

| Day | Course Title | Course Description | Facilitator | Date & Time | Expected Outcomes |
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| All registration formalities will last from 8:00 am -9:00 am. | | | | | |
| Opening Ceremony 9:00-9:30 a.m. | | | | | |
| 1 | Principles and Practices of Protocol | Historical perspectives of Protocol, conduct of Rites and ceremonies, Significant dates for rites and ceremonies in Liberia , Gun Salutes and investitures/ honors/ orders, structure of the cabinet, Governmental ranking and order of precedence during Inauguration, State of the Nation address, Opening and closing of Legislative sessions, Opening of Court terms (Beginners' Context) | Amb. George W. Wallace, Jr. | June 4,2018 10:00 am.-12:00 | Participants will understand the origin of Protocol; acquire applicable knowledge on the conduct of protocol from international and national scopes. |
| Break 12:00-12:30 | | | | | |
| 1 | Diplomatic Correspondence | Making, receiving and responding to diplomatic notes and formal letters. Making and responding invitations etc. (Beginners' Context) | Amb. Robert Y. Lormia, II | June 4, 2018 12:30-2:30P.M. Close | Participants will identify and distinguish different kinds of diplomatic notes and formal letters and memos |
| 2 | Research , Note Taking & Reporting | Defining and Identifying the significance of research and note taking. Making of briefing notes to Principals from on line news and social media.(beginners' context) | J. Yormie, Jr. | June 5,2018 10:00 am.-12:00 | Participants will identify working definitions of research, the significance of doing research for responding to policy brief, and techniques for making instant findings to inform VIPs |

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| | | | | | and Principals as well as methods of note taking and reporting. |
| Break 12:00-12:30 | | | | | |
| 2 | Public Diplomacy and right use of national Emblems | Press engagements: preparation of press release, responding to press releases, distinguishing between conduct of personal interviews and making representation of Office/Institution or Principal(s), making print and electronic news summary , the use of flags when receiving guests, accreditations for conferences etc | Amb. Ibrahim K. Nyei | June 5,2018 12:30-2:30 | Participants Will know and understand the significance of public diplomacy. They will understand the roles of the press and how to engage with media practitioners. |
| 3 | Theories of Protocol and Etiquette | Defining protocol, the significance of protocol, values of a protocol officer/personnel, rules of public interaction , dress codes and functions(Beginners' Context) | Amb. Jarjar M. Kamara | June 6,2018, 10:00 am.-12:00 | Participants will learn the legal implication of protocol services, norms of protocol as well dress for different functions. |
| Break 12:00-12:30 | | | | | |
| 3 | Practices of protocol and etiquette | Order of precedence: setting of high table, setting of Dinner table, dress codes and kinds of dinners, names of utensils for Dinner convoy structuring, car seating arrangement of principal(s) Guest(s),flag arrangements of host and guests, accompanying receiving of principals | Amb Emmett Kennedy | June 6,2018 12:30-2:30 | Participants will understand the various orders of precedence, steps in setting dinners, guests seating arrangements, hosts and guests table setting, national symbols setting etc |
| 4 | VIPs and Principals Relations | convoy structuring, car seating arrangement of principal(s) Guest(s),flag arrangements of host | Amb Emmett | June 7,2018 10:00 am.-12:00 | Participants will learn the applicable steps of making guests lists, |

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| | | | Kennedy | | accompanying VIPs/ Principal, receiving guests, setting of national symbols on vehicles, etc |
| Break 12:00-12:30 | | | | | |
| 4 | Principles and Practices of Protocol | Historical perspectives of Protocol, conduct of Rites and ceremonies, Significant dates for rites and ceremonies in Liberia , Gun Salutes and investitures/ honors/ orders, structure of the cabinet, Governmental ranking and order of precedence during Inauguration, State of the Nation address, Opening and closing of Legislative sessions, Opening of Court terms (Beginners' Context) | Amb. George W. Wallace, Jr. | June 7,2018, 12:30-2:30 | As previously mentioned |
| Day 5 | Diplomatic Correspondence | Making, receiving and responding to diplomatic notes and formal letters. Making and responding invitations etc. (Beginners' Context) | Amb. Robert Y. Lormia, II | June 8,2018 10:00 am.-12:00 | As previously mentioned |
| Break 12:00-12:30 | | | | | |
| Day 5 | Research & Note Taking Reporting | Defining and Identifying the significance of research and note taking. Making of briefing notes to Principals from on line news and social media.(beginners' context) | J. Yormie, Jr. | June 8,2018 12:30-2:30 | As previously mentioned |
| Day 6 | Public Diplomacy and right use of national Emblems | Press engagements: preparation of press release, responding to press releases, distinguishing between conduct of personal interviews and | Amb. Ibrahim K. Nyei | June 9,2018, 10:00 am.-12:00 | Participants Will know and understand the significance of public diplomacy. They will |

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| | | making representation of Office/Institution or Principal(s), making print and electronic news summary , the use of flags when receiving guests, accreditations for conferences etc | | | understand the roles of the press and how to engage with media practitioners. |
| Break 12:00-12:30 | | | | | |
| Day 6 | Theories of Protocol and Etiquette | Defining protocol, the significance of protocol, values of a protocol officer/personnel, rules of public interaction , dress codes and functions(Beginners' Context) | Amb. Jarjar M. Kamara | June 9,2018 12:30-2:30 | As previously mentioned |
| Day 7 | Practices of protocol and etiquette | Order of precedence: setting of high table, setting of Dinner table, dress codes and kinds of dinners, names of utensils for Dinner convoy structuring, car seating arrangement of principal(s) Guest(s),flag arrangements of host and guests, accompanying receiving of principals | Amb Emmett Kennedy | June 10,2018 10:00 am.-12:00 | As previously mentioned |
| Break 12:00-12:30 | | | | | |
| Day 7 | VIPs and Principals Relations | convoy structuring, car seating arrangement of principal(s) Guest(s),flag arrangements of host | Amb Emmett Kennedy | June 10,2018 12:30-2:30 | As previously mentioned |
| Day 8 | Principles and Practices of Protocol | Historical perspectives of Protocol, conduct of Rites and ceremonies, Significant dates for rites and ceremonies in Liberia , Gun Salutes and investitures/ honors/ orders, structure of the cabinet, Governmental ranking and order of precedence during Inauguration, | Amb. George W. Wallace, Jr. | June 11,2018 10:00 am.-12:00 | As previously mentioned |

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| | | State of the Nation address, Opening and closing of Legislative sessions, Opening of Court terms (Beginners' Context) | | | |
| Break 12:00-12:30 | | | | | |
| Day 8 | Diplomatic Correspondence | Making, receiving and responding to diplomatic notes and formal letters. Making and responding invitations etc. (Beginners' Context) | Amb. Robert Y. Lormia, II | June 11,2018 12:30-2:30 | As previously mentioned |
| Day 9 | Practices of protocol and etiquette | Practical | Amb Emmett Kennedy | June 12,2018 10:00 am.-12:00 | To ensure the application of knowledge gained for proper of comprehensive protocol services. |
| Break 12:00-12:30 | | | | | |
| Day 9 | VIPs and Principals Relations/ Practices of protocol and etiquette | Practical role play | Amb Emmett Kennedy | June 12,2018 12:30-2:30 | To ensure the application of knowledge gained for proper of comprehensive protocol services. |
| Day 10 | Excursion to Monuments and Historical sites in Monrovia | Practical | Faculty and trainees | June 13, 2018 10:00 am.-12:00 | To ensure the application of knowledge gained for proper of comprehensive protocol services. |
| Formal closing and certification | | | | TBA | |