Garnet
Garnet Global Training Center

GGT-AL-114

Administration, Legal & Public Sector

Arabic Administrative Writing

الكتابة الإدارية باللغة العربية

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

Overview

Participants in Arabic Administrative Writing practise the methods, tools and standards they need to perform reliably and solve problems on the job. Programs for government entities, legal departments and the offices that keep organisations running. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Apply the methods and standards of Arabic Administrative Writing to real tasks.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.

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 Arabic Administrative Writing: principles and standards

- Communication and protocol
- Measurement and reporting

Day 2 Methods and tools in practice

- Digital government practices
- Regulatory and legal frameworks

Day 3 Diagnosis and problem solving

- Drafting and documentation
- Hands-on workshop on a workplace challenge

Day 4 Quality, safety and documentation

- Service design and performance
- Common mistakes and how to avoid them

Day 5 Workshop, assessment and action plan

- Compliance and controls
- Regional and international case studies

10-day outline

Day 1 Arabic Administrative Writing: principles and standards

- Communication and protocol
- Measurement and reporting

Day 2 Methods and tools in practice

- Digital government practices
- Regulatory and legal frameworks

Day 3 Diagnosis and problem solving

- Drafting and documentation
- Hands-on workshop on a workplace challenge

Day 4 Quality, safety and documentation

- Service design and performance
- Common mistakes and how to avoid them

Day 5 Workshop, assessment and action plan

- Compliance and controls
- Regional and international case studies

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Checklists and templates to take away

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
- Group discussion and peer review

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)
13–17 Jun 2027	5-day classroom	Jeddah	Arabic	4,750
19–23 Jul 2027	5-day online	Live online	Arabic	2,950
18–22 Oct 2027	5-day classroom	Barcelona	English	4,750
13–24 Dec 2027	10-day classroom	Dubai	English	8,950
21 Feb – 3 Mar 2028	10-day classroom	Casablanca	Arabic	8,950
5–9 Mar 2028	5-day classroom	Manama	Arabic	4,750
3–14 Apr 2028	10-day online	Live online	English	5,450
7–11 Aug 2028	5-day classroom	Geneva	English	4,750
21–25 Jan 2029	5-day classroom	Kuwait City	English	4,750

Dates	Format	City	Language	Fee (USD)
5–9 Feb 2029	5-day classroom	Casablanca	English	4,750
19–23 Mar 2029	5-day online	Live online	Arabic	2,950
16–27 Dec 2029	10-day classroom	Cairo	Arabic	8,950
18–22 Feb 2030	5-day classroom	Casablanca	English	4,750
5–9 Aug 2030	5-day classroom	Abu Dhabi	Arabic	4,750
21 Oct – 1 Nov 2030	10-day classroom	Dubai	English	8,950
16–27 Dec 2030	10-day online	Live online	Arabic	5,450

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