

Short Course Syllabus

Target Audience	Diplomatic and embassy personnel stationed in the UAE or those who regularly engage with Emirati officials and citizens.
Course name	Emirati Customs and Cultural Etiquette for Embassy Employees
COURSE CODE	ECCE 101
Course Duration:	2 days (16 hours)

Course Syllabus

COURSE INFORMATION:	
COURSE TITLE	Emirati Customs and Cultural Etiquette for Embassy Employees
COURSE CODE	ECCE 101
Course Duration:	2 days (16 hours)
PREREQUISITE	
PREPARED BY	
APPROVED BY	

INSTRUCTOR INFORMATION	
Instructor	
Office	
Phone	
Email	
Office Hours	

.CLASS TIME AND PLACE	
Days and Time	
Class Location	
Lab location	

IV. COURSE Structure:

This course is structured to provide a comprehensive understanding of Emirati customs and etiquette, with an emphasis on practical skills and real-world application for those working in an embassy or diplomatic setting.

1. Class Attendance:

Learners are expected to attend all classes of this course.

2. Tardy:

Do not come late to class. Any one coming late will not be allowed to attend the class and he/she will be marked absent.

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V. Course Materials:

a. Textbook:

1. *"Cultural Awareness and Diplomacy in the Gulf"* by Ahmed Al Mansoori

b. Supplemental Reading:

1. *"The UAE: A Cultural Perspective"* by Fatima Al Muhairi
2. Handouts on key cultural phrases, gestures, and dress codes
3. Visual guides on Emirati attire and etiquette (interactive materials)

VI. Course description and purpose

Course description:

This course is designed specifically for embassy personnel who will interact with Emirati citizens and officials. It provides an in-depth understanding of the cultural norms, traditions, and customs of the United Arab Emirates (UAE), equipping diplomatic staff with the knowledge and skills necessary to navigate social and professional situations with respect and cultural sensitivity. The course covers the essential aspects of Emirati life, including hospitality, communication, dress code, religious practices, and gender interactions, and is vital for maintaining successful diplomatic relationships.

Purpose

By the end of the course, participants will be able to:

1. Understand key Emirati cultural values and their historical and religious origins.
2. Demonstrate proper etiquette in social, professional, and diplomatic settings.
3. Respectfully observe and participate in Emirati traditions and customs, including hospitality and greetings.
4. Recognize the importance of religion, especially Islam, in Emirati society and its influence on daily interactions.
5. Adapt communication styles to align with Emirati norms, including verbal and non-verbal cues.
6. Apply cultural awareness in professional and diplomatic contexts to foster positive relations.

V!!.. Course Outline

Day	Topic	Handouts
1	Day 1	

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	<p>Day 1: Understanding the Foundations of Emirati Culture (8 hours)</p> <p>a. Introduction to the UAE: History and Society</p> <ul style="list-style-type: none"> • Overview of the UAE's history, formation, and societal structure • The role of Islam in Emirati culture • Tribal heritage and the importance of family • The evolution of the UAE: tradition meets modernity. 	Handout # 1
1	<p>Day 1: Understanding the Foundations of Emirati Culture (8 hours)</p> <p>b. Core Emirati Values and Norms</p> <ul style="list-style-type: none"> • Honor and respect (Izz and Sharaf) • Generosity and hospitality (Ikram) • Importance of family and community • Respect for elders and hierarchy. 	Handout # 2
1	<p>Day 1: Understanding the Foundations of Emirati Culture (8 hours)</p> <p>c. Religious Practices in Daily Life</p> <ul style="list-style-type: none"> • Overview of Islam: Five Pillars and beliefs • Ramadan and other religious holidays • Friday prayers and religious observances • Interacting with Islamic customs: dos and don'ts. 	Handout # 3
1	<p>Day 1: Understanding the Foundations of Emirati Culture (8 hours):</p> <p>d. Cultural Etiquette in Public Life</p> <ul style="list-style-type: none"> • Social behavior in public spaces • Dress codes: traditional and modern expectations • Photography and personal space guidelines • Modesty and gender relations: appropriate interactions. 	Handout # 4
1	<p>Day 1: Understanding the Foundations of Emirati Culture (8 hours):</p> <p>e. Role of Gender in Emirati Society</p> <ul style="list-style-type: none"> • Expectations for men and women • Protocols for interacting with women in public and private spheres • The evolving role of women in Emirati society. 	Handout # 5
Day	Topic	Handouts
Day 2		

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11	<p>Day 2: Diplomatic and Social Etiquette in Emirati Settings (8 hours)</p> <p>1. The Art of Emirati Hospitality</p> <ul style="list-style-type: none"> ○ Understanding the significance of hospitality in Emirati culture ○ Guest-host relations: being a respectful guest ○ Majlis traditions: etiquette in formal gatherings ○ Serving and accepting coffee and food (Dallah and Khaleeji coffee etiquette). 	Handout #6
12	<p>Day 2: Diplomatic and Social Etiquette in Emirati Settings (8 h 2. Communication Styles and Protocols</p> <ul style="list-style-type: none"> • Verbal communication: polite phrases and greetings • Titles and forms of address (Sheikh, Your Excellency, etc.) • Non-verbal communication: body language, eye contact, and hand gestures • Avoiding cultural misunderstandings. 	Handout # 7
13-14	<p>Day 2: Diplomatic and Social Etiquette in Emirati Settings (8 hours)</p> <p>3. Business Etiquette and Diplomatic Protocol</p> <ul style="list-style-type: none"> • Conducting meetings with Emirati officials • Time management: flexible schedules and patience in negotiations • Exchange of gifts: what to give and what to avoid • Diplomatic events: formal dress codes, behavior, and greetings. 	Handout # 8
15	<p>Day 2: Diplomatic and Social Etiquette in Emirati Settings (8 hours)</p> <p>4. Special Considerations for Ramadan</p> <ul style="list-style-type: none"> • Adjusting schedules during Ramadan • Hosting and attending Iftar (breaking fast) events • Do's and don'ts during fasting hours • Charity and community involvement during the holy month. 	Handout # 9
2	<p>Day 2: Diplomatic and Social Etiquette in Emirati Settings (8 hours)</p> <p>1.Common Missteps and How to Avoid Them</p> <ul style="list-style-type: none"> • Common faux pas for foreign diplomats • Cultural sensitivity in difficult or complex situations • Case studies: successful diplomatic interactions with Emiratis. 	Handout # 10
2	<p>Day 2: Diplomatic and Social Etiquette in Emirati Settings (8 hours)</p> <p>2.Conclusion and Q&A</p>	Handout # 11

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- Recap of key lessons
- Open forum for specific questions and cultural scenarios.

Final **Certification: Participants who complete the course and pass the assessment will receive a Certificate of Cultural Competency in Emirati Customs for diplomatic and embassy personnel.**