

Day	Course Title	Course Description	Facilitator	Date & Time	Expected Outcomes
<b>All registration formalities will last from 8:00 am -9:00 am.</b>					
<b>Opening Ceremony 9:00-9:30 a.m.</b>					
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 12:00-12:45 pm					
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 12:45-2:45P.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

					and Principals as well as methods of note taking and reporting.
Break 12:00-12:45pm					
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 12:45-2:45pm	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 12:00-12:45pm					
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 12:45-2:45pm	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,

			Kennedy		accompanying VIPs/ Principal, receiving guests, setting of national symbols on vehicles, etc
Break 12:00-12:45pm					
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, 12:45-2:2:45pm	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 12:00-12:45pm					
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 12:45-2:45pm	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 11,2018, 10:00 am.-12:00	Participants Will know and understand the significance of public diplomacy. They will

		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 12:00-12:45pm					
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 11,2018 12:45-2:45pm	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 12,2018 10:00 am.-12:00	As previously mentioned
Break 12:00-12:45pm					
Day 7	VIPs and Principals Relations	convoy structuring, car seating arrangement of principal(s) Guest(s),flag arrangements of host	Amb Emmett Kennedy	June 12,2018 12:45-2:45pm	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 13,2018 10:00 am.-12:00	As previously mentioned

		State of the Nation address, Opening and closing of Legislative sessions, Opening of Court terms ( Beginners' Context)			
Break 12:00-12:45pm					
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 13,2018 12:45-2:45pm	As previously mentioned
Day 9	Practices of protocol and etiquette	Practical	Amb Emmett Kennedy	June 14,2018 10:00 am.-12:00	To ensure the application of knowledge gained for proper of comprehensive protocol services.
Break 12:00-12:45pm					
Day 9	VIPs and Principals Relations/ Practices of protocol and etiquette	Practical role play	Amb Emmett Kennedy	June 14,2018 12:45-2:45pm	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 15, 2018 10:00 am.-12:00	To ensure the application of knowledge gained for proper of comprehensive protocol services.
Formal closing and certification				TBA	



