

# Diplomacy: Tools of the Trade

a module of professional development

*delivered by Michael Roberts (UK)*

*at the Estonian School of Diplomacy, Tallinn*

**4 – 7 December 2018**

## ***Objectives and Content***

Drawing on current issues of international policy for its material, this module will aim to enhance the ability of participants to think politically and to develop the skills needed to draft briefs and reports effectively through the use of practical exercises. Illustrating best practice in political analysis, it will provide the opportunity to practice writing effectively for the analyst's intended audience, and for making best use of the intellectual and analytical tools of the trade.

## **Course Outline**

### **Tuesday 4 December**

16.45 – 17.00 Introduction to the programme and to the course director

17.00 – 17.20 Discussion in groups:

#### **How policy is made**

An inventory of participants' experience, and of perceptions of the foreign policy-making process at home

17.20 – 18.00 Seminar:

#### **The policy cycle**

An examination of international policy frameworks, in theory and practice

18.00 – 18.30 Exercise:

#### **Constructing a policy**

Working in groups, participants map elements of a policy cycle for an aspect of any country's foreign policy

18.30 – 19.15 Seminar:  
**Tools of analysis**  
An examination of a selection of aids to the deconstruction of complex issues, contributing to coherent policy-making

19.15 – 19.45 Discussion:  
**Briefing busy people in a hurry**  
Using a policy issue from their own area of expertise, participants consider the key information that needs to be conveyed orally in a short meeting with their boss

### **Wednesday 5 December**

16.45 – 17.30 Seminar:  
**Diplomatic correspondence (1) Formal correspondence and the Note Verbale**  
an introduction to the purpose, norms and templates of formal diplomatic correspondence

17.30 – 18.15 Exercise:  
**Formal correspondence**  
Working individually, participants produce a draft of a third person note on a fictional consular issue described by the course director

18.15 – 19.00 Exercise:  
**Influence mapping**  
Working in groups, participants construct a stakeholder influence map on a current issue of geopolitical importance

19.00 – 19.45 Seminar:  
**Diplomatic correspondence (2): Political Reporting**  
An examination of the purpose and essential ingredients of effective political reporting

### **Thursday 6 December**

16.45 – 19.00 Exercise:  
**Political analysis and reporting**  
Working in groups and individually, participants confront a significant development in a current international dispute

19.00– 19.45 Seminar:  
**Diplomatic correspondence (3): Effective Briefing**  
An examination of the essential principles of useful written briefing to the minister and senior hierarchy

**Friday 7 December**

16.45 – 17.30 Exercise:

**Political analysis and briefing: European Union**

Working in groups, participants confront a significant development in a third country's relationship with the EU

17.30 – 18.00 Seminar:

**Diplomatic correspondence (4): Social Media and the Digital Revolution**

A discussion of why diplomats should join the global conversation

18.00 – 18.45 Exercise:

**Using social media to influence stakeholders**

Working in groups, participants use blogs and tweets as tools of public diplomacy

18.45 – 19.45 Exercise:

**Policy analysis and diplomatic tools**

Working in groups, participants practice the gamut of policy framework and analysis and diplomatic correspondence tools to address a topical issue

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