



# Executive Training Program Catalogue

2023

## The Foundations of Diplomacy Program

Program Code: ET-PROG001

### Program Description

The program aims to provide participants with a basic understanding of the institution of diplomacy, starting with its foundations, its evolution, its functions, and its actors. Participants will further be introduced to the skills and knowledge of how diplomats contribute to the execution of foreign policy, whilst working on case studies to understand how theory is applied in practice.

### Program Objectives

The program aims to:

- Describe the functions and structure of the modern diplomatic system.
- Identify and describe the process of negotiation, through examples from diplomatic practice.
- Understand and apply the universal principles of protocol, etiquette, courtesy and manners.
- Understand the different models of communication and recognize the influence of culture on communication.

### Training Sessions

The program focuses on four significant topics:

Course Title	Course Description
Introduction to Diplomacy and International Relations	This course is designed to enable participants to understand the multi-dimensional process of policymaking in external relations, and the ways in which government interacts with other actors at home and abroad in the practice of modern diplomacy. The course explores the origins and development of diplomacy and addresses the rapidly changing international context of globalization. The course also covers elements of continuity and change, including the role and work of embassies, the central importance of effective public diplomacy, and the increasing prominence of multilateral institutions. Participants will also be able to develop core personal diplomatic skills. A key objective of the course is to assist participants in translating learning into the effective practice of diplomacy.
Diplomatic Negotiations	This course explores how modern diplomacy and negotiation can effectively address seemingly "intractable" international conflicts and overcome barriers to agreement in civil wars, interstate conflicts, and in trade and finance. The course covers the concepts and theories related to the practice of negotiations. The course includes a study of the underlying structure of negotiation, as well as the psychology behind negotiation-based judgment and decision-making. The course includes hands-on negotiation experience, with the goal of imparting comfort and confidence when using these tools in everyday life.

Protocol and Etiquette	This course covers the concepts and theories related to diplomatic protocols and etiquette. It covers how to navigate high-profile encounters with style. This course introduces participants to the ceremonial aspect of protocol procedures, the behavior of etiquette, rules of courteousness in society, and respect for precedence. It also helps diplomats master the basics of etiquette and get a better understanding of multicultural manners.
Diplomatic Correspondence	This course covers the concepts and theories related to diplomatic writing and includes a discussion of communicating among states. Putting into written form important information and agreements necessary to foreign relations. Hence, a proper and accepted style of writing is needed. The course includes various types of diplomatic correspondence, such as formal and informal letters, protocol letters and notes, in addition to various kinds of reports. Explained the processes involved in their preparation, drafting and handling is included. Instructions are also given for each type of correspondence. A section on ceremonial correspondence (protocol) is included to familiarise those interested in the subject matter.

### Target Audience

Participants who show an interest in diplomacy can apply; no prior knowledge of diplomacy is needed.

### Prerequisites

No prerequisites are required.

## The Advanced Diplomacy Program

Program Code: ET-PROG002

### Program Description

This program supports the participants in exploring the modern diplomatic trends of the 21<sup>st</sup> century. The audience gains the opportunity to flourish their diplomatic skills and knowledge. It enables the participants to develop a comprehensive understanding of international relations issues and diplomatic practices.

### Program Objectives

The program aims to:

- Explain the complexity of contemporary politics from the perspective of solid research design and empirical analysis.
- Understand how to handle media interviews effectively.
- Identify current human rights trends and analyse the status of these issues in relevant countries or regions.
- Understand the global climate change regime under the UN Framework Convention on Climate Change (UNFCCC).

### Training Sessions

The program focuses on four significant topics:

Course Title	Course Description
Political Analysis and News	The course provides the foundation for further study of Politics and International Relations, covering such areas as the philosophy of social science, scientific methods, theoretical and methodological debates and skills key to critical reading, writing and analysis. Substantive areas of coverage include debates over structure and agency, politics and policy, historical methods, qualitative and quantitative approaches to the study of politics and international relations, measurement, inference and interpretation, and the use of evidence in argumentation, narrative and language.
Media Handling	The course includes a wide array of external communications, interfacing with different stakeholders such as the general public and/or the media, as well as presenting and explaining the official positions of the UAE and its national interests or representing the UAE in official events will become part of the diplomats' day-to-day obligations. The course combines theory, real-world examples and practical exercises, including messaging, interview strategy and on-camera interviews, giving participants a comprehensive understanding of how to work with the media.

