

An Intensive 5-Day Training Seminar On

# Public Relations and Corporate Communications

(Public Relations Professional)

17 - 21 Nov 2019, Dubai  
15 - 19 Mar 2020, Dubai  
15 - 19 Nov 2020, Dubai



 View Details

# Public Relations and Corporate Communications

## (Public Relations Professional)

### INTRODUCTION

Public Relations and Corporate Communications are at the heart of business performance. Modern methods, tools and channels have greatly increased the speed in which communications can be experienced, from local to global.

In this EuroMaTech training course you will learn:

- The tools and techniques required to manage reputation in a complex media environment
- How to manage knowledge within the business for media effectiveness
- How to shape external perceptions of your organisation by first-class corporate internal communications
- How to develop a strategic approach and a clear plan of action

### PROGRAMME OBJECTIVES

This Public Relations and Corporate Communications training course seeks to support delegates as they:

- Set Corporate Affairs in its strategic anticipatory and effective context
- Develop an understanding of stakeholder programmes for regular, focused communication activities
- Examine the development of Corporate Affairs tools
- Understand how to develop and coordinate strategy, plans and tactics
- Evaluate the use of research.

Delegates, when they return to their organisation, will be able to:

- Identify the journey from where they are to where they want to be
- Develop programmes for regular and effective relationship building
- Manage reputation locally, nationally and globally
- Measure attitudes and behaviours to prove the benefits for your organisation

### WHO SHOULD ATTEND?

- Public Relations professionals
- Other key personnel in the organisation whose work involves contact and interaction with internal / external public
- Also beneficial to personnel professionals who wish to learn how to use communication more effectively – *possibly in the areas of personnel, marketing, sales, training and administration*

### TRAINING METHODOLOGY

This EuroMaTech Public Relations and Corporate Communications training course is an intensive, updating training course illustrated throughout with practical examples. It concentrates on practitioner skills, tools and techniques for the effective management of these important business functions.

### PROGRAMME SUMMARY

This EuroMaTech training course looks at a variety of corporate communication tools and models before examining in detail the potential value and role of key stakeholders in the corporate affairs and public relations processes. It looks at approaches that will permeate the whole organisation as well as the specialist disciplines within public relations and corporate communications.

Firmly establishing the place of public relations in the company, the Public Relations and Corporate Communications training course looks at the contribution that can be measured. Participants will put together the entire training course content into an action plan that can be discussed with senior management.

### IN-HOUSE TRAINING

EuroMaTech is capable of conducting this training programme exclusively for your delegates. Please e-mail us on [inhouse@euromatech.ae](mailto:inhouse@euromatech.ae) for further information and/or to receive a comprehensive proposal.

# PROGRAM OUTLINE

## DAY 01

### The Power of Communication

- Welcome and Introductions
- Programme overview, design and options
- Opening Exercise: goal setting
- The Big Picture: overview and PR strategy
- When Public Relations should be used
- Corporate Identity and Image: establishing a positive image and identity
- Becoming a Neighbour of Choice: external reputation management
- Leaders' Role in Managing Communications

## DAY 02

### From the Inside Out: Crafting Consistent Messages

- The expectations of employees and employers
- Understanding audiences: segmenting and prioritising
- Plotting the stakeholder communication journey
- Getting the message out to audiences
- Storytelling: creating an unfolding story people pay attention to
- Empowering employees through social media
- Steps for creating clear content that has impact
- Developing trust and credibility with senior leaders

## DAY 03

### Risks and Threats: Their Identification and Management

- Planning for the unexpected
- Using communication activities to manage risk to reputation
- Repairing a damaged reputation
- Identifying opinion formers and influencers
- Engaging with key decision makers
- Principles for building sustainable relationships with decision makers and influencers
- VIP and political contact programmes
- Monitoring political activities

## DAY 04

### Corporate Communications/PR in the Corporate Mix

- Media Relations best practices
- Effective event management
- Developing a crisis management toolkit
- Hosting VIP visits
- Protocol in practice
- Financial PR activities and roles
- Multinational and global communication challenges

## DAY 05

### Powerful and Persuasive Planning

- 10 stages of PR planning
- Using market research to plan PR activities
- Developing measurable objectives for activities
- Identifying core messages
- Developing practical communication toolkits
- Creating a schedule of PR activities
- Measuring outputs, outcomes and value

## QUALITY CERTIFICATIONS & ACCREDITATIONS



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✓	Date	Venue	Fee(\$)
	17 - 21 Nov 2019	Dubai	US\$4,950
	15 - 19 Mar 2020	Dubai	US\$4,950
	15 - 19 Nov 2020	Dubai	US\$4,950

*This fee is inclusive of instruction materials, documentation, lunch, coffee/tea breaks & snack. All Fees are subject to 5% Value Added Tax (VAT).\**

### Your Details

Name (Mr/Ms):.....  
Position:..... Organisation:.....  
Address:.....  
.....  
City / Country: .....  
Telephone / Fax: .....

### Mode Of Payment

- Please find enclosed a cheque made payable to EuroMaTech  
 Please invoice me  
 Please invoice my company as follows:

Contact Name: .....  
Company Name: .....  
Address:.....

#### Documentation

High Quality material has been prepared by the Seminar Leader for distribution to delegates. In addition, a special note pad to facilitate note taking will be provided.

#### Certificates

A Certificate of Completion will be issued to those who attend & successfully complete the programme.

#### Schedule

Our Course timings commences at 08:30 and concludes at 14:00, followed by lunch on a daily basis.

#### Hotel Accommodation

EuroMaTech has negotiated special rates for a limited number of rooms in the hotel. Early registration will help to secure a room at the reduced rate.

#### Registration & Payment

Please complete the registration form on this page & return it to us indicating your preferred mode of payment. For Further Information, Contact Your Nearest EuroMaTech Office.

#### Cancellation Policy

Request for seminar cancellation must be made in writing & received at EuroMaTech three weeks prior to the seminar date. A U.S.\$250/- processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.

#### Disclaimer

EuroMaTech reserves the right to alter the content, location of the Seminar, or the identity of the speakers in case of events beyond our control.

**\*VAT Announcement:** The Government of UAE have introduced Value Added Tax (VAT) on goods and services from 01-January-2018. In compliance with the legislation issued by the UAE Government, we will be applying a 5% VAT on the fees for all our programs and services offered from January 2018 as applicable and stipulated in the FTA circulars.

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