Garnet
Garnet Global Training Center

GGT-GV-107

Diplomacy, International Relations & Policy

Consular Affairs Management

إدارة الشؤون القنصلية

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (management)**

Overview

This program treats Consular Affairs Management as a managed system: policies, roles, resources, performance indicators and continual improvement. Programs for diplomats, government officials and organisations working across borders. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Set up and run Consular Affairs Management as a managed process with clear roles.
- Lead improvement projects and measure their benefit.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.
- Plan resources, budgets and schedules realistically.

Who should attend

Diplomats, international relations officers, policy advisers and government liaison staff. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

Key topics

- Diplomatic practice
- International law basics
- Negotiation and mediation
- Economic diplomacy
- Protocol and communication
- Case studies

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

WhatsApp: +971 56 674 7382

Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Consular Affairs Management: the management framework

- Case studies
- Regional and international case studies

Day 2 Planning, resources and budgets

- Diplomatic practice
- International law basics

Day 3 Performance measurement and control

- Negotiation and mediation
- Checklists and templates to take away

Day 4 Risk, compliance and improvement

- Economic diplomacy
- Group discussion and peer review

Day 5 Management case study and action plan

- Protocol and communication
- Measurement and reporting

10-day outline

Day 1 Consular Affairs Management: the management framework

- Case studies
- Regional and international case studies

Day 2 Planning, resources and budgets

- Diplomatic practice
- International law basics

Day 3 Performance measurement and control

- Negotiation and mediation
- Checklists and templates to take away

Day 4 Risk, compliance and improvement

- Economic diplomacy
- Group discussion and peer review

Day 5 Management case study and action plan

- Protocol and communication
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Common mistakes and how to avoid them

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
4–8 Jan 2027	5-day classroom	Abu Dhabi	English	4,750
15–26 Feb 2027	10-day classroom	Casablanca	English	8,950
2–6 Aug 2027	5-day classroom	Kuala Lumpur	English	4,750
20–24 Dec 2027	5-day online	Live online	English	2,950
9–13 Jan 2028	5-day classroom	Cairo	English	4,750
13–24 Mar 2028	10-day classroom	Casablanca	English	8,950
17–28 Apr 2028	10-day online	Live online	English	5,450
9–13 Oct 2028	5-day classroom	Vienna	English	4,750
11–15 Feb 2029	5-day classroom	Cairo	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
19–23 Mar 2029	5-day online	Live online	English	2,950
18–22 Jun 2029	5-day classroom	Paris	English	4,750
2–13 Sep 2029	10-day classroom	Riyadh	Arabic	8,950
11–22 Feb 2030	10-day online	Live online	Arabic	5,450
10–14 Jun 2030	5-day classroom	Dubai	English	4,750
8–19 Sep 2030	10-day classroom	Amman	English	8,950
13–17 Oct 2030	5-day classroom	Cairo	English	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/