

Certified Public Relations Professional Comprehensive
Course

Accra (Ghana)

18 - 29 November 2024

UK Training

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Certified Public Relations Professional Comprehensive Course

Code: PR28 From: 18 - 29 November 2024 City: Accra (Ghana) Fees: 5600 Pound

Introduction

This interactive and participatory workshop is designed to equip participants with the essential skills and knowledge needed to operate effectively in the dynamic field of public relations PR. Utilizing a variety of learning tools—including presentations, role-playing, group exercises, and roundtable discussions—this course aims to foster a deep understanding of the public relations strategy and its application in both internal and external communication.

Course Objectives

- Define the functions of public relations in a changing environment and understand the public relations meaning.
- Plan and organize a PR program by familiarizing participants with the main tasks of a public relations professional.
- Practice critical communication skills and techniques essential for fulfilling public relations duties.
- Apply knowledge to communicate effectively with the organization's internal and external public.
- Justify the role of the public relations professional in supporting the organization's image and reputation through effective verbal and written communication.
- Prepare and execute a press conference effectively, demonstrating key public relations skills.

Course Outlines

Day 1: Public Relations in a Changing Environment

- The origin and development of public relations.
- Definitions, scope, and objectives of PR, including the public relations definition and its relevance in marketing.
- Guiding principles for PR professionals.
- Overview of successful PR campaigns.
- New roles and perspectives in the evolving landscape.
- The role of PR in building and supporting the organization's image.

Day 2: Functions of Public Relations

- Management principles relevant to public relations.
- Planning and organizing PR activities.
- Leading and controlling PR projects for successful outcomes.
- Key components of effective public relations strategy.
- Essential qualities of successful PR professionals.
- The position of PR within the organizational structure.

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the board.

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- Responsibilities of the public relations specialist.

Day 3: Public Relations and Communication

- Communicating effectively with internal and external audiences.
- Essential components of communication in PR.
- Communication diffusion and its impact on public perception.
- Traits of effective communicators in the field.
- Functions of communication within public relations.
- Strategies for overcoming communication barriers, including the importance of nonverbal communication.
- The role of PR professionals in managing relationships with diverse publics.

Day 4: Written and Verbal Communication Skills

- The importance of writing in PR and its impact on communication strategies.
- Fundamentals of effective writing tailored to PR needs.
- Overview of written communication media, including newsletters and brochures.
- Verbal communication media: techniques for effective speaking.
- Understanding causes of nervousness and guidelines for effective delivery.
- The PAMPERS vocal techniques for capturing audience attention and interest.

Day 5: Press Conferences

- Defining a press conference and its strategic significance.
- Reasons for organizing a press conference effectively.
- Steps for conducting a successful press conference.
- Preparing a comprehensive media and press kit.
- Building strong relationships with the media and handling press inquiries.
- Principles of crisis public relations during challenging times.

Day 6: Media Relations and Crisis Management

- The importance of media relations in effective PR.
- Strategies for building relationships with journalists and media outlets.
- Handling media inquiries and interviews professionally.
- Key principles of crisis management in PR.
- Case studies on effective crisis management strategies.
- Role-playing scenarios to practice crisis response techniques.

Day 7: Digital Public Relations and Social Media

- The evolution of public relations in the digital age.
- Utilizing social media platforms for PR initiatives.
- Strategies for managing online reputation.
- Techniques for creating engaging content on social media.
- Monitoring and analyzing public opinion in the digital landscape.
- Engaging audiences through interactive and compelling content.

Day 8: Advanced Writing and Editing in Public Relations

The logo for UK Training Partner features the text 'UK Training' in a small, black sans-serif font above the word 'PARTNER' in a large, bold, black sans-serif font. The text is positioned on a white and grey checkered chessboard background. In the foreground, several chess pieces are visible: a silver pawn, a silver knight, and a gold king, all set against a background of concentric white circles.

- Crafting effective press releases and media documents.
- Developing persuasive writing skills for diverse PR applications.
- Fundamentals of storytelling in public relations.
- Editing techniques for clarity and impact.
- SEO Search Engine Optimization strategies for digital writing.
- Preparing speeches and presentations for various audiences.

Day 9: Corporate Social Responsibility CSR and Community Engagement

- Understanding CSR and its significance in public relations.
- Developing impactful CSR programs and campaigns.
- Communicating CSR initiatives to stakeholders effectively.
- Building partnerships within the community.
- Techniques for effective community engagement.
- Case studies of successful CSR campaigns and their impact.

Day 10: Final Project and Presentation

- Group project: Developing a comprehensive PR plan.
- Practical exercises simulating PR management for an event or campaign.
- Presenting group projects to peers for constructive feedback.
- Final analysis and reflections on lessons learned throughout the course.
- Tips for ongoing professional development in public relations.
- Final evaluation for the Public Relations Certification and distribution of certificates.

Conclusion

This Public Relations course empowers participants with the knowledge and skills to excel in the field. From understanding the fundamentals of public relations to mastering communication strategies and crisis management, participants will gain valuable insights that enhance their capabilities as public relations professionals. By integrating these skills into their organizational practices, they can effectively contribute to the organization's image, reputation, and overall success

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a pawn) in gold and silver, set against a background of concentric white circles on a grey and white checkered board.

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 International House 185 Tower Bridge
Road London SE1 2UF United Kingdom

 +44 7401 1773 35
+44 7480 775526

 Sales@blackbird-training.com

 www.blackbird-training.com

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