Garnet
Garnet Global Training Center

GGT-PD-120

Personal Effectiveness & Office Skills

Decision Making Skills

مهارات اتخاذ القرار

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

Overview

Decision Making Skills 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. 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 Decision Making Skills to real tasks.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.

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 Decision Making Skills: principles and standards
- Time and priority management
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving
- Problem solving
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Digital productivity
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Personal development planning
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Decision Making Skills: principles and standards
- Time and priority management
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving
- Problem solving
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Digital productivity
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Personal development planning
- 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)
19–23 Jul 2027	5-day classroom	Geneva	English	4,750
20 Sep – 1 Oct 2027	10-day classroom	Abu Dhabi	English	8,950
11–15 Oct 2027	5-day online	Live online	Arabic	2,950
6–10 Dec 2027	5-day classroom	Barcelona	English	4,750
9–13 Jan 2028	5-day classroom	Jeddah	Arabic	4,750
21 Feb – 3 Mar 2028	10-day classroom	Abu Dhabi	Arabic	8,950
10–21 Apr 2028	10-day online	Live online	English	5,450
7–11 Aug 2028	5-day classroom	Barcelona	English	4,750
15–26 Jan 2029	10-day classroom	London	English	8,950
5–9 Mar 2029	5-day classroom	Kuala Lumpur	English	4,750

Dates	Format	City	Language	Fee (USD)
3–7 Jun 2029	5-day classroom	Muscat	Arabic	4,750
17–21 Dec 2029	5-day online	Live online	English	2,950
20–24 Jan 2030	5-day classroom	Doha	Arabic	4,750
5–16 Aug 2030	10-day online	Live online	Arabic	5,450
15–26 Sep 2030	10-day classroom	Muscat	English	8,950
17–21 Nov 2030	5-day classroom	Kuwait City	English	4,750

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