Garnet
Garnet Global Training Center

GGT-LN-106

Languages & Business Communication

Arabic for Non-Native Speakers at Work

العربية لغير الناطقين بها في بيئة العمل

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

Overview

Arabic for Non-Native Speakers at Work gives newcomers and non-specialists a clear, practical grounding: the core concepts, the vocabulary used on the job and the first tools to apply them. Language skills for the workplace, from business English to technical translation. It runs as a 5-day or 10-day program in English or Arabic, in classrooms in Dubai, Riyadh, Cairo, London, Istanbul and other cities, or live online, and can be delivered in-house.

What you will be able to do

- Explain the key concepts, terms and standards of Arabic for Non-Native Speakers at Work.
- Communicate confidently with specialists and colleagues.
- Plan the next steps in your own learning.
- Recognise the main hazards, errors and misconceptions newcomers face.
- Carry out basic tasks correctly using simple checklists and tools.

Who should attend

Professionals who use English or Arabic at work, translators and administrative staff. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

Key topics

- Workplace vocabulary
- Writing emails and reports
- Speaking in meetings
- Technical terminology
- Translation techniques
- Practice and feedback

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 Introduction to Arabic for Non-Native Speakers at Work

- Workplace vocabulary
- Hands-on workshop on a workplace challenge

Day 2 Core concepts and terminology

- Writing emails and reports
- Speaking in meetings

Day 3 Basic methods and tools

- Technical terminology
- Common mistakes and how to avoid them

Day 4 Working safely and correctly

- Translation techniques
- Regional and international case studies

Day 5 Practical exercises and review

- Practice and feedback
- Checklists and templates to take away

10-day outline

Day 1 Introduction to Arabic for Non-Native Speakers at Work

- Workplace vocabulary
- Hands-on workshop on a workplace challenge

Day 2 Core concepts and terminology

- Writing emails and reports
- Speaking in meetings

Day 3 Basic methods and tools

- Technical terminology
- Common mistakes and how to avoid them

Day 4 Working safely and correctly

- Translation techniques
- Regional and international case studies

Day 5 Practical exercises and review

- Practice and feedback
- Checklists and templates to take away

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Group discussion and peer review

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
- Measurement and reporting

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)
1–12 Feb 2027	10-day classroom	Geneva	English	8,950
18–22 Apr 2027	5-day classroom	Manama	Arabic	4,750
15–19 Nov 2027	5-day classroom	Abu Dhabi	English	4,750
6–10 Dec 2027	5-day online	Live online	English	2,950
10–21 Jan 2028	10-day classroom	Dubai	English	8,950
14–18 Feb 2028	5-day classroom	Vienna	English	4,750
19–23 Jun 2028	5-day classroom	Kuala Lumpur	English	4,750
18–29 Sep 2028	10-day online	Live online	English	5,450
15–19 Jan 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
18–22 Feb 2029	5-day classroom	Kuwait City	Arabic	4,750
14–18 May 2029	5-day online	Live online	English	2,950
14–25 Oct 2029	10-day classroom	Riyadh	English	8,950
11–22 Feb 2030	10-day online	Live online	English	5,450
20–24 Oct 2030	5-day classroom	Manama	English	4,750
4–8 Nov 2030	5-day classroom	Paris	English	4,750
9–20 Dec 2030	10-day classroom	Dubai	English	8,950

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