



يسر مدرسة واشنطن للبروتوكول  
بالتعاون مع  
وكالة مراسم كبار الشخصيات في المملكة العربية السعودية  
أن تقدم حصرياً  
الدورة التدريبية «أساسيات المراسم والتعامل مع كبار الشخصيات»  
عن طريق التعلم عن بعد عبر الانترنت.

The Protocol School of Washington  
in collaboration with  
VIP Protocol - Kingdom of Saudi Arabia  
is exclusively offering:  
**“Protocol Foundations & VIP Management”** Training  
An Instructor-Led Distance Learning (IDL) Program.

The Protocol School of Washington has successfully launched its IDL Program, adhering to the highest standards of virtual training. The IDL Program creates an engaging, content-driven learning experience while providing the opportunity to network directly with other participants and interact with subject matter experts.

The “Protocol Foundations & VIP Management” program consists of four modules. Each individual module contains training pre-work (1-2 hours), live training session (2-3 hours) and post training quiz. Participants will receive a completion certificate after each module. Those who complete the four modules will earn the full “Protocol Foundations & VIP Management” certificate.

أطلقت مدرسة واشنطن للبروتوكول مؤخراً نظام “التعلم عن بعد” مع الحرص على تطبيق أعلى معايير التعلم عبر الانترنت بحيث يتمكن المشاركون من التفاعل مباشرة مع خبراء التدريب وبقية الحضور.

تتضمن الدورة التدريبية أربع مساقات مستقلة، بحيث يمكن التسجيل في مساق واحد أو أكثر. سيحصل المشاركون على شهادة حضور عن كل مساق، وعند إكمال الأربع مساقات سيحصل المشاركون على شهادة الدورة كاملة.

## Overview of the Individual Modules:

### **Module 1 (20 September 2020): PROTOCOL HISTORY, PRECEDENCE, AND POSITIONING**

Participants will cover the origin, early history, and definition of protocol. Participants will be able to define precedence; understand the usage and importance of this fundamental protocol tool; determine precedence of individuals, organizations, and states; and demonstrate a working knowledge of precedence in various situations.

### **Module 2 (27 September 2020): PERSONAL DIPLOMACY AND DINING SKILLS**

Participants will prepare a pre-meeting action plan to conduct international business; identify appropriate business attire and dress codes; demonstrate giving appropriate eye signals and a correct handshake; learn how to make introductions using rank and use appropriate conversations skills and demonstrate presenting and receiving business cards. After learning personal diplomacy, participants will learn the planning elements of official entertaining and receiving lines, practice the role of a host, guest of honor or guest, demonstrate how to dine using various styles of dining, create menu cards for different occasions; and how to set various place settings, silverware, glassware and decorations.

### **Module 3 (4 October 2020): TITLES AND FORMS OF ADDRESS**

Participants will learn of how and when to use titles and forms of address in various situations; be able to make proper introductions using titles, degrees, ranks, and ratings; and apply these fundamentals to daily operational protocol activities.

### **Module 4 (11 October 2020): VIP MANAGEMENT**

Participants will learn the guest experience cycle; how to plan a visit; the various types of visits and their purposes; how to receive guests and manage hospitality; how to apply escorting techniques when walking beside a guest, walking through a door, holding an umbrella, and other scenarios; how to manage event traffic flow; how to anticipate and fulfill guest needs without crossing the magic line; and how to manage official travel and accommodations for VIPs.

**Training Language:** English

**Registration Link:** [\*\*Protocol Foundations and VIP Management IDL Program\*\*](#)

***Special discount** is only applicable if you enroll in the full course (all 4 modules).  
To receive the discount code, please contact us via email.*

### **Contact Information:**

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## Why The Protocol School of Washington®?

The Protocol School of Washington is an accredited international protocol and business etiquette school in the USA, and is accredited by the Accrediting Council for Continuing Education and Training ([www.AC CET.org](http://www.AC CET.org)). It is approved by the General Services Administration (GSA) of the U.S. federal government. It is a trusted name in the protocol training industry, celebrating more than thirty years as a global provider in protocol and etiquette training. The curriculum is professionally designed and embraces adult learning theories to engage your personal learning style. Skilled trainers, who are subject-matter experts, utilize interactive learning methodologies to provide a dynamic learning experience. Join a select group of more than 5,000 men and women in 80+ countries trained by The Protocol School of Washington.

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