

COURSE SYLLABUS

Diplomatic Writing, Reporting and Drafting

Global Diplomatic Forum E-learning Course



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Disclaimer and Acknowledgements

Please familiarise yourself carefully with the Disclaimer and Acknowledgements documents made available on this course's platform prior to commencing the course for more information about the terms and conditions of use of the Global Diplomatic Forum on-line learning environment and acknowledgement of those organisations and associated experts for their authorisation to use text, audio and visual transcripts, webcasts and photographic imagery.

Course Presentation

In the ever-evolving landscape of international relations, effective communication is the linchpin of successful diplomacy. Our groundbreaking online course, "Diplomatic Writing, Reporting, and Drafting," empowers aspiring diplomats, seasoned professionals, and enthusiasts alike to master the art of precise and impactful communication in the diplomatic realm.

Diplomatic writing requires a level of precision that transcends ordinary communication. Learn to convey complex ideas with clarity and finesse, ensuring your messages resonate across cultural and linguistic barriers.

Diplomats are entrusted with conveying the official stance of their nations. Our course equips you with the skills to craft documents that exude credibility, establishing your reputation as a reliable and authoritative communicator.

Participants in this course develop skills in drafting resolutions, statements, and reports for international organizations. Hone your ability to navigate the drafting process, from initial concepts to finalizing polished diplomatic documents.

Diplomacy operates on a global stage, and effective communicators must navigate diverse cultural landscapes. Gain insights into cultural nuances to tailor your writing, ensuring it is both respectful and impactful.

Participants in the online course will gain a deeper understanding of the key aspects of diplomacy Writing and Reporting , giving them a competitive edge and the necessary foundations for success in both academic and professional pursuits.

Developed and delivered by leading experts who will share their expertise and experiences with participants in an engaging platform, the course follows the latest trends for diplomatic education and aims to train the next generation of diplomatic leaders to succeed in a 21st Century diplomatic environment.

Seize the opportunity to enhance your diplomatic writing, reporting, and drafting skills. Join our online course and embark on a transformative journey that will set you apart as a confident and adept communicator in the diplomatic arena. Enroll now to master the art of diplomatic communication and shape the future of international relations through impactful writing and reporting. Your journey begins here!

Course Outline and Contents

The format of the online course on Diplomatic Writing, Reporting, and Drafting, consists of a comprehensive set of online modules available to diplomats, professionals, students and trainee diplomats.

The Online Course is a practical course that covers topics focusing on different aspects, stakeholders, channels and practices that constitutes the framework of Diplomatic Writing, Reporting and Drafting. Through six modules, the online course aims to provide an in-depth understanding of the Diplomatic Drafting and Reporting

Module 1: Introduction to Diplomatic Communication (Week 1)

- Understanding the role of diplomatic communication
- Differentiating diplomatic writing from other forms of communication
- Overview of diplomatic language and tone
- Importance of clarity and precision in diplomatic communication

Module 2: Principles of Diplomatic Writing (Week 2)

- Structure and organization of diplomatic documents
- Developing effective introductions and conclusions
- Crafting diplomatic messages for different audiences
- Analyzing case studies of successful diplomatic writing

Module 3: Drafting Diplomatic Reports (Week 3)

- Overview of diplomatic reporting
- Techniques for collecting and analyzing information
- Structuring diplomatic reports
- Integrating analysis and recommendations in reports

Module 4: Types of Diplomatic Documents (Week 4)

- Writing diplomatic cables and telegrams
- Drafting diplomatic notes and memoranda
- Creating diplomatic speeches and talking points
- Crafting press releases and public statements

Module 5: Multilateral Diplomacy and Documentation (Week 5)

- Understanding the nuances of multilateral diplomacy
- Drafting resolutions, statements, and reports for international organizations
- Coordination and collaboration in multilateral diplomatic writing
- Addressing cultural and linguistic considerations in multilateral settings
- Balancing transparency with diplomatic discretion

Module 6:**(Week 6)****Crisis Communication in Diplomacy**

- Strategies for effective crisis communication
- Rapid response writing in diplomatic crises
- Balancing transparency and confidentiality in crisis communication
- Case studies of crisis communication in diplomacy
- Handling sensitive information and classified materials

The Course Outcome

Upon completion of the course, participants will be able to :

1. Acquire proficiency in diplomatic writing, honing the skills necessary for precise and impactful communication in various diplomatic contexts.
2. Develop the ability to draft a range of diplomatic documents, including formal letters, notes, memoranda, speeches, and other critical documents required in diplomatic practice.
3. Gain insights into cultural and linguistic considerations in diplomatic communication,
4. Learn the techniques of synthesizing complex information into clear, concise, and informative diplomatic reports, addressing key issues in a comprehensive manner.
5. Acquire skills in drafting resolutions, statements, and reports for international organizations, understanding the intricacies of navigating the diplomatic processes involved.
6. Understand how to strike the right balance between transparency and confidentiality in diplomatic writing and reporting, ensuring appropriate levels of disclosure.
7. Apply theoretical knowledge to real-world scenarios by analyzing case studies from historic diplomatic events, gaining practical insights into effective communication strategies.
8. Develop skills in crisis communication, understanding how to craft diplomatic messages and reports during times of crisis while maintaining poise and credibility.