Human Rights: Contemporary Issues	This course provides participants with an understanding of contemporary human rights issues relevant to their line of work and backgrounds. The course supports participants in analysing contemporary and important human rights cases that have been brought forth to national judicial entities or regional human rights courts. Participants will also be using international law as an analytical tool and theories of human rights to further recognise the merits of the cases. The theme of the course will depend on the target audience and the learning objectives required, but could include topics such as, gender equality, human trafficking, sustainable environments, and much more.
Energy and Climate Change	This course introduces the participants to the two main major 21st-century global challenges: the energy transition and climate change. Participants will gain an understanding of how these two issues are governed globally and how oil-exporting countries, particularly the UAE, are positioned in related frameworks and discussions.

### Target Audience

This program is targeted at UAE government officials, including senior advisor, director general, and deputy director general.

### Prerequisites

Participants need to have a diplomatic background and skill set.

# The Art of Leadership Diplomacy Program

Program Code: ET-PROG003

## Program Description

Leadership is about influence and change. For executives managing functional or divisional operations, this means turning strategic mandates into actionable steps while building bridges across teams, departments, units, and stakeholders. The Leadership program is focused on knowledge and skills useful for effective decision-making in complex and rapidly evolving contexts. The Leadership Program prepares leaders who have achieved success within specific domains for broader roles.

## Program Objectives

The program aims to:

- Determine and develop unique strengths to lead effectively
- Show how the transformational and transactional model of leadership applies in practice
- Argue the importance of organisational purpose to working executives
- Evaluate which influencing techniques are appropriate in different situations
- Analyse the concepts of the team working, team diversity, and team conflict to increase team effectiveness
- Understand the organisation’s culture and sub-culture, drive change, and increase collaboration
- Reflect on personal character strengths and weaknesses and determine how ethical steps can be introduced into decision-making frameworks.

## Training Sessions

The program focuses on four significant topics:

Course Title	Course Description
21 <sup>st</sup> Century Leadership	In times of extreme change in the 21st century, leaders are required to navigate uncertainty at a very fast pace. A competent leader can help an organisation successfully pivot and survive in an environment fraught with risk. This course is designed to provide participants with an understanding of authentic and transformational leadership. It helps participants navigate business ethics and decision-making strategies. It teaches them to foster a commitment to change while navigating resistance through relevant influencing techniques and analysing teamwork, team diversity, and team conflict. It explains organisation culture and collaboration and models of coaching and mentoring.
Public Speaking	This course is designed to help participants organise presentations clearly, write them memorably, and deliver them confidently. By the end of the course, participants should be able to identify ways to reduce their fear of public speaking, use techniques to develop an engaging presentation or speech, and perform them with confidence. The course will focus on techniques to enhance body language, voice modulations, and delivery methods. While practising to present with or without the use of visual aids and the ways in which to structure your presentation.

Strategic Future Foresight	Since the future is uncertain the science of future foresight helps people anticipate and influence change, as well as understand the dynamics of change. Future foresight helps in building the confidence and desire to be prepared for the changes that are to come. The Strategic Future Foresight training is project-based learning. Participants will learn to anticipate disruptive change and work towards the creation of transformational change in order to influence the future of their organisations, companies and communities.
Emotional Intelligence	Emotional Intelligence is an important set of skills that helps individuals recognise and manage emotions, at the personal and collective levels. Emotional Intelligence is the key to having a positive impact on your team and organisation. It is foundational to developing people, teams, and cultures that can adapt and engage, no matter what challenges are encountered. Emotional intelligence skills can always be developed and improved through a better understanding of self-emotions and the emotions of others. This course provides participants with the means to improve their performance levels through the competency that impacts personal and professional life.
Change Management	Change Management is an approach in modern management that refers to methods and practices in which an organisation defines and executes change within its internal and external processes. This course is designed helps participants to manage the impact of change and offer several practices to plan and implement transformation in organizations successfully. The course focuses on developing the necessary skills needed to drive change in the workplace effectively. The course also helps in building the skill set that the organisation needs to adopt change, improve organisation culture, and achieve better project results.

## Target Audience

This program is targeted at UAE government officials, including senior advisor, director general, and deputy director general.

## Prerequisites

Participants need to have a foundation background in leadership.




### Note

The Executive Training Department can design customized training programs in the field of diplomacy to meet the training needs of the corporations.

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