Corporate Protocol, Gifting and VIP Visit Coordination

Office Administration

Course Overview

Corporate Protocol, Gifting and VIP Visit Coordination: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Corporate Protocol, Gifting and VIP Visit Coordination
- Apply practical tools and techniques for Corporate Protocol, Gifting and VIP Visit Coordination in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Corporate Protocol, Gifting and VIP Visit Coordination 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. Foundations of Corporate Protocol, Gifting and VIP Visit Coordination: principles, terminology and context
2. The business case: why Corporate Protocol, Gifting and VIP Visit Coordination matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
2 to 6 Nov 2026	Accra	**$1,550**
9 to 13 Nov 2026	Online	**$800**
16 to 20 Nov 2026	Johannesburg	**$1,550**
23 to 27 Nov 2026	Durban	**$1,395**

30 Nov to 4 Dec 2026	Lagos	**$1,650**
7 to 11 Dec 2026	Pretoria	**$1,650**

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