Garnet
Garnet Global Training Center

GGT-PD-104

Personal Effectiveness & Office Skills

Critical Thinking

التفكير الناقد

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

Overview

Critical Thinking 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 Critical Thinking 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 Critical Thinking: principles and standards
- Working with others
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving
- Personal development planning
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Time and priority management
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Communication and writing
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Critical Thinking: principles and standards
- Working with others
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving
- Personal development planning
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Time and priority management
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Communication and writing
- Hands-on workshop on a workplace challenge

Day 6 Advanced techniques and specialist practice
- Complex cases in depth
- Common mistakes and how to avoid them

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
- Regional and international case studies

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 Mar 2027	5-day classroom	Abu Dhabi	Arabic	4,750
12–16 Jul 2027	5-day online	Live online	Arabic	2,950
4–15 Oct 2027	10-day classroom	Paris	English	8,950
21–25 Nov 2027	5-day classroom	Muscat	Arabic	4,750
16–20 Jan 2028	5-day classroom	Riyadh	English	4,750
10–21 Apr 2028	10-day online	Live online	English	5,450
17–21 Sep 2028	5-day classroom	Doha	English	4,750
3–14 Dec 2028	10-day classroom	Jeddah	Arabic	8,950
4–8 Feb 2029	5-day classroom	Jeddah	English	4,750
20–31 May 2029	10-day classroom	Kuwait City	English	8,950

Dates	Format	City	Language	Fee (USD)
10–14 Jun 2029	5-day classroom	Riyadh	Arabic	4,750
13–17 Aug 2029	5-day online	Live online	Arabic	2,950
10–14 Jun 2030	5-day classroom	Dubai	Arabic	4,750
5–16 Aug 2030	10-day online	Live online	English	5,450
1–12 Sep 2030	10-day classroom	Muscat	Arabic	8,950
14–18 Oct 2030	5-day classroom	Abu Dhabi	Arabic	4,750

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