Garnet
Garnet Global Training Center

GGT-PD-129

Personal Effectiveness & Office Skills

Building Professional Relationships

بناء العلاقات المهنية

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

Overview

Building Professional Relationships 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 Building Professional Relationships to real tasks.
- 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.
- Follow safe, compliant and documented work practices.

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

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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 Building Professional Relationships: principles and standards

- Working with others
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving

- Personal development planning
- Regional and international case studies

Day 4 Quality, safety and documentation

- Time and priority management
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Communication and writing
- Group discussion and peer review

10-day outline

Day 1 Building Professional Relationships: principles and standards

- Working with others
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving

- Personal development planning
- Regional and international case studies

Day 4 Quality, safety and documentation

- Time and priority management
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Communication and writing
- Group discussion and peer review

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Measurement and reporting

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
- Hands-on workshop on a workplace challenge

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)
3–14 Jan 2027	10-day classroom	Kuwait City	English	8,950
21–25 Mar 2027	5-day classroom	Jeddah	English	4,750
2–6 Aug 2027	5-day classroom	Dubai	Arabic	4,750
4–8 Oct 2027	5-day online	Live online	Arabic	2,950
17–21 Apr 2028	5-day classroom	Dubai	Arabic	4,750
2–6 Jul 2028	5-day classroom	Cairo	English	4,750
14–25 Aug 2028	10-day classroom	Abu Dhabi	Arabic	8,950
11–22 Sep 2028	10-day online	Live online	English	5,450
15–26 Jan 2029	10-day classroom	Barcelona	English	8,950

Dates	Format	City	Language	Fee (USD)
8–12 Apr 2029	5-day classroom	Doha	Arabic	4,750
7–11 May 2029	5-day online	Live online	English	2,950
17–21 Sep 2029	5-day classroom	London	English	4,750
7–18 Jan 2030	10-day online	Live online	English	5,450
11–15 Feb 2030	5-day classroom	Abu Dhabi	English	4,750
12–23 May 2030	10-day classroom	Muscat	Arabic	8,950
13–17 Oct 2030	5-day classroom	Doha	English	4,750

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