

The University of Dodoma
College of Humanities and Social Sciences
Department of Political Science and Public Administration
SHORT COURSE TRAINING

Course Title: Fundamentals of Professional Protocol and Etiquette

Course Objectives: The course aims to equip participants with the knowledge and skills to handle protocol and exhibit etiquette in professional and social settings. It covers workplace conduct, effective communication, appropriate appearance in handling social and cross-cultural interactions, applying protocol in event management, and mastering digital etiquette. The course emphasizes practical applications for professional success.

Targeted Participants: This course is designed for professionals, officials, students, and individuals seeking to enhance their skills in etiquette, protocol, and cross-cultural interactions, including those in corporate, government, hospitality, NGO, and event management roles.

Training Facilitators: University of Dodoma experts in International Relations, Protocol and Event Management

Course Contents:

- i. Introduction to Protocol and Etiquette
- ii. Professional Protocol
- iii. Social Etiquette
- iv. International Protocol
- v. Event Management and Protocol
- vi. Communication and Conflict Management

Approach & Delivery Methods- Interactive Learning: Practical Simulations, Case Studies, Group Discussion, Role Playing.

Award: The University of Dodoma Certificate of Participation

Venue: Dodoma Tanzania

Dates: 6th – 10th May 2025

Registration Deadline: 4th May 2025

Time: 0900 – 1600 hours

The Course fee: Tsh 500,000/= Fees cover stationery, meals and refreshments.

Payment Details: Bank- CRDB, Account Name - UDOM CONSULTANCY AND SPECIAL PROGRAM, Account - 01J1082491700

Contact Person and Registration: Mr. Justine Kajerero – 0712284880

Email: justine.kajerero@udom.ac.tz

Registration Link: <https://forms.gle/USkxtUseZ8FRDsQn7>