Using Protocol Diplomacy Powerfully for Your Organisation

Office Administration

Course Overview

Using Protocol Diplomacy Powerfully for Your Organisation: a 10-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Using Protocol Diplomacy Powerfully for Your Organisation
- Apply practical tools and techniques for Using Protocol Diplomacy Powerfully for Your Organisation in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Using Protocol Diplomacy Powerfully for Your Organisation 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 Using Protocol Diplomacy Powerfully for Your Organisation: principles, terminology and context
2. The business case: why Using Protocol Diplomacy Powerfully for Your Organisation 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 11 Nov 2026	Windhoek	**$2,650**
16 to 25 Nov 2026	Dar es Salaam	**$2,850**
23 Nov to 2 Dec 2026	Gaborone	**$2,850**

7 to 16 Dec 2026	Kigali	**$2,850**

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