Diplomatic Training 2018/2019

Académie Diplomatique Internationale
International Organisation

4 bis avenue Hoche
75008 Paris
SUMMARY

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Program 2018-2019

Founded in 1926 as an independent and neutral institution devoted to the sustained study of international relations, the Académie Diplomatique Internationale is dedicated to promoting modern diplomacy and enhancing the understanding and analysis of emerging dynamics in international affairs.

The ADI provides the Paris-based diplomatic and foreign-policy communities with a diverse range of services that include lectures, discussions and debates on pressing issues of international concerns, as well as study groups that undertake research and analysis on developments in regional global affairs.

The ADI also provides training and capacity-building courses designed for practicing diplomats and other professionals in public, private and independent sectors engaged in international relations.
Drawing on thirty years of training experience in diplomatic and international affairs, the Académie Diplomatique Internationale offers a range of training and capacity-building activities.

**Target Audience**
- Diplomats and personnel from diplomatic missions
- Staff from international and regional organisations
- Employees of gouvernemental and non-gouvernemental organisations
- Executives from public and private corporations
- Journalists and press attachés
- Advanced students pursing a career in international relations

**Features**
- Professional training courses
- Instruction by diplomats, policy experts and academics
- Flexible format compatible with professional work schedules
- Privileged location in the diplomatic and political heart of Paris

**Methodology**
- Integration of theory and practice
- Engagement of practioners and senior-level experts
- Simulation excercises, case studies, and role palying
- Sharing of diplomatic experience and skills
- Interaction with practioners and key actors
- Promotion of networking and professional contacts
- Visites to key offices and institutions
The following courses represent the core of the Académie’s training activities and are offered on an annual basis. The programs vary in length from intensive one and two day seminars to semester-long courses.

**Practical Training**

- Diplomacy & International Affairs as a Profession
- Protocol & Diplomatic Practice
- Pre-posting Seminar

**Specialized seminars**

- Media & Diplomacy
- International Negotiation
- Crisis Management
- A la carte Training

**Language training**

- Diplomatic French
- Diplomatic English
Today the practice of diplomacy and international relations is conducted by an increasing number of competitors in an ever-more globalized world. New actors employing innovative methods are challenging the traditional conduct of foreign affairs and compelling diplomats and international actors to be knowledgeable, responsive, and effective in a variety of sectors.

Conducted in partnership with the International Organisation of Francophonie (OIF), this course is designed specifically for diplomats, representatives of international organisations, negotiators, journalists, analysts, and other professionals whose responsibilities involve effective engagement in diplomacy and international affairs.

This annual on-site training course is conducted from March to July, and may also be offered as an intensive course. The module structure can be adapted to specific needs and priorities.

### Key concepts

- International Relations
- International Cooperation
- International Negotiation
- Crisis Management
- Lobbying and Networking
- Reflection et Analysis
- Information Management
- Media Strategy
- Diplomacy

### Objectives

- Expand Knowledge of major global political, strategic and economic challenges
- Understand the functioning of international institutions
- Review resources and techniques in an international context
- Learn information management techniques and media relations strategies
- Acquire techniques and methods for negotiation and crisis management
- Develop institutional and professional networks

### Features

- Practical methods designed to develop professional skills
- Instruction by diplomats, analysts and senior academics
- Interactive learning environment and experience sharing
- Site visits to key offices and institutions

### Program

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<tr>
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<th>Cost TTC*</th>
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<tbody>
<tr>
<td>extensive (Fr)</td>
<td>March - June</td>
<td>± 130 h</td>
<td>Friday evenings &amp; Saturdays</td>
<td>7 980 €</td>
</tr>
<tr>
<td>intensive (Fr)</td>
<td>March &amp; Nov.</td>
<td>± 90 h</td>
<td>Monday to Friday: 6h / day</td>
<td>6 980 €</td>
</tr>
<tr>
<td>extensive (Eng)</td>
<td>March - June</td>
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*This price is VAT included, and does not include travel accommodations and additional expenses related to site-visits.

*Plus 95 € for registration fees
Protocol & Diplomatic Practice

Protocol includes diverse activities related to state ceremonies, visits by heads of state and government, and visits by dignitaries and public officials. In addition, protocol service includes the organisation of international conferences and summits, the preparation of international treaties and agreements, the granting of awards, and the administration of diplomatic and consular corps.

