



### Workshop on Diplomatic Protocol and Etiquette

February 2 – 6, 2026

Capital Heights Hotel, Hospital Road,

Upper Hill 00506, Nairobi, Kenya

Course Fee: \$4,000 per Participant

#### Program overview:

Diplomatic Protocol and Etiquette training provides participants with essential skills and knowledge to navigate the complexities of international relations with professionalism and cultural sensitivity. By mastering protocol rules and diplomatic etiquette, individuals can enhance their effectiveness in diplomacy, foster positive relationships across cultures, and contribute to successful outcomes in international negotiations and engagements.

This course 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.

#### For whom:

This program is designed for Government officials involved in diplomacy and international affairs, Diplomatic personnel and protocol officers, Business executives and professionals engaged in international businesses, and anyone interested in understanding diplomatic practices and etiquette.

#### Learning objectives:

At the end of the program, participants will be able to:

- gain insights into the principles, rules, and norms governing diplomatic protocol and etiquette in international business relations;
- learn the importance of professional conduct, demeanor, and behavior in diplomatic interactions, including meetings, negotiations, and social events;
- develop cultural sensitivity and cross-cultural communication skills;
- learn how to navigate cultural nuances with sensitivity and respect;
- learn the protocols and etiquettes governing official diplomatic events, including receptions, dinners, and ceremonies, and how to participate with poise and confidence;
- apply of protocol rules in various diplomatic and international business contexts; and
- deploy professionalism and effectiveness in international relations and diplomacy.

#### Course Outline

##### Day 1: 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

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- Conducting oneself with diplomacy and tact in various diplomatic contexts

### **Day 2: Module 1: 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

### **Day 3: Module 1: Protocol and Etiquette in Official Events**

- Protocols and etiquettes governing official diplomatic events
- Proper behavior and etiquette during receptions, dinners, and ceremonies

### **Module 2: Diplomatic Gifts and Gift-Giving Etiquette**

- Understanding diplomatic gift-giving traditions and customs
- Protocol and etiquette for giving and receiving diplomatic gifts

### **Day 4: Module 1: Diplomatic Visits and Meetings**

- Protocol and procedures for diplomatic visits and meetings
- Etiquette for hosting and attending diplomatic meetings

### **Module 2: Diplomatic Dress Code**

- Understanding diplomatic dress codes and attire
- Dressing appropriately for diplomatic events and engagements

### **Day 5: Module 1: Diplomatic Protocol in International Organizations**

- Protocol and etiquette in international organizations and multilateral diplomacy
- Conducting oneself professionally in diplomatic conferences and summits

### **Module 2: 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

***This course package includes:*** Course material in soft copy, Tea break, Lunch, City tour, and certificate of attendance.

A Core 1.5 laptop with the soft copy of the course material loaded with a carrying bag will be presented to the participants at the end of the course.

**Note:** Payment is either U\$D or the prevailing parallel market rate. We do not accept government official rate.

### **Training Methodology**

- **Methodology:** Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods

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