Diplomatic Training

2010 / 2011
Founded in 1926 as one of the first independent institutions devoted to 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 a series of lectures, discussions and debates on pressing issues of international concern, as well as study groups that undertake sustained research and analysis on developments in regional and global affairs.

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

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

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

**Methodology**
- Practical instruction techniques
- Integration of concepts and practice
- Engagement of practitioners and senior-level experts
- Simulation exercises, case studies, role-playing
- Sharing of diplomatic experience and skills
- Organized encounters with key actors
- Promotion of networking and professional contacts
- Visits to key offices and institutions

_in partnership with_

[Logos of partner organizations]
PRACTICAL TRAINING:
- Diplomacy and International Affairs as a Profession
- Protocol and Diplomatic Practice
- Pre-posting Seminar

LANGUAGE TRAINING:
- Diplomatic French
- Diplomatic English

SPECIALIZED SEMINARS:
- Media and Diplomacy
- A la carte Training
Conducted in partnership with the International Organization of Francophonie (OIF), this course is designed specifically for diplomats, representatives of international organizations, 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 December through June, and may also be offered in the summer as an intensive course. The module structure can be adapted to specific needs and priorities.

**KEY WORDS**
- International Relations / International Cooperation / International Negotiation
- Crisis Management / Lobbying and Networking / Reflection and 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 relational 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

<table>
<thead>
<tr>
<th>Period</th>
<th>Duration</th>
<th>Frequency</th>
<th>Cost*</th>
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<tbody>
<tr>
<td>December - June</td>
<td>± 130 h</td>
<td>Friday evenings &amp; Saturday mornings</td>
<td>5980 €</td>
</tr>
<tr>
<td>Summer Session</td>
<td></td>
<td>Designed for the specific needs and interests of participants</td>
<td>5980 € + 60 € for registration fees</td>
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*plus 60 € for registration fees
Conducted in partnership with the French Ministry of Foreign and European Affairs, this course in the development and perfection of professional skills is designed for diplomats, personnel of diplomatic missions and international organizations, 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 organization of events in official contexts. All instruction is conducted in French.

**KEY WORDS**

Ceremonies / State Visits / Immunities and Privileges / Agreements and Treaties
Organization of Conferences / Diplomatic Service / Media Techniques

**OBJECTIVES**

- Develop proficiency with major protocol and diplomatic rules and customs
- Acquire skills for the preparation and organization 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 professionals from the protocol service
- Sessions designed to maximize experience-sharing among professional diplomats
- Site visits to French and international institutions

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<th>Period</th>
<th>Duration</th>
<th>Frequency</th>
<th>Cost*</th>
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<tbody>
<tr>
<td>Annual Session: March - June</td>
<td>ca 30 hours</td>
<td>Monday 18h - 20h</td>
<td>1890 €</td>
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<tr>
<td>Summer Session</td>
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* plus 60 € for registration fees
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 nuances of the French language, and the terminology used in communication and negotiation in diplomatic and international relations. All instruction conducted in French.

**KEY WORDS**

- Report Writing / Understanding the Media / Diplomatic Correspondence
- Oral Presentations / Formal Speeches
- Conference Simulation / Negotiation on Specific Documents

**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 statements
- Exercises for the improvement of pronunciation and phonetics

**FEATURES**

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

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<th>Cost*</th>
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<tbody>
<tr>
<td>Advanced Proficiency</td>
<td>30 hours</td>
<td>2 evenings/ week 18h - 20h</td>
<td>November - January March - May</td>
<td>675 €</td>
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<tr>
<td>Extended Course</td>
<td>54 hours</td>
<td>2 evenings/ week 18h - 20h</td>
<td>November - February March - June</td>
<td>1170 €</td>
</tr>
<tr>
<td>Intensive course</td>
<td>25 hours</td>
<td>5 hours / day</td>
<td>March</td>
<td>575 €</td>
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Individual lessons: based on level and need

* plus 60 € for registration fees

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

Language training conducted in partnership with the 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 Correspondence / 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

- Pragmatic and interactive methodology
- Skilled and qualified teaching team
- Personalized format tailored to the specific group

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<tr>
<td>Advanced Proficiency</td>
<td>40 hours</td>
<td>2 evenings / week 18h - 20h</td>
<td>November - February March - June</td>
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Individual lessons: based on level and need

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The seminar conducted by practitioners, including diplomats, journalists, corporate executives, 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 program is complemented with visits to institutions and significant sites, and meetings with key figures in Paris and in other regions of France. All instruction conducted in French.