Conducted in partnership with the French Ministry of Foreign Affairs, this course in the development and perfection of professional skills is designed for diplomats, personnel of diplomatic missions and international organisations, and public and private sector executives with the need for proficiency in protocol and diplomatic practices, as well as the acquisition of technical skills for the preparation and organisation of events in official contexts.

This annual course is conducted from March through June, and also offered in the summer and autumn as intensive course, as well as up on request.

Key concepts

- Ceremonies | State Visits | Immunities and Privileges | Agreements and Treaties
- Organisation of Conferences | Diplomatic Service | Media Techniques

Objectives

- Develop proficiency with major protocol and diplomatic rules and customs;
- Acquire skills for the preparation and organisation of events in a formal framework;
- Learn media techniques and strategies;
- Develop relevant professional networks

Features

- Practical training based on first-hand experience;
- Instruction by professional from the protocol service;
- Programs designed to maximize experience-sharing among professional diplomats;
- Site visits to French and international institutions.

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<tr>
<td>extensive (Fr)</td>
<td>March-June</td>
<td>± 30 h</td>
<td>Monday 18 h - 20 h</td>
<td>2 500 €</td>
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<tr>
<td>intensive (Fr)</td>
<td>July &amp; Oct.</td>
<td>± 40 h</td>
<td>Monday to Friday 5h/day</td>
<td>3 840 €</td>
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<tr>
<td>intensive (Eng)</td>
<td>May</td>
<td>± 25 h</td>
<td>Monday to Friday 5h/day</td>
<td>2 650 €</td>
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PRE-POSTING SEMINAR

DIPLOMATS newly ACCREDITED IN FRANCE

This preparatory training seminar, specifically designed for diplomats and international officials newly accredited to diplomatic missions and international organisations in France, aims to provide the technical knowledge required for the effective fulfillment of their responsibilities in France.

The seminar is conducted by practitioners, including diplomats, journalists, corporate executives, and is intended to provide in a concrete and practical format, basic skills and essential information about France, such as the functioning of French institutions, the major actors in French society, and French political and economic interests. The course is supplemented with visits to institutions and significant sites, and meetings with key figures in Paris and in other regions of France. Instruction conducted in French and in English.

Key concepts

- French and European Institutions and Diplomacy
- Diplomatic Customs in Paris
- French Society
- Influence Networks
- French Media
- Sources et Strategies for information Gathering

Objectives

- Gain knowledge of historical, political and philosophical references relevant to French diplomatic and political affairs
- Become familiarized with practical functioning of French and European institutions
- Understand French perspectives in key areas of international relations
- Acquire knowledge and insight into networks and spheres of influence in France
- Develop relevant professional networks
- Survey dynamics in French media

Features

- Interactive methodology based on practice and shared experience
- Training conducted by skilled practitioners (diplomats, experts)
- Visits to institutions and other relevant sites
- Meetings with representatives of French political and business world

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<tr>
<td>extensive (Fr)</td>
<td>March - June</td>
<td>± 50 h</td>
<td>Wednesday 18 h - 20 h</td>
<td>2 090 €</td>
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<tr>
<td>extensive (Eng)</td>
<td>Oct. - Dec.</td>
<td>± 50 h</td>
<td>Friday 18 h - 20 h</td>
<td>2 190 €</td>
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The unrelenting pressure of a 24 hour news cycle and what commentators Nick Growing calls “the tyranny of real time” accompanied by a rapid growth of internet-based media, makes it ever more vital for individuals to be able to handle media in an effective way. The media are neither friend nor enemy. They can be a useful carrier of message but if handled incorrectly can also destroy an image of a fine individual or a good organisation.

This intensive workshop is designed for diplomats and international officials, professionals involved in politics, high-ranking government officials, and representatives from non-governmental organisations. The workshop is structured to provide the tools and skills necessary for dealing in a practical and professional way with diverse media (television, radio, print media and the internet). Course offered in French and in English.

Key concepts

Analysis of Context and Power of Media | Techniques and Strategy of Media
Interview and Presse Release | Practice and Behaviour
Fundamental Techniques and Reactions in Crisis Management

Objectives

- Understand the functioning and power of diverse media;
- Learn to establish a communication strategy;
- Develop skills for preparing interviews, press releases;
- Respond to difficult or complex issues;
- React and intervene in crisis situations: What to say? What to do? And how?

Features

- Practical experience-based instruction;
- Live-simulations with recorded interviews;
- Training conducted by veteran media practitioners.

