

Protocol, Travel and Administration Operations Training

Media & Public Relations
Kigali (Rwanda)
14 - 18 Jul 2025

UK Traininig

PARTNER



Protocol, Travel and Administration Operations Training

Ref: 321701_144288 **Date:** 14 - 18 Jul 2025 **Location:** Kigali (Rwanda) **Fees:** 3300 **Euro**

Course Description

This intensive 5-day course provides comprehensive training in protocol management, travel coordination, and administrative operations. Participants will gain practical skills and knowledge to excel in organizing high-level events, managing travel logistics, and streamlining administrative processes. The course combines theoretical concepts with hands-on exercises to ensure real-world application.

Learning Objectives

- Develop expertise in protocol management for various official events and ceremonies
- Master travel coordination techniques for domestic and international trips
- Enhance administrative skills to improve operational efficiency
- Learn best practices in event planning, budgeting, and risk management
- Understand cultural sensitivities and etiquette in international settings

Course Modules

Day 1: Fundamentals of Protocol Management

- Introduction to protocol and its importance
- Types of official events and ceremonies
- Protocol hierarchy and precedence
- Cultural awareness and international etiquette

Day 2: Travel Coordination and Logistics

- Travel policy development and implementation
- Visa and passport procedures
- Transportation and accommodation arrangements
- Travel risk assessment and management

Day 3: Event Planning and Management

- Event conceptualization and planning
- Venue selection and management
- Guest list management and invitations
- Event budgeting and cost control

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. The board has a checkered pattern, and there are concentric circles in the background.

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Day 4: Administrative Operations

- Document management and filing systems
- Effective communication in administrative roles
- Time management and prioritization techniques
- Office technology and software proficiency

Day 5: Advanced Protocol and Crisis Management

- VIP and dignitary handling
- Flag and national anthem protocol
- Crisis management in events and travel
- Future trends in protocol and administration

Practical Wins for Participants

- Ability to confidently manage high-level events and ceremonies
- Enhanced skills in coordinating complex travel arrangements
- Improved efficiency in administrative tasks and processes
- Developed crisis management skills for various scenarios

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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