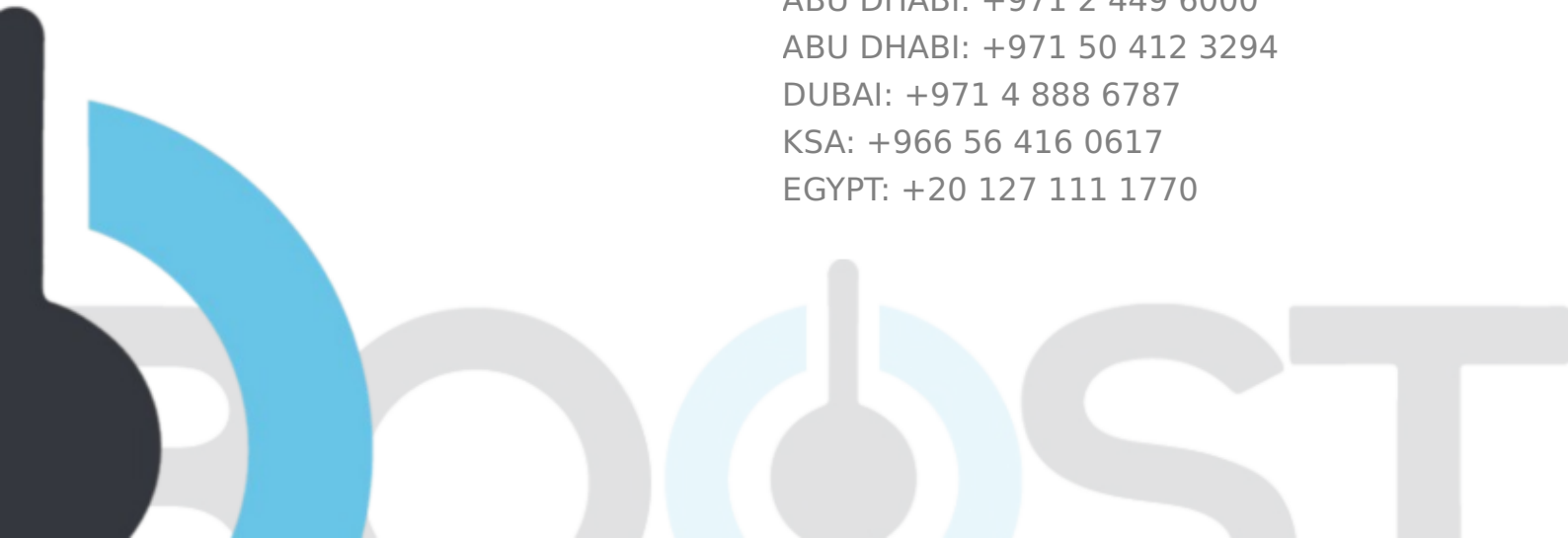
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International Protocol Manager Training

Course Introduction

International protocol plays a critical role in shaping how organizations, governments, and senior leaders are perceived on the global stage. Protocol is not merely about etiquette or formalities; it reflects respect, cultural awareness, hierarchy, and professionalism in official interactions. Errors in protocol can damage relationships, undermine credibility, and create unnecessary diplomatic or reputational risks.

The International Protocol Manager Training course is designed for professionals who are responsible for managing official events, high-level visits, ceremonies, and formal engagements involving international stakeholders.

Within **BOOST**, this program focuses on building the practical knowledge and judgment required to manage protocol responsibilities confidently and professionally.

The course emphasizes real-world protocol management rather than theoretical rules alone. Participants will explore international protocol standards, cultural considerations, precedence, ceremonial arrangements, and communication practices. Attention is also given to managing protocol challenges, handling sensitive situations, and coordinating effectively with senior leadership, government entities, and international guests.

By the end of the program, participants will be better equipped to manage protocol functions with confidence, accuracy, and cultural intelligence in a variety of international contexts.

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International Protocol Manager Training

Target Audience

- ✓ Protocol officers and protocol managers
- ✓ Government relations and public affairs professionals
- ✓ Executive assistants and office managers supporting senior leaders
- ✓ Event and ceremony managers
- ✓ Corporate communications and international relations staff
- ✓ Security and VIP coordination professionals
- ✓ Public and private sector professionals handling official engagements

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Learning Objectives

- ✓ Understand the purpose and importance of international protocol
- ✓ Apply protocol principles in official and diplomatic settings
- ✓ Manage precedence, seating, and formal arrangements
- ✓ Demonstrate cultural awareness in international engagements
- ✓ Plan and execute official events and high-level visits
- ✓ Communicate professionally with senior and international stakeholders
- ✓ Handle protocol challenges and sensitive situations effectively
- ✓ Represent their organization with professionalism and confidence

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Course Outline

✓ DAY 01

Foundations of International Protocol

- ✓ Understanding protocol and its role in international relations
- ✓ Difference between protocol, etiquette, and diplomacy
- ✓ Principles of professionalism, respect, and representation
- ✓ International protocol standards and practices
- ✓ Role of protocol managers in organizations
- ✓ Common protocol mistakes and their impact

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Course Outline

✓ Day 02

Precedence, Rank, and Formal Arrangements

- ✓ Understanding hierarchy and precedence
- ✓ Order of precedence in official settings
- ✓ Seating arrangements and positioning
- ✓ Flags, national symbols, and official titles
- ✓ Invitations, correspondence, and forms of address
- ✓ Managing protocol for multi-national events

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Course Outline

✓ Day 03

Cultural Intelligence and International Etiquette

- ✓ Cultural differences and sensitivities
- ✓ Business and diplomatic etiquette across regions
- ✓ Greeting customs and gift-giving practices
- ✓ Dress codes and appearance standards
- ✓ Managing cultural misunderstandings
- ✓ Building respectful cross-cultural relationships

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Course Outline

✓ Day 04

Managing Official Visits and Ceremonies

- ✓ Planning and coordinating official visits
- ✓ Airport protocol and reception arrangements
- ✓ Meeting management and ceremonial procedures
- ✓ Event logistics and coordination
- ✓ Working with security, logistics, and support teams
- ✓ Handling last-minute changes and unexpected situations

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Course Outline

✓ Day 05

Applying Protocol Skills in Practice

- ✓ Reviewing real protocol scenarios and challenges
- ✓ Managing high-pressure protocol situations
- ✓ Supporting senior leadership and delegations
- ✓ Balancing protocol requirements with practical constraints
- ✓ Strengthening coordination with internal and external stakeholders
- ✓ Reflecting on current protocol practices

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	5950.00 \$	switzerland , Geneva
April 19, 2027	April 23, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 14, 2026	Sept. 18, 2026	5 days	4250.00 \$	UAE , Dubai
Oct. 5, 2026	Oct. 9, 2026	5 days	4250.00 \$	UAE , Abu Dhabi

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