



Workshop on Diplomatic Protocol and Etiquette

May 19 – 23, 2025, 1st Run: Lagos & Port Harcourt

November 10 – 14, 2025, 2nd Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

Workshop fee: N300, 000 per Participant

For online: Delivery via Zoom

Online course fee: N250, 000 per Participant

Available for In-plant Training

**700 U\$D for foreign
Participants**

Program overview:

Diplomatic Protocol and Etiquette training provides participants with essential skills and knowledge to navigate the complexities of international relations with professionalism and cultural sensitivity. By mastering protocol rules and diplomatic etiquette, individuals can enhance their effectiveness in diplomacy, foster positive relationships across cultures, and contribute to successful outcomes in international negotiations and engagements.

This course is designed to provide comprehensive training on the principles, practices, and protocols of diplomacy and international etiquette. Participants will gain essential knowledge and skills to navigate diplomatic settings, conduct themselves professionally, and adhere to diplomatic protocols and etiquette standards in various international contexts.

For whom:

This program is designed for Government officials involved in diplomacy and international affairs, Diplomatic personnel and protocol officers, Business executives and professionals engaged in international businesses, and anyone interested in understanding diplomatic practices and etiquette.

Learning objectives:

At the end of the program, participants will be able to:

- gain insights into the principles, rules, and norms governing diplomatic protocol and etiquette in international business relations;
- learn the importance of professional conduct, demeanor, and behavior in diplomatic interactions, including meetings, negotiations, and social events;
- develop cultural sensitivity and cross-cultural communication skills;
- learn how to navigate cultural nuances with sensitivity and respect;
- learn the protocols and etiquettes governing official diplomatic events, including receptions, dinners, and ceremonies, and how to participate with poise and confidence;
- apply of protocol rules in various diplomatic and international business contexts; and
- deploy professionalism and effectiveness in international relations and diplomacy.

Course Outline

Day 1: Module 1: Introduction to Diplomatic Protocol and Etiquette

- Overview of diplomatic protocol, etiquette, and their importance in international relations
- Historical evolution of diplomatic protocol and its relevance in modern diplomacy

Module 2: Diplomatic Conduct and Behavior

- Professional demeanor and behavior in diplomatic settings

Human Capital Associates Global Consult Ltd is Accredited by Nigeria Council for Management Development (NCMD)

Lagos: Human Capital Associates Global Consult Ltd: Acme House 2nd Floor, Ogba Industrial Scheme, Ogba, Ikeja – Lagos

Website: www.hcaglobalconsult.com: Email: info@hcaglobalconsult.com, hcaglobalconsult@gmail.com

Tel: Office Lines: Mon – Fri | 8am-5pm | +234-8051365946, +234-7087578814 (Office Lines)

24/7 Lines: +234-8068933608 (WhatsApp), +234-8029170491 & +234-8145745664(WhatsApp) & +234-9112830607

- Conducting oneself with diplomacy and tact in various diplomatic contexts

Day 2: Module 1: Diplomatic Communication

- Effective verbal and non-verbal communication skills for diplomats
- Diplomatic language, terminology, and correspondence

Module 4: Cultural Sensitivity and Diversity

- Understanding cultural differences and diversity in international diplomacy
- Navigating cultural nuances and sensitivities in diplomatic interactions

Day 3: Module 1: Protocol and Etiquette in Official Events

- Protocols and etiquettes governing official diplomatic events
- Proper behavior and etiquette during receptions, dinners, and ceremonies

Module 2: Diplomatic Gifts and Gift-Giving Etiquette

- Understanding diplomatic gift-giving traditions and customs
- Protocol and etiquette for giving and receiving diplomatic gifts

Day 4: Module 1: Diplomatic Visits and Meetings

- Protocol and procedures for diplomatic visits and meetings
- Etiquette for hosting and attending diplomatic meetings

Module 2: Diplomatic Dress Code

- Understanding diplomatic dress codes and attire
- Dressing appropriately for diplomatic events and engagements

Day 5: Module 1: Diplomatic Protocol in International Organizations

- Protocol and etiquette in international organizations and multilateral diplomacy
- Conducting oneself professionally in diplomatic conferences and summits

Module 2: Case Studies and Practical Exercises

- Analysis of real-life diplomatic scenarios and case studies
- Practical exercises and simulations to apply diplomatic protocol and etiquette skills

Training Methodology: A blend of theoretical learning, practical exercises, case studies, and audio-visual aids will be used to reinforce these teachings/learning methods.

LOCATIONS

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Pearls Learning Hub, Plot 756, Opposite Divine Hand of God Ministry, Area 1, Garki, Abuja.

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

Open Course Fee: N300, 000
In-plant Fee Negotiable

WORKSHOP FEE:

N300, 000 per participant, VAT –N22, 500

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

For Booking / Enquiry, Call: 234-8051365946, 234-7087578814
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