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<tr>
<td>annual session (Fr)</td>
<td>Mai</td>
<td>2 days</td>
<td>Thursday &amp; Friday</td>
<td>1 390 €</td>
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<tr>
<td>annual session (Eng)</td>
<td>April</td>
<td>2 days</td>
<td>Thursday &amp; Friday</td>
<td>1 590 €</td>
</tr>
<tr>
<td>intensive session (Fr)</td>
<td>July &amp; Oct.</td>
<td>5 days</td>
<td>Monday to Friday</td>
<td>2 600 €</td>
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<tr>
<td>intensive session (Eng)</td>
<td>June &amp; Oct.</td>
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The current international environment is characterized by ongoing crises and a host of diverse actors, resulting in dialogue, consultations and negotiation in bilateral as well as multilateral contexts. In order to manage negotiation processes in an engaged and effective manner, it is necessary to master the key strategies and techniques of negotiation.

The training seminar, organised in collaboration with ESSEC-IRENE, is designed for diplomats and international officials, political leaders and civil servants, military personnel, and representatives of nongovernmental organisations as well as business executives. The program, based on practical experience and case studies, prepares participants to engage actively in the dynamics of negotiations in bilateral and multilateral contexts, and allows them to develop the strategies and techniques necessary to prepare and manage the process of negotiation.

**Key concepts**

Bilateral and Multilateral Negotiations | Analysis and Preparation  
Techniques and Strategies | Practice of Negotiation | Information Management and Communication | Intercultural Dynamics in Negotiations

**Objectives**

- Understanding the dynamics and characteristics of bilateral and multilateral negotiation;  
- Mastering different negotiation techniques  
- Identifying the required capacities in international negotiations  
- Learning practical ways to prepare and manage the negotiation process, analyzing and anticipating changes;  
- Knowing how to develop a negotiation plan and setting priorities and objectives;  
- Assessing the issues related to intercultural dynamics in international negotiations;

**Features**

- Interactive Training based on practical experience;  
- Case studies examined from practical and theoretical perspectives  
- Scenario-building and role-playing;  
- Instruction by experienced trainers and researchers

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In environment marked by increasing geopolitical instability, we confront crises and emergency situations that are often as unpredictable as they are unavoidable. In order to deal effectively with the significant challenges facing professionals working in international contexts, it is necessary to have the appropriate skills and capacities for managing and communicating in crisis situations.

This training workshop, organised in cooperation with ESSEC-IRENE, is designed specifically for diplomats, local, national and international officials, negotiators as well as all those with responsibilities related to emergency and crisis situations. The program, composed of simulation exercises and case studies, aims to provide the knowledge and techniques necessary for analysis, management and communication in crisis situations.

**Key concepts**

Understanding and Analysing Crises | Techniques of Negotiation and Mediation
Action Plan and Communication Strategy | Organisation and Management of Crisis Unit
Practical and effective response to crisis

**Objectives**

► Develop capacities to analyse and manage international crises
► Master international mediation and negotiation techniques and strategies
► Learn to organise and manage specific aspects of a crisis
► Develop and implement a crisis management action
► Develop and manage an appropriate communication strategy in response to a crisis situation
► Develop tools that can assist in anticipating and preventing a crisis

**Features**

► Interactive training based on practical experience
► Scenario-building and role-playing
► Case studies examined from practical and theoretical perspectives
► Instruction by senior level experts and practitioners

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Diplomatic French
Proficiency in French for Diplomacy

The ability for diplomats and international officials to understand and express themselves clearly and accurately in French is fundamental to conducting effective diplomacy and to maintaining successful and beneficial relationship within the international community.

Conducted in partnership with the Alliance Française, this course is designed for diplomats and international officials, as well as other professionals from the public and private sectors. Instruction is focused on the development of proficiency in both written and spoken French through practical, interactive exercises, enabling participants to acquire a better knowledge of the nuance of the French language, and the terminology used in communication and negotiation in diplomatic and international relations.

