Garnet
Garnet Global Training Center

GGT-AL-121

Administration, Legal & Public Sector

Correspondence & Official Letters

المراسلات والخطابات الرسمية

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

Overview

Correspondence & Official Letters turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Programs for government entities, legal departments and the offices that keep organisations running. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Apply the methods and standards of Correspondence & Official Letters 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

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 Correspondence & Official Letters: principles and standards

- Drafting and documentation
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Service design and performance
- Compliance and controls

Day 3 Diagnosis and problem solving

- Communication and protocol
- Regional and international case studies

Day 4 Quality, safety and documentation

- Digital government practices
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Regulatory and legal frameworks
- Group discussion and peer review

10-day outline

Day 1 Correspondence & Official Letters: principles and standards

- Drafting and documentation
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Service design and performance
- Compliance and controls

Day 3 Diagnosis and problem solving

- Communication and protocol
- Regional and international case studies

Day 4 Quality, safety and documentation

- Digital government practices
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Regulatory and legal frameworks
- 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)
11–22 Jan 2027	10-day classroom	Barcelona	English	8,950
5–9 Apr 2027	5-day online	Live online	English	2,950
5–9 Jul 2027	5-day classroom	Abu Dhabi	English	4,750
9–13 Aug 2027	5-day classroom	London	English	4,750
20–24 Mar 2028	5-day classroom	London	English	4,750
4–15 Sep 2028	10-day online	Live online	Arabic	5,450
15–19 Oct 2028	5-day classroom	Cairo	Arabic	4,750
13–24 Nov 2028	10-day classroom	Paris	English	8,950
19 Feb – 2 Mar 2029	10-day classroom	Istanbul	English	8,950

Dates	Format	City	Language	Fee (USD)
11–15 Jun 2029	5-day online	Live online	Arabic	2,950
16–20 Jul 2029	5-day classroom	Abu Dhabi	English	4,750
16–20 Sep 2029	5-day classroom	Riyadh	English	4,750
1–12 Apr 2030	10-day online	Live online	Arabic	5,450
10–14 Jun 2030	5-day classroom	Paris	English	4,750
14–25 Oct 2030	10-day classroom	Vienna	English	8,950
17–21 Nov 2030	5-day classroom	Cairo	Arabic	4,750

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