PROTOCOL & TRAVEL MANAGEMENT – 3 DAYS

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 with efficient logistics as this constitute prime requirements 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 to 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

WHO Should Attend

Administrative Officers and Protocol Officers

Date:

February 10 – 12,

June 17 – 19,

September 9 – 11, 2026.

Physical	Virtual (local)	Virtual (International)
₦ 250,000.00	₦ 209,900.00	$ 165.00