

The DAOC Advantage™
Global Outlook. Real-world Impact. Caribbean Minded.™

Certificate of Training in

Protocol and Diplomacy: A Guide for the Modern Professional

PROSPECTUS

Foundation Level

Practical and Professional Skills for the Diplomacy Practitioner



- I. Have you *completed an academic degree* incorporating multidisciplinary formal training in politics or economics or public/business administration or policy analysis or culture and society, drawing upon a Caribbean perspective or regional focus?
- II. Are you of the view that, while you have broad exposure to and knowledge of key disciplinary concepts, theories and debates at an advanced level, as you plan to fast-track a career path or, for those *young professionals* already in the job market with *some policy experience*, drive greater success and gain an *edge* in advancing a career in the public, private, or nonprofit sector (professional contexts wherein diplomacy looms large) you need to be equipped with relevant *practical and professional skills*?
- III. Are you looking for high-quality, immersive learning and short-term, hands-on practical training that *won't interrupt* your academic studies or career; rather, augment same, recalibrating your professional profile to cast you as a highly marketable international expert with in-depth, specialist understanding of *international affairs and contemporary diplomatic practice*?
- IV. Are you keen to gain relevant expertise by leveraging a *cohort network of like-minded peers*, as well as by having *direct access to scholar-practitioner facilitators* from within and outside of the Caribbean who are practiced professionals and, in some instances, faculty and other top-level experts associated with The University of the West Indies, including its renowned Institute of International Relations (IIR)?

*If so, then the following **Diplomatic Academy of the Caribbean (DAOC)** credential is suited for you:*

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**Protocol and Diplomacy:
A Guide for the Modern Professional**

A Snapshot of The Diplomatic Academy of the Caribbean (DAOC)

For more information, please contact:
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The DAOC is the Caribbean's premier professional development-oriented diplomatic studies training centre



Location and Building

The Government of the Republic of Trinidad and Tobago contributed funds to a new building for the DAOC, which was officially opened on 21 August 2015. Located on the St. Augustine Campus of The UWI, the building adjoins the IIR.

The building plays host to the Academy's Secretariat and includes classrooms, breakout rooms, and a board room and television studio, among other amenities.

The DAOC

The DAOC is the Caribbean's premier professional development-oriented diplomatic studies training centre. The Diplomatic Academy is an integral part of The University of the West Indies St. Augustine Campus and the Campus' renowned Institute of International Relations (IIR), which was established in 1966 by agreement between the Government of Trinidad and Tobago and the Government of Switzerland.

Advent, Aims and Mandate

The DAOC was launched on 6 May 2014. Its realization stems from an exemplary partnership between The UWI St. Augustine Campus and the government of the day of the Republic of Trinidad and Tobago.

A first-of-its-kind, practitioner-focused centre, the Diplomatic Academy aims to provide high-quality, immersive learning and short-term, hands-on practical training in modern diplomacy education, as a complement to formal training and on-the-job training in that area.

Integral to the DAOC's mission is its commitment to help close human resources capacity gaps in international affairs and diplomacy in the Caribbean, by providing capacity-building and skills development training in diplomacy to up and coming diplomats and to aspiring diplomats from the Region.

This diplomatic learning and training facility also strengthens the University's capacities for research/analysis, knowledge-sharing, advocacy, and partnerships and dialogue on the relationship between diplomacy and the Caribbean broadly conceived, with the goal of helping to facilitate policy-relevant awareness-raising on international affairs issues of import (and that are topical) to the Region.



Format, Methodology, Means of Action

The DAOC's professional development-centric module-based or customized/tailor-made workshop teaching programmes, which are held over several days either on-campus or off-site, guide participants in honing their diplomatic capabilities. They impart the knowledge, essential (especially soft) skills, insights and networks needed of 'global thinkers' to fast-track a career path and drive greater success in the multi-focal profession of diplomacy.

The teaching programmes are interactive and, on an as-needs basis, they draw on a range of subject and area experts. While the programmes are situated in an academic or disciplinary context, the approach to teaching is analytical. It is practice- and teamwork-oriented *via* techniques such as the use of real-world case studies, peer mentoring and, on a case-by-case basis, study visits, among others. The means of action are four-fold: (i) innovative and experiential sharing and learning; (ii) simulations and advanced training methods; (iii) networking with superior local, regional and international expertise; and (iv) outreach beyond the Caribbean Community (CARICOM).

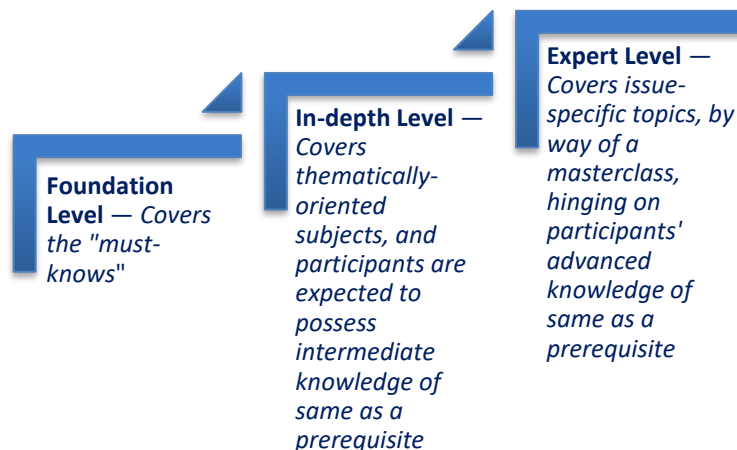
The DAOC Credential

Certificate of Training/Participation.

