

PROTOCOL AND TRAVEL MANAGEMENT

Best practice protocol services are delivered in deliberate observance of extant norms and modern rules of engagement. A Protocol officer should possess the knowledge, skills and attitude required for processing the right documents at the right time and in the right place supported by efficient logistics as this constitutes a prime requirement for achieving business goals.

This course will provide participants with practices that are coherent and in line with international best practices.

Learning Objectives

At the end of this course, participants will:

- Develop skills for efficient protocol and travel management
- Plan and organise national and international travel and accommodation
- Plan international exhibitions, visits and events
- Turn complaints into opportunities
- Effectively manage difficult people
- Create realistic budgets and control costs
- Reduce the impact of unexpected emergencies and crises

Learning Contents

- The Protocol and Travel Function
- The Right Documents, at the Right Time, in the Right Place
- Accommodation and International Travel Requirements
- Exhibitions, Conferences, Visits and Events Nationally and Internationally
- Budgeting and Cost Control

- Building and Maintaining Strong Relationships
- Communication Skills
- Risks & Disruption to Travel: Pro-active Management

Fee:

N149,500.00

Discounts off regular fees for open programmes : 3-5 nominations – 5%

Programme also available as in-plant.

Fee:

Physical	Virtual (local)	Virtual (International)
₦ 225,000.00	₦ 199,999.00	□ 165.00

WHO Should Attend?

Administrative Officers and Protocol Officers

February 10 – 12,

June 17 – 19,

September 9 – 11, 2025.

Property of Impact Consulting Nigeria.

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