Garnet
Garnet Global Training Center

GGT-AL-111

Administration, Legal & Public Sector

Business Writing & Correspondence

الكتابة المهنية والمراسلات

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

Overview

Participants in Business Writing & Correspondence 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. 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 Writing & Correspondence 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

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 Business Writing & Correspondence: principles and standards

- Compliance and controls
- Group discussion and peer review

Day 2 Methods and tools in practice

- Communication and protocol
- Digital government practices

Day 3 Diagnosis and problem solving

- Regulatory and legal frameworks
- Measurement and reporting

Day 4 Quality, safety and documentation

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

Day 5 Workshop, assessment and action plan

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

10-day outline

Day 1 Business Writing & Correspondence: principles and standards

- Compliance and controls
- Group discussion and peer review

Day 2 Methods and tools in practice

- Communication and protocol
- Digital government practices

Day 3 Diagnosis and problem solving

- Regulatory and legal frameworks
- Measurement and reporting

Day 4 Quality, safety and documentation

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

Day 5 Workshop, assessment and action plan

- Service design and performance
- 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)
4–8 Jan 2027	5-day classroom	London	English	4,750
15–19 Feb 2027	5-day classroom	Barcelona	English	4,750
10–14 May 2027	5-day online	Live online	Arabic	2,950
19–30 Jul 2027	10-day classroom	Amsterdam	English	8,950
12–23 Jun 2028	10-day online	Live online	Arabic	5,450
14–25 Aug 2028	10-day classroom	Casablanca	Arabic	8,950
12–16 Nov 2028	5-day classroom	Cairo	English	4,750
18–22 Dec 2028	5-day classroom	Kuala Lumpur	English	4,750
7–18 Jan 2029	10-day classroom	Cairo	Arabic	8,950

Dates	Format	City	Language	Fee (USD)
2–6 Apr 2029	5-day online	Live online	English	2,950
17–21 Sep 2029	5-day classroom	Geneva	English	4,750
7–11 Oct 2029	5-day classroom	Riyadh	English	4,750
14–25 Jan 2030	10-day classroom	Abu Dhabi	Arabic	8,950
3–7 Feb 2030	5-day classroom	Amman	English	4,750
5–9 Aug 2030	5-day classroom	Dubai	English	4,750
14–25 Oct 2030	10-day online	Live online	English	5,450

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