



VISION

A global Centre of excellence in
Legislative Governance

MISSION

To Enhance Capacity Development
for Effective and Efficient
functioning of Parliament,
Legislative Assemblies and other
key stakeholders.

PROTOCOL, ETIQUETTE AND EVENTS MANAGEMENT IN THE LEGISLATURE

PROGRAMME OVERVIEW

This 5-day training introduces officers to the contemporary practice of protocol, etiquette, and events management, preparing them to represent the Legislature with polish and confidence on every occasion from routine sittings to high-profile state functions. Participants gain both the conceptual grounding and the practical toolkit needed to plan, coordinate, and execute events that reflect the dignity and professionalism of Parliament.

PROGRAMME RATIONALE

Protocol, etiquette, and events management have evolved from routine operational tasks into strategic instruments of modern governance reducing sociocultural friction, managing diplomatic sensitivities, and reinforcing institutional credibility. Officers equipped with these competencies play a vital, high-visibility role in shaping how the Legislature is perceived, both by fellow arms of government and by the international community. As parliaments increasingly host multilateral engagements and distinguished guests, this training has become an essential investment in institutional image management.

LEARNING OUTCOMES

By the end of this course, the learner should be able to apply core principles of protocol and etiquette to all official engagements. This includes planning, coordinating, and executing high-profile official events to the highest professional standards. Key responsibilities encompass managing seating arrangements, precedence, and hospitality for dignitaries and distinguished guests, while handling protocol challenges and unexpected situations with composure and sound judgement. Through consistent and polished representation, the role strengthens the institutional image and reputation of Parliament.

TARGET GROUP

This course is targets staff in leadership offices, protocol, media relations, communication officers and those responsible for the public face and hospitality functions of the legislature.



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COURSE CONTENT

The course covers the principles and evolution of protocol in modern governance, including diplomatic etiquette, precedence, and order of seniority. Participants will learn how to plan and manage official events, ceremonies, and state functions, while upholding high hospitality standards and effective guest management for dignitaries. The programme also emphasises cross-cultural sensitivity within diplomatic and legislative contexts, reinforced through practical case studies and simulations of real legislative and ceremonial events.

BENEFITS OF ATTENDING

Learners will acquire modern, in-demand skills in protocol, etiquette, and events management. The training positions them as trusted stewards of institutional image within a legislative setting. Learners will also gain practical event-planning frameworks that can be applied immediately in the workplace.

DATES, VENUE AND FEES

-  11TH TO 15TH JANUARY, 2027
-  **MACHAKOS COUNTY**
- **FEES:** KES 80,200
- FEES COVER TUITION AND TRAINING MATERIALS
- ONLY, EXCLUDING EXCURSION COSTS.

