Garnet
Garnet Global Training Center

GGT-PD-122

Personal Effectiveness & Office Skills

Assertiveness Skills

مهارات الحزم والتوكيد الذاتي

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

Overview

Assertiveness Skills turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Core skills that make every professional more productive and easier to work with. 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

- Apply the methods and standards of Assertiveness Skills to real tasks.
- Follow safe, compliant and documented work practices.
- 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.

Who should attend

Employees at all levels, new supervisors and administrative staff. Practitioners with one to five years of experience benefit most.

Key topics

- Time and priority management
- Communication and writing
- Working with others
- Problem solving
- Digital productivity
- Personal development planning

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

WhatsApp: +971 56 674 7382

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 Assertiveness Skills: principles and standards
- Time and priority management
- Group discussion and peer review

Day 2 Methods and tools in practice
- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving
- Problem solving
- Measurement and reporting

Day 4 Quality, safety and documentation
- Digital productivity
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan
- Personal development planning
- Common mistakes and how to avoid them

10-day outline

Day 1 Assertiveness Skills: principles and standards
- Time and priority management
- Group discussion and peer review

Day 2 Methods and tools in practice
- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving
- Problem solving
- Measurement and reporting

Day 4 Quality, safety and documentation
- Digital productivity
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan
- Personal development planning
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice
- Complex cases in depth
- Regional and international case studies

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
- Checklists and templates to take away

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)
17–21 Jan 2027	5-day classroom	Kuwait City	Arabic	4,750
21 Jun – 2 Jul 2027	10-day classroom	Geneva	English	8,950
11–15 Oct 2027	5-day classroom	Dubai	Arabic	4,750
20–24 Dec 2027	5-day online	Live online	English	2,950
17–21 Jan 2028	5-day classroom	Abu Dhabi	English	4,750
6–17 Mar 2028	10-day online	Live online	Arabic	5,450
4–15 Jun 2028	10-day classroom	Amman	English	8,950
11–15 Sep 2028	5-day classroom	London	English	4,750
21–25 Jan 2029	5-day classroom	Jeddah	Arabic	4,750
10–14 Jun 2029	5-day classroom	Doha	English	4,750

Dates	Format	City	Language	Fee (USD)
9–13 Jul 2029	5-day online	Live online	English	2,950
19–30 Nov 2029	10-day classroom	London	English	8,950
12–23 May 2030	10-day classroom	Amman	Arabic	8,950
2–6 Jun 2030	5-day classroom	Kuwait City	Arabic	4,750
5–9 Aug 2030	5-day classroom	London	English	4,750
4–15 Nov 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/