

The Protocol and Etiquette Training Certification Course

09 - 13 Jun 2024 Dubai - Residence Inn by Marriott Sheikh Zayed Road





The Protocol and Etiquette Training Certification Course

Ref.: 1021_242108 Date: 09 - 13 Jun 2024 Location: Dubai - Residence Inn by Marriott Sheikh

Zayed Road Fees: 3700 Euro

Overview:

In today's business world, understanding the ins and outs of protocol and etiquette is a must, especially in the realm of public relations. The Protocol and Etiquette Training Course provides a comprehensive examination of best practices in etiquette, spikes protocol, client protocol, and diplomacy. Our public relations courses weave together PR theory and practical training to help professionals navigate office politics and organizational politics, emphasizing the role of a public relations officer and public relations manager. Understanding the PR landscape and acquiring these professional skills are crucial in fostering productive relationships and maintaining a positive business image.

Target Audience:

- Public Relations Officers
- Public Relations Managers
- Diplomats
- Client Relations Managers
- Business Managers
- Communication Officers
- Anyone interested in enhancing their PR and etiquette skills.

Targeted Organizational Departments:

- Public Relations Departments
- Client Relations Departments
- Human Resources
- Management teams

Targeted Industries:

- PR firms
- Hospitality industry
- Corporate businesses
- International diplomacy
- Politics

Course Offerings:

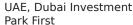
By the end of this course, participants will:

- Have a deep understanding of public relations definition and the role of a public relations manager and public relations officer
- Be able to navigate office politics and organizational politics effectively
- Master the etiquette, including email etiquette and business etiquette

+971585964727

+447700176600











- Learn about client protocol, spikes protocol, and protocol diplomacy
- Understand the importance of PR in politics

Training Methodology:

This professional training course uses a mix of methods to ensure a comprehensive learning experience. The course includes interactive sessions, case studies, group work, and individual exercises. Real-world scenarios are used to illustrate office politics, PR strategies, and proper business etiquette. Participants will also have opportunities to role-play as a public relations officer and public relations manager, addressing PR scenarios with diplomacy and client protocol.

Course Toolbox:

Participants will be provided with:

- Workbooks containing essential information on public relations, etiquette, and protocol
- A guide on office politics and organizational politics
- Templates for email etiquette
- Case studies highlighting effective public relations strategies
- Checklists for spikes protocol and client protocol
- Online resources for continuous learning

Course Agenda:

Day 1: Understanding Public Relations

- Topic 1: Introduction to Public Relations Understand what is public relations
- Topic 2: Role of a Public Relations Manager and Public Relations Officer
- Topic 3: Importance of PR in Politics and Business
- Reflection & Review: Assess your understanding of public relations, the roles of PR manager and PR officer

Day 2: Navigating Organizational and Office Politics

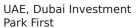
- Topic 1: Understanding Organizational Politics
- Topic 2: Managing Office Politics Strategies and Tools
- Topic 3: PR's Role in Organizational and Office Politics
- Reflection & Review: Discuss experiences with office politics, brainstorm strategies for effective management

Day 3: Mastering Etiquette

- Topic 1: Importance of Etiquette in Public Relations
- Topic 2: Business Etiquette Dos and Don'ts
- Topic 3: Email Etiquette in a Professional Setting
- · Reflection & Review: Role-play scenarios requiring business etiquette, reflect on the importance of proper email etiquette

Day 4: Understanding Protocol

• Topic 1: Introduction to Protocol - Spikes Protocol and Client Protocol









- Topic 2: Protocol in Diplomacy
- Topic 3: Role of Protocol in PR
- Reflection & Review: Discuss the importance of protocol in public relations, reflect on realworld examples of protocol in diplomacy

Day 5: Implementing What We've Learned

- Topic 1: Case Studies of Successful PR Strategies
- Topic 2: Role-Playing PR Scenarios
- Topic 3: Course Wrap-up: The Future of PR, Protocol, and Etiquette
- Reflection & Review: Reflect on what you've learned in this training course, discuss how you
 can implement these learnings in your current role

How This Course is Different from Other Protocol and Etiquette Training Courses:

Our course goes beyond traditional professional training courses. It links PR theory to practical real-world applications, providing a comprehensive understanding of the interplay between public relations, politics, etiquette, and protocol. The course uses innovative training methods to impart skills, making it a standout among public relations courses. Its in-depth coverage of office politics, organizational politics, and protocol diplomacy makes it a valuable resource for anyone aiming to improve their PR skills and knowledge.





WHO WE ARE

Agile Leaders is a renowned training center with a team of experienced expe and development. With 20 years of industry experience, we are committed t managers replace traditional practices with more effective and agile approach

OUR VISION

We aspire to be the top choice training provider for organizations seeking to embrace agile business practices. As we progress towards our vision, our focus becomes increasingly customer-centric and agile.

OUR MI

We are dedicated to customer-centric ag deliver a clear retur our core agile value actionable and impa

WHAT DO WE OFFER

At Agile Leaders, we offer agile, bite-sized training courses that provide a rea investment. Our courses focus on enhancing knowledge, improving skills, an achieve this through engaging and interactive training techniques, including games, and puzzles.





CONTACT US

- UAE. Dubai Investment Park First
- +971585964727 +447700176600
- sales@agile4training.com



We understand that training delivery can be challenging, both online and offline. To ensure engagement and achieve learning objectives, we have developed our own activities and collaborated with industry-leading solutions to gamify our training sessions. This approach increases interaction levels and guarantees effective learning outcomes.



We cover a wide range of training categories to cater to different needs and interests

Branding, Marketing, Customer Relations, & Sales Programs Finance and Accounting Programs Human Resources Management Programs Management & Leadership Programs Political & Public Relations Programs Project Management Programs Quality & Process Management Self-Development Programs

Join Agile Leaders today and embark on a transformative journey towards becoming a more agile and effective leader. Experience our customer-centric approach, actionable training, and guaranteed return on investment. Let us help you unleash your full potential in the dynamic business landscape.

