Garnet
Garnet Global Training Center

GGT-PD-117

Personal Effectiveness & Office Skills

Business Etiquette & Professional Image

الإتيكيت المهني والصورة الشخصية

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

Overview

Business Etiquette & Professional Image focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Core skills that make every professional more productive and easier to work with. 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 Business Etiquette & Professional Image 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

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 Business Etiquette & Professional Image: principles and standards

- Digital productivity
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Personal development planning
- Time and priority management

Day 3 Diagnosis and problem solving

- Communication and writing
- Regional and international case studies

Day 4 Quality, safety and documentation

- Working with others
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Problem solving
- Group discussion and peer review

10-day outline

Day 1 Business Etiquette & Professional Image: principles and standards

- Digital productivity
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Personal development planning
- Time and priority management

Day 3 Diagnosis and problem solving

- Communication and writing
- Regional and international case studies

Day 4 Quality, safety and documentation

- Working with others
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Problem solving
- 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)
15–19 Mar 2027	5-day classroom	Singapore	English	4,750
3–14 May 2027	10-day classroom	Istanbul	English	8,950
5–9 Jul 2027	5-day online	Live online	Arabic	2,950
4–8 Oct 2027	5-day classroom	Casablanca	Arabic	4,750
16–20 Jan 2028	5-day classroom	Cairo	English	4,750
19–30 Mar 2028	10-day classroom	Kuwait City	English	8,950
15–19 May 2028	5-day classroom	London	English	4,750
5–16 Jun 2028	10-day online	Live online	English	5,450
12–16 Feb 2029	5-day classroom	Kuala Lumpur	English	4,750

Dates	Format	City	Language	Fee (USD)
2–13 Jul 2029	10-day classroom	Dubai	Arabic	8,950
4–8 Nov 2029	5-day classroom	Doha	Arabic	4,750
3–7 Dec 2029	5-day online	Live online	English	2,950
14–25 Jan 2030	10-day online	Live online	English	5,450
15–19 Apr 2030	5-day classroom	London	English	4,750
9–20 Jun 2030	10-day classroom	Riyadh	Arabic	8,950
3–7 Nov 2030	5-day classroom	Doha	English	4,750

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