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About the *Certificate of Training in Protocol and Diplomacy: A Guide for the Modern Professional*

Offered as a five-day online module, *Protocol and Diplomacy: A Guide for the Modern Professional* is one of a suite of cutting-edge training programmes, which span a recently established, multi-rung or three-tiered approach to learning at the DAOC, as follows:



As a *Foundation Level* offering, this non-credit module provides a grounding in *practical and professional skills* relevant to its titular reference, adding value to the resume of the *diplomacy practitioner*.

Module Description

The term 'protocol' seems to have found its way into the popular lexicon. Reference to 'protocol' is more often found in the breach than prescriptively. At times, it is used interchangeably with standards or even etiquette. Against a backdrop of comprehensive diplomacy-focused learning, providing insight into core concepts and patterns of small states-based diplomatic engagement, this module will introduce participants to the distinctions between a protocol and a standard; a protocol and 'State Protocol'; protocol and etiquette; and general etiquette and business etiquette. In so doing, the elements of these concepts will be outlined and discussed so that there is clarity. Participants will engage in small group, practical activities which will offer them opportunities to explore the practical application of the concepts, for presentation to and discussion with the wider group. Roundtables, featuring experts, are also integrated.

Learning Objectives

Upon successful completion of this module, participants will:

The Diplomatic Academy derives its character from its global outlook, real-world impact and Caribbean mindedness which, in sum, constitute The DAOC Advantage™

A. Diplomacy

- Understand who the actors are in international relations and what qualifies them as such;
- Have an historical appreciation of how and why those actors relate across borders;
- Know the difference between bilateral relations and multilateral relations and the utility States derive from each;
- Have an appreciation of the legal structure within which both bilateral and multilateral relations occur and especially of the conventions that relate specifically to the way that States behave internationally;
- Gain familiarity with some of the important concepts in international relations; and
- With the emphasis on small or under resourced States, understand the limitations faced and strategies that have been used to overcome or mitigate those limitations with examples of regional diplomats who have made their mark and elevated their country and region in the process on specific global agenda items.
- Gain exposure to the appropriate use of forms of diplomatic communication frequently used in the Foreign Ministry and capacity to produce such correspondence, if required.
- Understand the importance of networking and stakeholder engagement.
- Recognise the impact of ICT and social media: digitalisation of diplomacy.

B. Protocol

- Understand the historical role of the Foreign Ministry in terms of the Administration's external agenda;
- Have a clear understanding of what constitutes a protocol; be able to distinguish a protocol from a standard; state and diplomatic protocol; and understand the rules of etiquette and its role in setting the tone for, achieving the goals set and protecting the State's brand.
- Know the role and functions of the Protocol Division and especially that Division's treaty responsibilities for the Diplomatic Corps.
- Appreciate the characteristics of the professional Protocol Officer and obtain strategies for achieving mastery; and
- Appreciate the details involved in planning State events, with special attention to seating plans, managing invitations and responses, receiving lines, toasts, introductions and salutations.
- Be able to coordinate any foreign visits by delegations from your State to a host State; as well as coordinate any visits to your State from another State whether it is a State visit or an Official visit.
- Appreciate the significance of national symbols, what they are for each participant's country and the relevant rules around their use.

C. Etiquette

- Understand the body of rules that comprise "business etiquette;"
- Recognise how rules of collegiality and consideration for others in the work context enhances goal achievement;
- Appreciate the concept of responsibility and the limits of individual authority in the work space;
- Hone their understanding of appropriate dress for office occasions; appropriate behavior in both work and work related social occasions.
- Gain deep understanding of the importance of all the stakeholders in goal achievement and the need at all times to be civil and polite; helpful and attentive regardless of the perceived level of importance of the individual.

Certificate of Training

In recognition of the successful completion of this module, participants are conferred with a much sought-after Certificate of Training. To obtain the Certificate, participants must meet all training requirements. (*Admission guidelines are set out at Pg. 1: I & II.*)

Enrolment and Tuition

With regard to this module, open enrolment applies. Tuition fees, which include module materials, are structured to accommodate sponsored & unsponsored participants.



SUSTAINABLE DEVELOPMENT GOALS

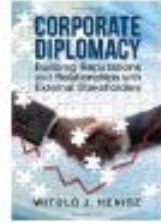
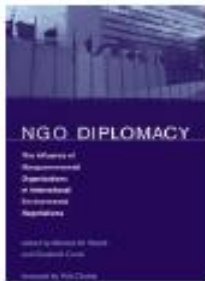


Photo courtesy of CARICOM Secretariat



PDI-POA: Protocol Officers Association
Protocol & Diplomacy International - Protocol Officers Association / PDI-POA



The 18th Special Meeting of the Conference of Heads of Government of CARICOM, which was held on 3-4 December 2018, approved the St. Ann's Declaration on CSME. Photo courtesy of CARICOM Sec'y



The leaders of the four founder countries of CARICOM (Barbados, Guyana, Jamaica and Trinidad and Tobago) signing the Treaty of Chaguaramas, which established what was originally the Caribbean Community and Common Market on 1 August 1973.

Photo courtesy of CARICOM Sec'y



The leaders of seven Eastern Caribbean countries signing the Treaty of Basseterre, which established the OECS on 18 June 1981. Photo courtesy of OECS Commission



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