Garnet
Garnet Global Training Center

GGT-GV-119

Diplomacy, International Relations & Policy

Summit & Official Visit Management

إدارة القمم والزيارات الرسمية

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

Overview

This program treats Summit & Official Visit 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 Summit & Official Visit Management as a managed process with clear roles.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.
- Plan resources, budgets and schedules realistically.
- Define KPIs and build simple dashboards for management.

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

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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 Summit & Official Visit Management: the management framework

- Negotiation and mediation
- Common mistakes and how to avoid them

Day 2 Planning, resources and budgets

- Economic diplomacy
- Protocol and communication

Day 3 Performance measurement and control

- Case studies
- Regional and international case studies

Day 4 Risk, compliance and improvement

- Diplomatic practice
- Checklists and templates to take away

Day 5 Management case study and action plan

- International law basics
- Group discussion and peer review

10-day outline

Day 1 Summit & Official Visit Management: the management framework

- Negotiation and mediation
- Common mistakes and how to avoid them

Day 2 Planning, resources and budgets

- Economic diplomacy
- Protocol and communication

Day 3 Performance measurement and control

- Case studies
- Regional and international case studies

Day 4 Risk, compliance and improvement

- Diplomatic practice
- Checklists and templates to take away

Day 5 Management case study and action plan

- International law basics
- Group discussion and peer review

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Measurement and reporting

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
- Hands-on workshop on a workplace challenge

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)
21–25 Feb 2027	5-day classroom	Muscat	Arabic	4,750
9–20 Aug 2027	10-day classroom	Dubai	English	8,950
17–21 Oct 2027	5-day classroom	Manama	English	4,750
13–17 Dec 2027	5-day online	Live online	Arabic	2,950
10–14 Apr 2028	5-day classroom	Abu Dhabi	Arabic	4,750
10–21 Jul 2028	10-day online	Live online	English	5,450
13–17 Aug 2028	5-day classroom	Doha	Arabic	4,750
17–28 Sep 2028	10-day classroom	Riyadh	English	8,950
12–23 Mar 2029	10-day classroom	Abu Dhabi	English	8,950

Dates	Format	City	Language	Fee (USD)
9–13 Sep 2029	5-day classroom	Riyadh	English	4,750
1–5 Oct 2029	5-day online	Live online	English	2,950
2–6 Dec 2029	5-day classroom	Doha	Arabic	4,750
21 Jan – 1 Feb 2030	10-day online	Live online	English	5,450
18–22 Mar 2030	5-day classroom	Dubai	Arabic	4,750
2–13 Jun 2030	10-day classroom	Jeddah	English	8,950
16–20 Sep 2030	5-day classroom	Kuala Lumpur	English	4,750

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