NIPAM
NAMIBIA INSTITUTE OF PUBLIC ADMINISTRATION AND MANAGEMENT

PROTOCOL & ETIQUETTE

The Diplomacy, Protocol and Etiquette course is a hands-on learning provision that has been designed and developed to equip participants in the unified Public Sector with the necessary knowledge, skills and field application in the said areas. The course will assist in improving the conduct of public sector employees in diplomacy, protocol and etiquette, and bring effective and efficient service delivery to the public.

Venue:	Windhoek, NIPAM Campus
Duration:	Five (5) Days

COURSE LEARNING OUTCOMES

- Demonstrate knowledge of state protocol principles
- Demonstrate knowledge of the flag protocol
- Demonstrate understanding of state and diplomatic ceremonies
- Identify titles and forms of address
- Perform calling and calling cards
- Practise proper introductions and their responses, invitations and replies, official entertainment private parties
- Illustrate knowledge of table seating etiquette, state house and diplomatic corps, global gift
- Giving practices, and dining etiquette
- Appraise and evaluate security issues in protocol.

WHO SHOULD ATTEND

Applicants must be appointed officials in central, regional and local government and Public Enterprises.

COURSE CONTENT

This course covers the following pertinent topics in diplomacy, protocol and etiquette:

1) State protocol principles
2) Flag protocol and flag precedence
3) State and diplomatic ceremonies
4) Title and forms of address

For enquiries please contact:
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