Garnet
Garnet Global Training Center

GGT-PD-113

Personal Effectiveness & Office Skills

Emotional Intelligence at Work

الذكاء العاطفي في العمل

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

Overview

Participants in Emotional Intelligence at Work 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. 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 Emotional Intelligence at Work to real tasks.
- Follow safe, compliant and documented work practices.
- 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.

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 Emotional Intelligence at Work: principles and standards

- Digital productivity
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Personal development planning
- Time and priority management

Day 3 Diagnosis and problem solving

- Communication and writing
- Regional and international case studies

Day 4 Quality, safety and documentation

- Working with others
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Problem solving
- Group discussion and peer review

10-day outline

Day 1 Emotional Intelligence at Work: principles and standards

- Digital productivity
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Personal development planning
- Time and priority management

Day 3 Diagnosis and problem solving

- Communication and writing
- Regional and international case studies

Day 4 Quality, safety and documentation

- Working with others
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Problem solving
- 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)
11–15 Jul 2027	5-day classroom	Kuwait City	Arabic	4,750
6–10 Sep 2027	5-day classroom	Paris	English	4,750
11–15 Oct 2027	5-day online	Live online	English	2,950
6–17 Dec 2027	10-day classroom	Geneva	English	8,950
14–25 Feb 2028	10-day classroom	Barcelona	English	8,950
12–16 Jun 2028	5-day classroom	Vienna	English	4,750
9–13 Jul 2028	5-day classroom	Doha	English	4,750
2–13 Oct 2028	10-day online	Live online	English	5,450
20–24 May 2029	5-day classroom	Manama	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
11–15 Jun 2029	5-day online	Live online	English	2,950
9–13 Sep 2029	5-day classroom	Riyadh	English	4,750
1–12 Oct 2029	10-day classroom	Istanbul	English	8,950
18 Feb – 1 Mar 2030	10-day online	Live online	English	5,450
11–22 Mar 2030	10-day classroom	Abu Dhabi	English	8,950
7–11 Apr 2030	5-day classroom	Cairo	English	4,750
20–24 May 2030	5-day classroom	Dubai	English	4,750

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