Garnet
Garnet Global Training Center

GGT-AL-113

Administration, Legal & Public Sector

Administrative Excellence for Office Professionals

التميز الإداري لموظفي المكاتب

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Administrative Excellence for Office Professionals turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Programs for government entities, legal departments and the offices that keep organisations running. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Apply the methods and standards of Administrative Excellence for Office Professionals to real tasks.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. Practitioners with one to five years of experience benefit most.

Key topics

- Regulatory and legal frameworks
- Drafting and documentation
- Service design and performance
- Compliance and controls
- Communication and protocol
- Digital government practices

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Administrative Excellence for Office Professionals: principles and standards

- Drafting and documentation
- Regional and international case studies

Day 2 Methods and tools in practice

- Service design and performance
- Compliance and controls

Day 3 Diagnosis and problem solving

- Communication and protocol
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Digital government practices
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Regulatory and legal frameworks
- Measurement and reporting

10-day outline

Day 1 Administrative Excellence for Office Professionals: principles and standards

- Drafting and documentation
- Regional and international case studies

Day 2 Methods and tools in practice

- Service design and performance
- Compliance and controls

Day 3 Diagnosis and problem solving

- Communication and protocol
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Digital government practices
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Regulatory and legal frameworks
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Common mistakes and how to avoid them

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
4–8 Jan 2027	5-day online	Live online	Arabic	2,950
21–25 Feb 2027	5-day classroom	Riyadh	English	4,750
17–21 May 2027	5-day classroom	Dubai	English	4,750
16–27 Aug 2027	10-day classroom	London	English	8,950
9–13 Jan 2028	5-day classroom	Jeddah	Arabic	4,750
7–18 Feb 2028	10-day online	Live online	English	5,450
15–26 May 2028	10-day classroom	Geneva	English	8,950
13–17 Nov 2028	5-day classroom	Barcelona	English	4,750
12–16 Mar 2029	5-day classroom	Abu Dhabi	English	4,750

Dates	Format	City	Language	Fee (USD)
16–20 Apr 2029	5-day classroom	Istanbul	English	4,750
17–28 Sep 2029	10-day classroom	Dubai	Arabic	8,950
15–19 Oct 2029	5-day online	Live online	English	2,950
11–22 Feb 2030	10-day online	Live online	Arabic	5,450
15–19 Jul 2030	5-day classroom	Istanbul	English	4,750
4–8 Aug 2030	5-day classroom	Riyadh	Arabic	4,750
2–13 Dec 2030	10-day classroom	Casablanca	English	8,950

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/