JUPITER PRIME

Consulting • Training • Advisory

جوبيتر برايم للاستشارات والتدريب

COURSE BROCHURE

Advanced Diplomatic Protocol Etiquette Training Course

4 – 15 January 2027
Singapore

jupiterprime.uk

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

Advanced Diplomatic Protocol Etiquette Training Course

Ref: 285_9358 **Date:** 4 – 15 January 2027 **Location:** Singapore **Fees:** 12000 GBP

Diplomatic Protocol Etiquette is a 2-week advanced training course for protocol staff, executive assistants to dignitaries and event hosts who handle the personal courtesies of official life, and each participant completes an etiquette guide for hosting a senior delegation. Guests now arrive from more cultures, faiths and generations than ever, and a misplaced title, a wrong dress code or an awkward gift can undo an otherwise flawless occasion. Jupiter Prime Training offers this course for the people who carry those details.

Why Diplomatic Protocol Etiquette Matters Now

Three groups shape etiquette work today. Visiting dignitaries expect hosts to know their titles, faith customs and dietary rules without being told. Organisations in energy, finance, education and culture now host ministers and ambassadors as routinely as governments do, often without a dedicated protocol office. Photographers and guests share every reception online, so small lapses in dress, greeting or gift choice become visible. Hosts who master these courtesies build warmth that eases later business; those who do not appear careless at the highest level. The course draws on established diplomatic etiquette practice and on the courtesy expected toward envoys under the Vienna Convention on Diplomatic Relations VCDR.

Who Gains Most from Diplomatic Protocol Etiquette

- Staff who write invitations, place cards and letters addressed to dignitaries
- Executive assistants who brief their principals on titles, greetings and customs before encounters
- Hosts who design formal lunches, dinners and receptions for ministers and envoys
- Hospitality coordinators who choose menus, dress codes and venue details for official guests
- Corporate affairs staff who select and record gifts exchanged with visiting delegations

An executive office or ceremonial events unit gains most when its assistants, hosts and hospitality coordinators attend together, because the same etiquette standard then runs from the first invitation to the farewell.

Diplomatic Protocol Etiquette Capabilities

Participants leave able to handle the personal side of official hospitality with confidence, from the salutation on an envelope to the last guest's departure from a reception.

- Apply correct forms of address for royalty, clergy, ambassadors and ministers — principals and correspondence teams
- Design invitation cards, reply requests and place cards that match the occasion — event hosts
- Build table plans and service sequences for formal meals — guests of honour and hospitality staff
- Specify dress codes and interpret national dress for official events — attending delegations
- Assess gift choices against cultural meaning and organisational rules — integrity and ethics officers
- Weigh reception formats and guest flows for dignitary events — senior hosts and security liaison

Key Diplomatic Protocol Etiquette Terms

- Form of address — the correct title and salutation used when writing to or speaking with a person of a particular rank or office.
- Place card — a small card naming a guest at a table seat, written with the correct title and spelling.
- RSVP — a request on an invitation for the guest to reply, so hosts can confirm numbers and seating.
- White tie and black tie — formal evening dress codes, white tie being the most formal and black tie the common formal standard.
- Gift register — a record of official gifts given and received, used for transparency and organisational rules.
- Receiving line — an ordered row of hosts who greet each arriving guest at a formal reception.

Diplomatic Protocol Etiquette Day by Day

Day 1: The Purpose of Diplomatic Etiquette

- Etiquette as Respect and Signalling — Building Trust With Senior Guests
- Courtesy Owed to Envoys Under the VCDR — Hosting Obligations
- Cultural Dimensions of Courtesy — Hierarchy, Formality and Hospitality Norms
- Personal Presence and First Impressions — Posture, Voice and Composure
- Etiquette Lapses in Recent Official Events — What Went Wrong

Day 2: Forms of Address and Titles

- Titles for Royalty and Heads of State — Written and Spoken Forms
- Addressing Ambassadors, Ministers and Senior Officials — Excellency Usage
- Religious Leaders and Academic Titles — Respectful Salutations
- Spouses and Accompanying Persons — Courtesy Titles and Introductions
- Name Order and Pronunciation Across Cultures — Avoiding Embarrassment

Day 3: Official Correspondence Etiquette

- Letters to Dignitaries — Salutation, Complimentary Close and Signature
- Invitation Card Wording and Layout — Formal Versus Semi-Formal Events
- Reply Requests and Guest Confirmations — Tracking Acceptances
- Thank-You Letters and Condolence Notes — Timing and Tone
- Email Etiquette With Senior Offices — Brevity and Courtesy

