

International Protocol and Diplomacy Certificate

Office Administration

Course Overview

International Protocol and Diplomacy Certificate: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in International Protocol and Diplomacy Certificate
- Apply practical tools and techniques for International Protocol and Diplomacy Certificate in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine International Protocol and Diplomacy Certificate 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: International Protocol and Diplomacy Certificate in today's organisation
2. Key concepts and the language of International Protocol and Diplomacy Certificate
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 International Protocol and Diplomacy Certificate 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	\$1,395
16 to 20 Nov 2026	Dar es Salaam	\$1,450
23 to 27 Nov 2026	Gaborone	\$1,550
30 Nov to 4 Dec 2026	Kigali	\$1,395

LTC Consultants

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