Key words
- Report Writing
- Understanding the Media
- Diplomatic Correspondance
- Oral Presentations
- Formal Speeches
- Negotiation on Special Documents
- Conference Simulation

Language objectives
- Acquisition of terminology for diplomatic and international relations
- Introduction to modes of expression, used in diplomatic discourse
- Competence in conducting formal speeches (debate, meeting, conference)
- Specialized language for report writing, note taking, formal statement
- Exercises for the improvement of pronunciation and phonetics

Features
- Practical and interactive methodology
- Instruction provided by teachers specialised in diplomatic French
- Instruction adapted to the needs and capacities of each group

Program | Duration | Frequency | Period | Cost TTC*
--- | --- | --- | --- | ---
Advanced Seminar | 30 h | Tuesday & Thursday 18 h - 20 h | March - May Oct. - Dec. | 1 295 €
Extensive Seminar | 54 h | Tuesday & Thursday 18 h - 20 h | March - June Oct. - Feb. | 1 690 €
Intensive Seminar | 25 h | Monday to Friday 5 h / day | July & Oct. | 1 395 €
Individual lessons | based on level and specific needs of the participant

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* Plus 95 € for registration fees
Diplomatic English

Proficiency in English for Diplomacy

The ability for diplomats and international officials to understand and express themselves clearly and accurately in French is fundamental to conducting effective diplomacy and to maintaining successful and beneficial relationship within the international community.

The language training conducted in partenariat with Cambridge Training Institute, designed for diplomats, international officials, representatives from NGOs and international agencies, and international actors intending to acquire the subtleties and nuances of English language and the terminology used in communication and negotiation in diplomatic and international areas.

Key words
- Report Writing | Negotiation and study of specific documents
- Diplomatic Correspondance | Oral Presentations | Conference Simulation
- Formal Speeches | Comprehension of Media Terminology

Language objectives
- Acquisition of terminology specific to diplomatic and international relations;
- Introduction to modes of expression used in the diplomatic arena
- Technical competence in formal speeches (debate, meeting, conference)
- Enhancement of style used for writing reports, notes and statements
- Familiarization with diverse accents (Anglophone and non-anglophone)

Features
- Practical and and interactive methodology
- Skilled and qualified teaching team
- Personalized format tailored to group and individual needs.

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The ADI specialises in

- Designing à la carte training tailored to diverse aspects of diplomacy
- Adapting the content of its programs in response to specific needs of target audiences
- Handling planning and logistical coordination: accommodation, visits, travel, cultural activities
- Organising training courses in French, English and Arabic upon request

For further information

Please contact the Training & Projects Department
Académie Diplomatie Internationale
4 bis Avenue Hoche - 75008 Paris
☎: +33 (0)1 42 12 82 57 - ☏: +33 (0)1 42 12 82 51
✉: mbarka.zineddine@academiediplomatique.org
Site internet: www.academiediplomatique.org
Registration for training course at the ADI is subject to the following conditions:

**Prerequisites**

► Advanced degree equivalents to a Bachelor degree or higher, or
► Three years professional experience in international relations;
► Proficiency in French and/or English

**Application requirements**

**Protocol & Diplomatic Practice**
► Completed application form
► Letter of motivation

**Diplomacy & International Relations as a Profession**
► Completed application form
► Letter of motivation
► Interview by the ADI selection committee.

**Medias & Diplomacy / International Negotiation / Crisis Management**
► Completed application form;
► Letter of motivation
► No pre-requisite in terms of knowledge or professional experience in the target area.

**Pre-posting Seminar (for diplomats newly accredited in France)**
► Completed application form
► Letter outlining relevant professional background.

**Language Training**
► For Diplomatic French and Diplomatic English, applicants must take a language test that will determine their level of competency and knowledge in the target language

**For further information et registration**

Please download the registration form from the ADI website or contact the Training and Project Department
**Pre-Registration / Information**

**Personal data**

Name: .................................................................  ☐ Mlle  ☐ Mme  ☐ M.
Surname: .............................................................  Nationalité: ..........................................................
Status:  ☐ Diplomat  ☐ Public Servant  ☐ Autre: ..........................................................
Profession: ..........................................................  Institution: ..........................................................
Address: .................................................................................................................................
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Tel. : ...........................................  Cell-Phone : .......................................  Fax : ........................................
E-mail: ........................................................................................................................................

I would like to:  ☐ register  ☐ have more information on the following course(s):

**Diplomatic Training**

☐ Diplomacy & International Affairs as Profession
☐ Protocol & Diplomatic Practice
☐ Pre-posting Seminar
☐ Media & Diplomacy Seminar
☐ International Negotiation Seminar
☐ Crisis Management Seminar
☐ A la Carte Training

**Language Training**

☐ Diplomatic French
☐ Diplomatic English
Location