



## SUMMER UNIVERSITY IN DIPLOMACY

Tuesday, 30<sup>th</sup> June 2015

<b>CONFLICT MANAGEMENT BY INTERNATIONAL ORGANIZATIONS</b>	
dr Łukasz Jureńczyk	
9.00- 10.00	<p><b>Legal aspects of the use of force in the international environment</b></p> <ul style="list-style-type: none"> <li>- United Nations in conflict resolution</li> <li>- NATO's non-article 5 crisis response operations</li> <li>- Petersberg tasks of the European Union</li> </ul>
10.00- 10.45	<p><b>Post-conflict stabilization of Afghanistan and Iraq</b></p> <p>(workshop)</p>
11.00- 11.45	<p><b>War in Ukraine – ways to resolve the conflict</b></p> <p>(workshop)</p>
<b>ECONOMIC DIPLOMACY</b>	
<b>AS AN IMPORTANT FACTOR OF INTERNATIONAL COOPERATION</b>	
dr hab. Maria Ewa Szatlach prof. nadzw. UKW	
12.00- 13.30	<p><b>Economic diplomacy as an important factor of international cooperation</b></p> <ul style="list-style-type: none"> <li>• The importance of economic diplomacy in the era of globalization</li> <li>• Financial diplomacy as a subset of economic diplomacy</li> <li>• The concept of corporate diplomacy</li> </ul>
14.15- 15.15	<p><b>The institutional set-up of economic diplomacy in Poland</b></p> <p>(case study)</p>



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Wednesday, 1<sup>st</sup> July 2015

<b>MODEL OF AN IDEAL MODERN DIPLOMAT</b> ambassador Jerzy M. Nowak	
9.00-10.30	<p><b>Introduction into a model of an "ideal diplomat" in the modern world.</b></p> <ul style="list-style-type: none"> <li>• What traditions are to follow in a quest to build up a model of an ideal diplomat?</li> <li>• Discussion</li> </ul>
10.45-11.30	<p><b>Building a new pattern of an ideal diplomat in the III Republic.</b></p> <ul style="list-style-type: none"> <li>• How does personality contribute to shaping Polish diplomacy?</li> <li>• Discussion</li> </ul>
11.45-12.30	<p><b>Professional traits of an ideal diplomat.</b></p>
12:45- 13:30	<p><b>Traits related to:</b></p> <ul style="list-style-type: none"> <li>• a modern understanding of national interests and patriotism in diplomatic service</li> <li>• respect the principle of political neutrality</li> <li>• Discussion</li> </ul>
14.14-15.30	<p><b>Traits related to the specificity of the diplomatic profession,</b> - what character traits are most important?</p> <ul style="list-style-type: none"> <li>• Discussion</li> </ul>



## SUMMER UNIVERSITY IN DIPLOMACY

Thursday, 2<sup>nd</sup> July 2015

### DIPLOMATIC PROTOCOL

Bogumiła Więclaw

<p>9.00- 10.30</p>	<p><b>ETIQUETTE &amp; EVERY DAY GOOD MANNERS</b>  - rules of privacy, tolerance, discretion, punctuality  - what does it mean “precedence” ?  - rule of precedence - introduction  <b>FIRST CONTACTS - FIRST IMPRESSION</b>  - welcomes &amp; goodbyes  - handshakes  - kissing woman’s hand ?  - introducing yourself  - „diplomatic welcomes”  - body language and ability to listen  <b>BUSINESS CARDS</b>  - how to use your business card ?  <b>EVERY-DAY ETIQUETTE &amp; HOW TO AVOID DIFFERENT KINDS OF FAUX-PAS ?</b>  - telephone and mobile phone etiquette  - the art of conversation and the role of small-talk  - what NOT to do to behave properly and according to the rules of international savoir- vivre ?  - what mistakes do we do most often ?  - how to avoid faux-pas ?</p>
<p>10.45- 12.15</p>	<p><b>PRECEDENCE IN EVERYDAY CONTACTS</b>  - precedence – business, diplomatic and state precedence  - the order of precedence &amp; ranking  - who should be on your right side and who is on the left one ?  - different seating arrangements at meetings, conferences, working sessions, etc. – guidelines on seating plans  - seating arrangements at the tables – the rule of precedence in practice  <b>VISITS AND BUSINESS TRIPS</b>  - various kinds of visits – working, official and state visits  - what do we mean by “ceremonials” ?  - organizations and service  - cultural differences  <b>DIPLOMATIC CORRESPONDENCE</b>  - characteristic features  - the most generally used forms</p>

<p>12.30- 14.00</p>	<p><b>MEETINGS &amp; RECEPTIONS – ORGANIZATION &amp; PARTICIPATION</b></p> <p>Introduction</p> <ul style="list-style-type: none"> <li>- different kinds of meetings and receptions</li> <li>- seated and standing receptions</li> <li>- the duties of a host and of a guest</li> <li>- protocol rules on gift giving and receiving</li> </ul> <p>Table etiquette</p> <ul style="list-style-type: none"> <li>- list of guests, honorary guest</li> <li>- different kinds of seating arrangements; French and British seating protocol</li> <li>- choice of menu</li> </ul> <p>14.00</p> <ul style="list-style-type: none"> <li>- choice of drinks and ways to serve them</li> <li>- table etiquette – how do I understand it ?</li> <li>- various kinds of faux-pas at the meetings and receptions</li> </ul> <p><b>DRESS-CODE</b></p> <ul style="list-style-type: none"> <li>- recommended and not-recommended ways of dressing</li> <li>- a well-dressed woman</li> <li>- a well-dressed man</li> <li>- dress-code on the invitations</li> <li>- what NOT to wear at the offices ?</li> <li>- faux-pas in dress-code - what is appropriate and what is not ?</li> </ul>
<p>14.15- 15.45</p>	<p><b>Training Lunch</b></p>



**Polski Instytut Dyplomacji**  
im. Ignacego Jana Paderewskiego



WOJEWÓDZTWO  
KUJAWSKO-POMORSKIE

