Diplomatic Correspondence and Protocol Writing for Official Communication

Corporate Communications

Course Overview

Diplomatic Correspondence and Protocol Writing for Official Communication: a 5-day professional training course from LTC Consultants, delivered in-classroom...

What You Will Achieve

- Explain the core principles and current good practice in Diplomatic Correspondence and Protocol Writing for Official Communication
- Apply practical tools and techniques for Diplomatic Correspondence and Protocol Writing for Official Communication in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Diplomatic Correspondence and Protocol Writing for Official Communication 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: Diplomatic Correspondence and Protocol Writing for Official Communication in today's organisation
2. Key concepts and the language of Diplomatic Correspondence and Protocol Writing for Official Communication
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 Diplomatic Correspondence and Protocol Writing for Official Communication 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	Windhoek	**$1,450**
9 to 13 Nov 2026	Dar es Salaam	**$1,550**

16 to 20 Nov 2026	Gaborone	**$1,450**
23 to 27 Nov 2026	Kigali	**$1,550**
30 Nov to 4 Dec 2026	Cape Town	**$1,450**

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