Day 4: Introductions, Greetings and Conversation

- Introduction Order by Rank — Who Is Presented to Whom
- Handshakes, Bows and Greeting Customs — Respecting Personal Preferences
- Small Talk With Dignitaries — Safe Topics and Sensitive Ones
- Using Interpreters at Social Events — Positioning and Pace
- Business Card and Gift of Literature Exchange — Presentation Rituals

Day 5: Dress Codes and Appearance

- White Tie, Black Tie and Lounge Suit — Reading the Invitation
- National and Traditional Dress at Official Events — Equal Standing
- Dress Guidance for Women Dignitaries and Hosts — Cultural Sensitivities
- Decorations and Insignia With Formal Dress — Correct Wearing
- Dress Briefings for Principals and Staff — Avoiding Mismatches

Day 6: Formal Dining and Table Plans

- Table Shapes and Host Positions — Round, Long and Horseshoe Layouts
- Place Card Writing and Table Charts — Accuracy of Names and Titles
- Cover Settings and Service Sequence — Cutlery, Glassware and Courses
- Faith and Dietary Requirements — Halal, Vegetarian and Allergy Planning
- Dining Conduct for Hosts — Pacing, Conversation and Leaving the Table

Day 7: Gift Exchange and Hospitality Ethics

- Choosing Official Gifts — Symbolism, Craft and Cultural Meaning
- Gifts to Avoid Across Cultures — Colours, Numbers and Materials
- Presentation Moments and Wrapping — Public Versus Private Exchange
- Gift Registers and Acceptance Limits — Integrity and Transparency
- Hospitality Ethics for Hosts — Avoiding Undue Influence

Day 8: Receptions and Dignitary Events

- Reception Formats — Standing Receptions, Luncheons and Gala Dinners
- Receiving Lines and Guest Announcements — Order and Timing
- Guest Flow and Venue Layout — Entrances, Holding Rooms and Exits
- Speeches and Toasts at Receptions — Length and Sequence
- Photographs With Dignitaries — Consent, Positioning and Release

Day 9: Hosting Delegations in Corporate and Cultural Settings

- Site Visits to Plants and Offices — Hosting Ministers in Industry
- Cultural and Academic Venues — Museums, Universities and Heritage Sites
- Briefing Packs for Visiting Delegations — Biographies and Customs Notes
- Hotel and Transport Courtesies — Arrival Amenities and Escorts
- Handling Etiquette Mistakes Gracefully — Recovery and Apology

Day 10: Practising the Delegation Etiquette Guide

- Applying Forms of Address to a Case Delegation — Title Sheet
- Drafting Invitation and Place Card Sets — Wording and Layout
- Building the Table Plan and Dress Guidance — Case Banquet
- Peer Challenge on Gift and Reception Choices — Testing Sensitivities
- Completing the Etiquette Guide for Hosting a Senior Delegation — Courtesies End to End

Applying Diplomatic Protocol Etiquette After the Course

- Build a title and salutation sheet for the dignitaries your office deals with most and share it with every assistant who writes to them
- Set up a gift register with acceptance limits and a short guide to culturally sensitive gift choices for your next incoming delegation

Diplomatic Protocol Etiquette Questions FAQ

What is diplomatic protocol etiquette and why does it matter now?

Diplomatic protocol etiquette is the set of personal courtesies used when addressing, inviting, dining with and receiving dignitaries. It matters now because hosts receive guests from more cultures, and every lapse in title, dress or gift is quickly seen and shared.

Which roles gain most from diplomatic protocol etiquette training?

Protocol staff, executive assistants to dignitaries and event hosts gain most. Hospitality coordinators and corporate affairs staff also benefit when they write to senior guests, plan formal meals or choose gifts for visiting delegations.

How does diplomatic protocol etiquette training differ from a state visit planning course?

It focuses on personal courtesy rather than the logistics of official visits. You practise titles, correspondence, dress, dining, gifts and receptions, while a visit planning course covers precedence lists, motorcades, ceremonies and programme timings.

What do you bring back from diplomatic protocol etiquette training?

You bring back a ready guide for hosting a senior delegation. It contains title sheets, invitation wording, table plans, dress guidance, gift choices and reception steps that your office can reuse for future visits.

Diplomatic Protocol Etiquette: The Way Forward

The etiquette guide for hosting a senior delegation first informs how the next dignitary is addressed, invited and seated. Executive assistants and hosts use it daily, hospitality coordinators follow its dining and gift sections, and principals rely on its briefings. After its first use, the gift and dress pages deserve a fresh look, since each culture hosted adds new sensitivities.