



Chauffeur & Protocol Intersection

Dates: 7th - 11th April 2025

Venue: Holiday Inn Express International -
Dubai

Program Overview:

The Chauffeur & Protocol Intersection is a comprehensive 5-day training program designed to equip participants with the knowledge, skills, and best practices in chauffeur management and protocol procedures.

About Your Course Presenter:

Vumani MLA Ncube

Renowned Facilitator & Capacity Development Expert

Profile: Seasoned facilitator, trainer, and lawyer with 15+ years of experience in human resource development, labour relations, conflict management, and skills development.

Expertise: Labour Relations, Conflict Management, Employment Equity, Skills Development, Human Resource Management, Policy Formulation, and Project Management.

Qualifications: Bachelor of Laws (University of Zimbabwe), Master of Laws (Labour Law, UNISA), Skills Development Facilitator (SABPP).

Corporate Experience: Lawyer, Partner, Legal Consultant, and Professional Facilitator.

Clients: Government entities, corporate institutions, non-profit organizations, and international organizations.

Course Expertise: Public Relations and Effective Communication in the Public Sector

Vumani MLA Ncube brings extensive expertise in public relations and effective communication to facilitate this comprehensive course. Participants will gain valuable insights and practical skills to:

- Manage public perception and reputation
- Develop effective communication strategies
- Build stakeholder relationships
- Handle crisis communication
- Enhance public sector communication

Vumani MLA Ncube will facilitate the Public Relations and Effective Communication in the Public Sector course for ASEC to transformative learning experience, designed to equip public sector professionals with the knowledge, skills, and attitudes necessary to excel in public relations and effective communication.



Learning Outcomes

PERSONAL BENEFITS

- Improve their networking skills and build relationships with professionals from diverse backgrounds
- Increase their job prospects and career advancement opportunities
- Gain a deeper understanding of international standards and best practices in chauffeur management and protocol procedures

ORGANIZATIONAL BENEFITS

- Enhance their reputation and credibility in the industry
- Improve their efficiency and effectiveness in chauffeur management and protocol procedures
- Increase their compliance with international standards and best practices
- Develop a more skilled and competent workforce

Who Should Attend?

- Government and Diplomatic Officials
- Corporate and Security Professionals
- Hospitality, Tourism, and Logistics Experts

COURSE DELIVERY METHODOLOGY:

- Interactive lectures and presentations
- Case studies and group discussions
- Practical exercises and role-playing
- Video presentations and multimedia aids.

Upon completion of the program, participants will receive a Certificate of Completion from Africa Skills Enhancement Centre Limited (ASEC).

ICT POLICY:

All delegates participating in this program will be equipped with a brand-new Laptop as a support tool for the course.

HOSPITALITY POLICY:

All the delegates participating in this program will be entitled to:

- Tuition, Training Materials, Lunch and Refreshments
- Airport transfers and inwards logistics while in Dubai
- 16GB Flash disc for training materials
- An excursion tour
- 1-year free virtual support on the area of knowledge

TUITION FEE:

Dates and Duration: 7th – 11th April 2025	1 Week
Cost Includes: Tuition, Study Materials, Refreshments, Lunch, ICT & Hospitality Packages Only	\$3,200.00
TOTAL per delegate	\$3,200.00

COURSE OBJECTIVES

- ✚ Understand the principles and practices of chauffeur management and protocol procedures
- ✚ Develop skills in safety and security procedures
- ✚ Learn about international standards and best practices in chauffeur management and protocol procedures
- ✚ Enhance their knowledge of cultural awareness and diversity
- ✚ Apply best practices in chauffeur management and protocol procedures in their organizations relations

DAY ONE

INTRODUCTION TO CHAUFFEUR MANAGEMENT

- Overview of chauffeur management
- Principles and practices of chauffeur management
- International standards and best practices in chauffeur management
- Case studies and group discussion

PERSONAL BENEFITS

- ✓ Enhance their knowledge and skills in chauffeur management and protocol procedures
- ✓ Develop their professional confidence and competence.
- ✓ Improved conflict resolution skills.

ORGANIZATIONAL BENEFITS.

- Improve their customer satisfaction and service delivery.

DAY TWO

PROTOCOL PROCEDURES AND ETIQUETTE

- Overview of protocol procedures and etiquette
- Principles and practices of protocol procedures and etiquette
- International standards and best practices in protocol procedures and etiquette
- Practical exercises and role-playing

Course Faculty

- Experienced public relations and communication experts
- Trained facilitators with public sector expertise



ASEC BANKING DETAILS

Payment Instructions

- ✚ Accepted payment methods: Bank Transfer, and Credit Card.
- ✚ Late payment fees may apply

Bank Name: **Nation microfinance Bank.**
Beneficiary: **Revolve Investment**
Bank Account: **22510102500**
Swift code: **NMIBTZTZXXX**
Branch Code: **Mlimani city**
Reference: **Africa Skills Enhancement Centre Limited (ASEC)**



DAY THREE

SAFETY AND SECURITY PROCEDURES

- Overview of safety and security procedures
- Principles and practices of safety and security procedures
- International standards and best practices in safety and security procedures
- Case studies and group discussions

DAY FOUR

CULTURAL AWARENESS AND DIVERSITY

- Overview of cultural awareness and diversity
- Principles and practices of cultural awareness and diversity
- International standards and best practices in cultural awareness and diversity
- Practical exercises and role-playing



DAY FIVE

PRACTICAL APPLICATIONS AND CASE STUDIES

- Practical applications of chauffeur management and protocol procedures
- Case studies and group discussions
- Action planning and implementation
- Closing remarks and evaluation

Materials Provided:

- Comprehensive course manual
- PowerPoint presentations
- Case studies and group exercises
- Feedback and assessment tools

COURSE SCHEDULE:

- ✚ Registration: 7:45 AM, Day 1
Complimentary Tea and Coffee Reception: Immediately after registration

✚ Daily Course Timetable:

8:30 AM - Course Commences
10:15 AM - Morning Tea Break
1:00 PM - Lunch Break
2:15 PM - Afternoon Tea Break
3:00 PM - Course Concludes

- ✚ Please note that these times are approximate, as the program's interactive nature may necessitate flexibility. If you have any queries or require assistance, please do not hesitate to contact us.

- ✚ Thank you for joining us, and we wish you a productive and enriching learning experience.

Official Authorizer for ASEC



DIRECTOR

Ms. Khadijah Masoud Ally

Managing Director

Welcome to The Chauffeur & Protocol Intersection is a comprehensive 5-day training program designed to equip participants with the knowledge, skills, and best practices in chauffeur management and protocol procedures. Our expert facilitators will guide you through interactive sessions, case studies, and practical exercises to ensure a valuable learning experience.