Learning Objectives

Module	Learning objectives At the end of each module, the participants will be able to:
Module 1 (week 1) Introduction to Diplomatic Communication	<ul style="list-style-type: none"> • Understanding the role of diplomatic communication • Differentiating diplomatic writing from other forms of communication • Assess different diplomatic languages and tones
Module 2 (week 2) Principles of Diplomatic Writing	<ul style="list-style-type: none"> • Developing effective introductions and conclusions • Crafting diplomatic messages for different audiences • Understanding Structure and organization of diplomatic documents
Module 3 (week 3) Drafting Diplomatic Reports	<ul style="list-style-type: none"> • Understanding Techniques for collecting and analyzing information • Mastering Structuring diplomatic reports • Integrating analysis and recommendations in reports
Module 4 (week 4) Types of Diplomatic Documents	<ul style="list-style-type: none"> • Writing diplomatic cables and telegrams • Drafting diplomatic notes and memoranda • Creating diplomatic speeches and talking points • Crafting press releases and public statements

<p>Module 5 (week 5)</p> <p>Multilateral Diplomacy and Documentation</p>	<ul style="list-style-type: none"> • Understanding the nuances of multilateral diplomacy • Drafting resolutions, statements, and reports for international organizations • Addressing cultural and linguistic considerations in multilateral settings • Balancing transparency with diplomatic discretion
<p>Module 6 (week 6)</p> <p>Crisis Communication in Diplomacy</p>	<ul style="list-style-type: none"> • Understand Strategies for effective crisis communication • Developing Rapid response writing in diplomatic crises • Balancing transparency and confidentiality in crisis communication • Handling sensitive information and classified materials

Methodology

The course will be delivered via the [e-Learning platform](#) (instructions on using this platform will be emailed to you with course invitation to the platform). This didactic tool will allow the students to view the course contents and thus achieve the course's learning objectives through a self-paced learning routine supported by various multimedia content (hosted and linked videos and podcasts), optional and required readings, discussion boards, assessments, and a wealth of other materials. Designed to fit the busy schedules of full-time professionals specifically to diplomatic personnel, participants will acquire knowledge through multi-faceted methodology comprising traditional reading materials, external sources of information in form of videos and podcasts, interactive discussion board allowing for communication with other participants and experts alike and webinars with guest lecturers.

The course content and materials will be available online (see Course Outline and Contents section for more details). The course is divided into 6 modules

All four modules contain the same structural elements:

- Contents

- Learning Objectives
- Lesson Material (text, video, documents, and lexicon terms)
- Assessment
- Discussion Board

Grading Policy and Course Completion

Students are eligible for a course certificate upon successful course completion. Successful completion requires:

- **At least 70% passing grade on EACH of the four module-based assessments** (7 out of 10 questions answered correctly); you may take each assessment **three times** (questions will be randomly drawn from a predefined question bank and therefore the content of assessment will change with each attempt);

Before moving to the next module, you should:

- (a) carefully go through all of the core module texts,
- (b) take the module-based assessments, and
- (c) participate in the weekly Discussion Board forums. (optional)
- (d) you will be also encouraged to read/view/listen to the optional external links to further develop your knowledge on the given module’s topic (e.g. links to articles, webinars, podcasts or websites and additional documents).

Global Diplomatic Forum's e-learning Committee is responsible for the final decision regarding certificates in consultation with the module leaders (experts). Global Diplomatic Forum reserves the right to award certificates of completion only to those participants who will be deemed “eligible” through the aforementioned pre-requisites. Global Diplomatic Forum urges all participants to take a clear note of the above requirements. Should you require further clarification, please do not hesitate to contact the Global Diplomatic Forum Team.

Study Planning

Below table provides guidance on which parts of the course are deemed mandatory.

Activity	Mandatory
Interactive Course	Yes

External Links and Readings	No, though highly recommended
Module Assessments	Yes
Discussion Forums	Yes

The distinctive feature of this learning course is that it is an entirely **online based** learning experience. As such it can not only be accessed from any part of the world but also at any point of time (within allocated availability period specified above in the Course Outline and Contents section) thus creating a true self-paced learning environment. Upon start of the course, training materials will be gradually made available to you through Global Diplomatic Forum's partner portal - FutureLearn. The course contents will also provide links to external web resources such as references, documents and multimedia.

The Global Diplomatic Forum's team will be at your disposal to provide guidance and help you participate and **contribute actively** to the discussion forums, which are an important learning opportunity of this course. You will also be able to communicate with the course manager who will moderate the discussion board as well as answer module related questions (through both the posts on the Discussion Board and e-mail).

The online training provides numerous **advantages** over traditional learning methods. Particularly it allows for:

- the adjustment of the schedule and pace of your learning according to your specific requirements
- complete freedom in choice of the study location - as long as you are able to access internet connected computer
- expanding your network through engaging in discussion with fellow participants and module leaders
- having lectures with the world's leading experts

Online courses require more self-discipline and pro-active preparation in order to successfully meet the course's requirements and learning objectives.

Another important characteristic of the online course that needs to be duly noted is that it is asynchronous. What that effectively means is that the interaction between course participants and module leaders will take place intermittently and may incur a time delay – thus it is imperative to establish a course study routine that suits best individual work schedule, family commitments, internet connection speed, etc.

Learning Content

The complete set of modules and respective course materials **will be made available instantaneously on the FutureLearn portal. Modules and materials will be released on a weekly basis and will become available to participants regardless of successful completion of previous module and passing the assessment.** Learning materials are organised as follows:

The course material constitutes the core mandatory learning activity. The various module lessons contain main course text as well as links to external websites (e.g. with relevant articles, publications etc.) documentation, videos and podcasts, questions and case studies. All modules have few lectures with the module leader and a guest lecturer. The course and individual module contents have been designed to be accessible and approachable by wide demographic of participants, regardless of their level of knowledge on the topic providing opportunity to both acquire the basics and further elaborate on existing expertise.

Technical Support

For any technical issue or coordination matter, you may contact the Global Diplomatic Forum Team by sending a message through the FutureLearn platform.

You may also contact us by email. Email support is available 24/7. Given the global scope of the course emails will be answered within 24 hours.

Global Diplomatic Forum Team

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