



## Fundamentals of Diplomatic Protocol for UN Staff (A self-study course)

Acquire knowledge and skills for being a modern-day career diplomat at the United Nations.

#Communication and advocacy #online #self-paced #Up to 2 months #Virtual Campus

### Introduction

**Available from: 1 July 2019**

Complement your technical and managerial know-how with skills in diplomatic protocol to support your high-level engagement. Explore international courtesies rules, formal communication norms, and ceremonial practices to follow in official functions and occasions, all with an emphasis on practical application to the UN context. Obtain practical insights into subtle interactions that will improve your operational effectiveness in a wide range of settings. Participants will be challenged by the course faculty with a realistic diplomatic scenario, during which they will have to apply their learning and skills.

This course is designed and developed in partnership with Ambassador Charles Crawford, a communication and negotiation specialist with 28 years of experience in the British diplomatic service, now head of The Ambassador Partnership LLP, an international panel of former ambassadors.



**Where** ONLINE



**When** 01 Jun - 31 Dec 2019



**Fee** 750 USD



**Duration** 3 months from the start date



**Enrollment deadline** 31 Dec 2019



**Contact**

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**Language** English

## Objectives

Upon successful completion of this course, participants will:

- Describe the general principles of diplomacy and protocol/etiquette as well as the current trends in such arena;
- Identify basic principles and best practices for organising visits and associated events, by considering simple but fundamental details as well as practical aspects of social occasions (invitations, attendance, and seating plans);
- Recognize the elements which make an event and its venue a success or a failure;
- Explain the principles of protocol and etiquette within the UN family;
- Develop excellent networking and contact-making skills.

## Course Contents

- Topic 1 – What Diplomacy is All About: Historic evolution of diplomatic protocol; Vienna Convention (key provisions and basic principles); changes in diplomacy; practical differences between multilateral and bilateral diplomacy.
- Topic 2 – Organising Visits: Basic principles of organizing visits and associated events; devising a good programme; invitations; seating plans; speeches and statements – striking the right tone.
- Topic 3 – Diplomatic Entertaining: Basic principles and objectives of diplomatic entertaining; organising an official lunch/dinner/reception; formality – dress and ‘tone’; placement for lunches/dinners.
- Topic 4 – Protocol and Etiquette in the UN Family: Principles of protocol and etiquette within the UN family; different organizational cultures and practice; areas of improvement.
- Topic 5 – Networking and Contact-making: Formal vs. informal; techniques to be friendly, authoritative and positive; thank you and follow-up letters; when/how to copy people in letters/emails; getting the right ‘style/tone’; adding value by bringing people together.

## Course Methodology

This course is delivered entirely online. It is a self-paced course that participants can start at any time and complete activities at their own pace. Once they have started, the participant is required to complete all activities within 3 months. They will be required to complete end of course questionnaire to get a certificate. There is no weekly webinar in this course.

## Target Audience

Recommended for UN staff performing protocol functions, at any level and location.

## Cost of participation

The fee of 750 USD covers full participation in the online course.