



# unitar

United Nations Institute for Training and Research

## Unitar Online Catalogue

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### Workshop on Diplomatic Protocol & Etiquette

Deadline: 19 Jan 2025

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Type:	Workshop
Location:	Geneva, Switzerland
Date:	23 Jan 2025 to 24 Jan 2025
Duration:	2 Days
Programme Area:	Multilateral Diplomacy
Website:	<a href="http://www.unitar.org/cdt">http://www.unitar.org/cdt</a>
Price:	\$1,000.00
Event Focal Point Email:	diplomacy@unitar.org

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### BACKGROUND

The area of Diplomatic Etiquette and Protocol can be intimidating and difficult to grasp without specialised background knowledge and experience. As staff of a major international organisation, a representative of your country, or even as a member of the private sector, you may be called upon to organise and make arrangements for events, conferences and meetings, whether they be formal or informal, official or unofficial. This requires an in-depth understanding of the various layers of Protocol and Etiquette.

## EVENT OBJECTIVES

This module aims to provide skills and knowledge in the field Diplomatic Etiquette and Protocol. At the end of this training, participants should be able to take the right decisions and consider a broad spectrum of possible Protocol-related situations and Etiquette guidelines, to enable them to confront challenging and new situations confidently, particularly when dealing with high-ranking government officials.

This two-day face-to-face training workshop will adopt a practical approach to Etiquette and Protocol issues, emphasising real-life case studies, scenarios and situations that staff from any international organization or government might encounter.

## LEARNING OBJECTIVES

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

- Recognize accepted practices in protocol and etiquette in a bilateral environment as well as in the field of multilateral diplomacy;
- Develop practical skill to be able to deal with the protocol practices at UN and UNOG;
- Familiarize with the unwritten practices of etiquette, good manners and behaviors of individuals whether on official or private business;
- React in an appropriate and proactive manners to arising protocol and etiquette related questions and challenges.

## METHODOLOGY

The course is designed to be interactive and participatory, including various pedagogical tools to enable the participants to function effectively and efficiently in multilateral conferences. The course will be built on four pedagogical pillars: concept learning (lectures and presentations), role-playing (group exercises), experience sharing (roundtable discussions), and exposure to real-world problems and policy choices delegates are confronted with.

## TARGETED AUDIENCE

This course is primarily open to:

- Members of Permanent Missions accredited to the United Nations Office in Geneva;
- Delegates of Ministries of Foreign Affairs and other government officials;
- Representatives of international, intergovernmental, and non-governmental organizations and Diplomatic academies;
- Professionals from the private sector.

## ADDITIONAL INFORMATION

### **Insurance Waiver:**

By applying to the Workshop on Diplomatic Protocol & Etiquette, all participants confirm that they are aware that the United Nations Institute for Training and Research (UNITAR) does not insure participants for this course. All participants are advised to arrange at their own expense insurance against sickness, accident, permanent or temporary disability, death and third party risk for the period of the meeting including travel time.

### **Certificate:**

Participants who have attended all the sessions will receive a certificate of participation.

### **Registration:**

To complete your registration, please write an email to [diplomacy \[at\] unitar.org](mailto:diplomacy@unitar.org) ([diplomacy\[at\]unitar\[dot\]org](mailto:diplomacy@unitar.org)) with your CV and a copy of your passport.

*Note: The dates are provisional and are subject to change. Participation is on a first-come, first-served basis, and registration will be closed once we have reached the maximum number of participants.*