Elevora
Global Training

COURSE BROCHURE

Protocol and Event Management

Communication & Personal Effectiveness

Code	Duration	Formats	Language	Certificate
CS-105	**5 or 10 days**	**Classroom, live online, in-house, blended**	**English or Arabic**	**Certificate of completion**

A practical communication and personal effectiveness course covering protocol principles, planning official events and handling VIPs. Run as a 5-day core or 10-day extended programme, in 16 cities, live online or in-house, and fully customisable for your team.

About this course

Protocol and Event Management gives delegates a structured, practical understanding of protocol principles and planning official events, then builds the skills to apply handling VIPs, business etiquette and event execution in real work. Sessions are led by practitioners with at least 15 years in the field.

Who should attend

Professionals in any role who want to communicate, serve customers and work more effectively.

What you will learn

- Protocol principles
- Planning official events
- Handling VIPs
- Business etiquette
- Event execution

5-day course outline

Day 1	**Protocol principles**	Concepts, standards and terminology, with a diagnostic exercise to baseline the group.
Day 2	**Planning official events**	Methods and tools explained step by step, with worked examples from real operations.
Day 3	**Handling VIPs**	Hands-on practice in small groups using realistic data, cases and templates.
Day 4	**Business etiquette**	Case studies of successes and failures, and how to apply the lessons in your organisation.
Day 5	**Event execution**	Integration exercise, final knowledge check and a personal action plan.

10-day extended programme

Includes the full 5-day outline, plus a second week of applied work:

Day 6	**Applied workshop: Protocol principles** — Deeper practice with your own data or site examples.
Day 7	**Applied workshop: Planning official events and handling VIPs** — Group exercises that combine methods from week one.
Day 8	**Field case study: Business etiquette** — A detailed industry case worked through from start to finish.
Day 9	**Advanced practice: Event execution** — Tools, templates and checklists to take back to work.
Day 10	**Assessed project and presentation** — Each delegate presents an improvement plan and completes the final assessment.

Upcoming classroom dates

More dates, cities and live online sessions on request.

Dates	City	Length	Fee per delegate
2 Nov 2026 to 6 Nov 2026	Dubai	5 days	**$2,450**
14 Dec 2026 to 18 Dec 2026	London	5 days	**$3,450**
17 Jan 2027 to 21 Jan 2027	Cairo	5 days	**$2,450**
8 Feb 2027 to 19 Feb 2027	Amsterdam	10 days	**$6,250**
14 Mar 2027 to 18 Mar 2027	Cairo	5 days	**$2,450**

Fees per delegate (2026 to 2027)

Format	5 days	10 days
Classroom: Dubai, Istanbul, Cairo, Kuala Lumpur	**$2,450**	**$4,450**
Classroom: London, Europe, Singapore	**$3,450**	**$6,250**
Live online	**$1,450**	**$2,650**
In-house, group of up to 15	**From $12,900**	**From $23,500**

Classroom fees include tuition, materials, lunch and refreshments, and a certificate. 10% group saving for 3 delegates, 15% for 5 or more.

Tailored to your team

Change the level, language, length (1 to 20 days) and format, add topics from other courses or entirely new topics, and include your own case studies, site visits or exam preparation. Build it online for an instant indicative fee.

Register or request an in-house proposal

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