BLACKBIRD FOR TRAINING

Etiquette, Protocol, and the Art of Managing and Organizing Ceremonial Events

Washington (USA)

10 - 14 October 2025

UK Traininig

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www.blackbird-training.com

Etiquette, Protocol, and the Art of Managing and Organizing Ceremonial Events

Code: PR28 From: 10 - 14 October 2025 City: Washington (USA) Fees: 4700 Pound

Introduction

This training course aims to introduce participants to the concepts and foundations of the science and art of etiquette and protocol, providing the necessary skills to organize and manage ceremonial events at official occasions and international meetings. This course will help participants acquire the knowledge and abilities to apply protocol and etiquette rules in practical and diplomatic life.

Course Objectives

- Understanding the comprehensive concept of etiquette and protocol.
- Understanding the art of courtesy as the foundation of etiquette and protocol.
- Learning the rules of precedence among individuals.
- Understanding international rules of etiquette in introductions, greetings, and handshakes.
- Learning international body language etiquette in official ceremonies.
- Understanding international etiquette for meetings and official appointments.
- Training on the international model for preparing programs for official visits of VIPs and ceremonial events.
- Learning the international protocol rules for flag raising in official events.
- Learning how to receive ambassadors and ministers, how they enter the hall, and where they sit.

Course Outline

Day 1

- Definition of protocol and its main rules and applications.
- Modern scientific concepts in protocol management and etiquette.
- Communication skills in protocol, ceremonies, and ceremonial events.
- Practical applications of protocol skills in daily and diplomatic life.
- Etiquette and behaviors that enhance a woman's attractiveness.

Day 2

- The art of organizing ceremonial events.
- Rules for preparing and organizing ceremonies and ceremonial events.
- Etiquette and ethics in professional relationships.
- Responsibilities and tasks of protocol officers.
- Responsibilities and tasks of ceremonial event organizers

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Day 3

- Protocol and etiquette for hospitality, parties, and banquets.
- Rules for managing international and diplomatic relations.
- Case studies and field applications.
- Planning and organizing official events.
- Time management and handling pressure in ceremonial event management.

Day 4

- Social communication etiquette in official events.
- Negotiation and influence skills in diplomatic relations.
- Crisis management and emergency situations in official events.
- Preparing for conferences and international events.
- Art of formal receptions and farewells.

Day 5

- Receiving ambassadors and ministers and how to handle them.
- Procedures for entering the hall and seating arrangements for VIPs.
- Analysis of international protocol models.
- Workshop on preparing an official visit program.
- Practical exercises in organizing ceremonies and ceremonial events.
- Individual and group performance evaluation.
- Certificate distribution and course closing.

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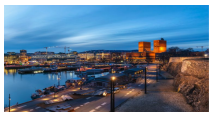
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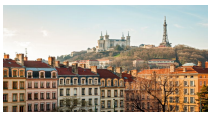
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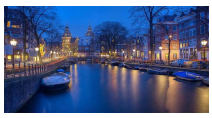
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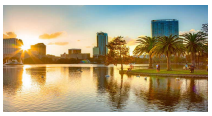
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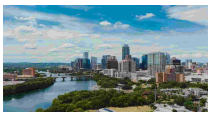
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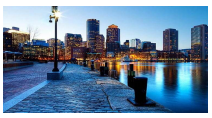
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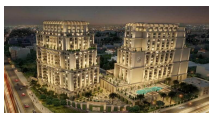
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