KEY WORDS
French and European Institutions and Diplomacy / Diplomatic Customs in Paris
French Society / Influence Networks / French Medias
Sources and 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
• Concrete approach 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>October – December</td>
<td>30 hours</td>
<td>Wednesdays 18h - 20h</td>
<td>1975 €</td>
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*plus 60 € for registration fees
The unrelenting pressure of a 24 hour news cycle and what veteran commentator Nick Gowing 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 the media in an effective way. The media are neither friend nor enemy. They can be a useful carrier of messages but if handled incorrectly can also destroy an image of a fine individual or a good organization.

This intensive workshop is designed for diplomats and international officials, men and women involved in politics, high-ranking government officials, military personnel and representatives from non-governmental organizations. The workshop is structured to provide 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 WORDS
Analysis of Context and Power of Media / Techniques and Strategy of Media
Interview and Press Release / Practice and Behavior
Fundamental Techniques and Reactions in Crisis Situations

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
• Concrete and professional preparation
• Live-simulations with recording interviews
• Training conducted by veteran media practitioners

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<tbody>
<tr>
<td>May</td>
<td>ca 10 hours</td>
<td>Thursday &amp; Friday</td>
<td>960 €</td>
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* plus 60 € for registration fees
A LA CARTE TRAINING
BEST PRACTICES AND INDIVIDUALIZED PROGRAMS

*Training and capacity-building programs are principally based on experience and reflection about practice, enabling participants to improve their knowledge and acquire necessary skills and tools for a better achievement of their mission.*

The Académie Diplomatique Internationale organizes à la carte training and capacity-building programs upon request from governments, diplomatic missions, regional and international organizations, NGOs and public or private institutions.

Each course or program is designed in consultation with the client or institution in order to meet specific needs and interests. Content, duration and structure vary in accordance with the priorities and level of participants.

The ADI has competence in:
- Designing à la carte training tailored to diverse aspects of diplomacy
- Adapting the content of its programs in response to specific needs of each target audience
- Handling the planning and logistical coordination: accommodation, visits, travel, cultural program
- Organizing training programs in English and Arabic upon request

For further information, please contact Mbarka Zineddine

Académie Diplomatique Internationale
Training & Projects Department
4bis Avenue Hoche - 75008 Paris
Tel: +33 (0)1 42 12 82 57 / +33 (0)1 42 12 82 50
Fax: +33 (0)1 42 12 82 51
Email: mbarka.zineddine@academiediplomatique.org
Web-site: www.academiediplomatique.org
DIPLOMATIC TRAINING AND LANGUAGE TRAINING

REGISTRATION CONDITIONS

Registration for training programs at the ADI is subject to the following conditions: 

PREREQUISITES
- Advanced degree equivalent to French bachelor degree or higher
- Three years professional experience in international relations
- Proficiency in French

APPLICATION REQUIREMENTS

Protocol and Diplomatic Practice
- Completed application form
- Letter of motivation

Diplomacy and International Relations as a Profession
- Completed application form
- Letter of motivation
- Interview by the ADI selection committee

Medias & Diplomacy
- Completed application form
- Letter of motivation
- No pre-requisite in terms of knowledge or professional experience

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.

REGISTRATION MODALITIES AND PROCEDURES

A registration form can be downloaded from the ADI website, completed and returned with all required documents by mail, scan or by fax to:

Académie Diplomatique Internationale
Training & Projects Department
4bis Avenue Hoche - 75008 Paris
Fax: +33 (0)1 42 12 82 51
www.academiediplomatique.org

For further information please contact Mbarka Zineddine
Tel: + 33 (0)1 42 12 82 57
mbarka.zineddine@academiediplomatique.org

1. Opening of course subject to a minimum number of registered participants
2. Information is subject to change
3. Registration fees: 60 € per registration form