

Best Practices for Protocol Officers

Media Skills & Public Relations (PR)

Course Overview

Best Practices for Protocol Officers: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Best Practices for Protocol Officers
- Apply practical tools and techniques for Best Practices for Protocol Officers in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Best Practices for Protocol Officers in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Executive assistants, office managers, administrators, coordinators and support professionals who keep organisations running.

Course Outline

1. Setting the scene: Best Practices for Protocol Officers in today's organisation
2. Key concepts and the language of Best Practices for Protocol Officers
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Best Practices for Protocol Officers with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Online	\$700
9 to 13 Nov 2026	Lagos	\$1,450
23 to 27 Nov 2026	Pretoria	\$1,395
30 Nov to 4 Dec 2026	Harare	\$1,395

LTC Consultants

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.