Garnet
Garnet Global Training Center

GGT-PD-105

Personal Effectiveness & Office Skills

# Creative Thinking & Innovation

التفكير الإبداعي والابتكار

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

## Overview

Participants in Creative Thinking & Innovation practise the methods, tools and standards they need to perform reliably and solve problems on the job. 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 Creative Thinking & Innovation 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

**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 Creative Thinking & Innovation: principles and standards

- Digital productivity
- Regional and international case studies

### Day 2 Methods and tools in practice

- Personal development planning
- Time and priority management

### Day 3 Diagnosis and problem solving

- Communication and writing
- Checklists and templates to take away

### Day 4 Quality, safety and documentation

- Working with others
- Group discussion and peer review

### Day 5 Workshop, assessment and action plan

- Problem solving
- Measurement and reporting

## 10-day outline

### Day 1 Creative Thinking & Innovation: principles and standards

- Digital productivity
- Regional and international case studies

### Day 2 Methods and tools in practice

- Personal development planning
- Time and priority management

### Day 3 Diagnosis and problem solving

- Communication and writing
- Checklists and templates to take away

### Day 4 Quality, safety and documentation

- Working with others
- Group discussion and peer review

### Day 5 Workshop, assessment and action plan

- Problem solving
- Measurement and reporting

### Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

### 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
- Common mistakes and how to avoid them

### 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) |
|---|---|---|---|---|
| 1–5 Feb 2027 | 5-day online | Live online | English | 2,950 |
| 12–23 Apr 2027 | 10-day classroom | Barcelona | English | 8,950 |
| 2–6 May 2027 | 5-day classroom | Muscat | English | 4,750 |
| 2–6 Aug 2027 | 5-day classroom | Dubai | English | 4,750 |
| 3–7 Apr 2028 | 5-day classroom | Istanbul | English | 4,750 |
| 11–15 Sep 2028 | 5-day classroom | Amsterdam | English | 4,750 |
| 9–20 Oct 2028 | 10-day online | Live online | Arabic | 5,450 |
| 4–15 Dec 2028 | 10-day classroom | London | English | 8,950 |
| 19–23 Mar 2029 | 5-day online | Live online | English | 2,950 |

| Dates | Format | City | Language | Fee (USD) |
|---|---|---|---|---|
| 6–17 May 2029 | 10-day classroom | Kuwait City | English | 8,950 |
| 3–7 Jun 2029 | 5-day classroom | Muscat | Arabic | 4,750 |
| 12–16 Nov 2029 | 5-day classroom | Vienna | English | 4,750 |
| 20–24 Jan 2030 | 5-day classroom | Manama | Arabic | 4,750 |
| 5–9 Aug 2030 | 5-day classroom | Paris | English | 4,750 |
| 2–13 Sep 2030 | 10-day online | Live online | Arabic | 5,450 |
| 4–15 Nov 2030 | 10-day classroom | Amsterdam | English | 8,950 |

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