

Protocol Training Course
Brussels
Weekend, 30 and 31 January, 2016

**Business Protocol and International Diplomacy
&
Elegance, Composure and Social Etiquette**



Special and Different. Only for You

What offers this course?

Are you looking forward to add value and make a real difference personally and professionally? Are you aware that your image and your way of doing things greatly influences your goals? Would you like to meet new people with the same concerns as you and live a special and different course in a unique setting?

If you answered yes to all three questions above, then this course is for you and we are looking forward to meeting you!

PART I

“Knowledge will give you power, but character respect”

BRUCE LEE

Business Protocol and International Diplomacy (I)

Brussels, Saturday 30 January 2016

Registration discount before 30 September 2015

This program is designed for you who are aware of the impact that your image has in your everyday life. We would like to receive you if you want to get started in the valuable world of Protocol, or if you want to update and expand your knowledge in this field that will help you to consolidate your personal brand. You are about to reflect on the importance of professional image to achieve the best results and gain more knowledge on Protocol and Etiquette in Business and International level to succeed in your life.

No prior knowledge is required.

Ideal for professional and personal development while you can enjoy a wonderful experience with other attendees surrounded by the highest quality in a unique setting.

Program

1. Protocol and Etiquette
2. Greetings and Introductions in a Professional Environment
3. Precedence and Priority
4. Dinners and receptions: guest management system
5. Placing VIP in meeting rooms and vehicles
6. Internal Protocol Manual
7. Flags and its Protocol
8. International Visits and Protocol in a Contract Signature
9. International Protocol
10. Elegance in a cocktail

Part I includes

Coffee break
Material
Certificate of Completion
Cocktail

Etiquette

Formal Dress

Language

English



PART II

“In order to be irreplaceable, one must always be different”

COCO CHANEL

Elegance, Composure and Social Etiquette (II)

Brussels, Sunday 31 January 2016

Registration discount before 30 September 2015

This program is designed for you to project your best image so you can leave an indelible imprint.

You are about to reflect on the importance of the personal image to achieve the best results and you will gain fundamental knowledge about Social Etiquette and Protocol to improve your interpersonal skills.

If you practice these skills, self-confidence and elegance will enhance your image.

Program

1. Social Protocol
2. Greetings and Introductions in a Social Environment
3. Personal Image
4. Test about your Image
5. The use of voice. Training
6. Etiquette. Wardrobe
7. Code of correspondence when dressing
8. Elegance
9. Pose: how to enter a room, how to walk, how to sit
10. Non-verbal Communication
11. Luncheon: practice and tutorial on "European Dining Etiquette"



Part II includes:

Coffee break
Material
Certificate of completion
Luncheon

Who attends?

- Executives
- Embassy Staff
- Employees and Professionals
- Managers and Directors
- Journalists
- Translators and Interpreters
- Hotel Staff
- Students and other applicants

Etiquette

Formal Dress

Language

English

Principal Tutor



Yolanda Pérez, *Managing Director* of Casa de Protocolo, she is a consultant and trainer in Protocol, Event Management, Institutional Relations. She is accredited in Business Protocol, International Relations, Social Etiquette and Image in Spain, England, Belgium and the Netherlands. She is also a Sworn Translator and Interpreter certified by the Ministry of Foreign Affairs in Spain. She has participated in the management of international events and she performs specialized company programs on Protocol, both in Spain and abroad. Yolanda advises businessmen, politicians, journalists, VIP, translators, embassy staff, professionals, officials and individuals from multiple countries.



Location: Royal Windsor Hotel Grand Place, 5*****



Applications:

Deadline: October 10. Discounts for pre-registration before September 30, paying only € 90 as a reservation fee and filling in the online form.

To register, you must complete the online form in the section “courses” on the website "www.casadeprotocolo.com" and confirm us having made a bank transfer of €90 as a reserve of space, which will be deducted from the final amount.

The reservation is guaranteed only after making the payment of € 90 which is deducted from the final price at the time of registration (until October 10). Small groups

In case of cancellation by the student, this quantity for the reservation could not be returned

Maximum: 12 attendants

Account Details:

ING BANK: Account Holder Name: Casa de Protocolo
ES 27 14650100961800345974
Subject: Name, Surname and Country

Price Table

SINGLE PAYMENT	Part I	Part II	Part I & Part II
Applications before 30 September 2015	€ 620	€ 620	€ 990
Applications after 30 September 2015	€ 750	€ 750	€ 1.250

“Price is what you pay. Value is what you get.”

WARREN BUFFETT