Garnet
Garnet Global Training Center

GGT-LN-120

Languages & Business Communication

English for HR Professionals

الإنجليزية لأخصائيي الموارد البشرية

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

Overview

English for HR Professionals focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Language skills for the workplace, from business English to technical translation. 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 English for HR Professionals 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

Professionals who use English or Arabic at work, translators and administrative staff. Practitioners with one to five years of experience benefit most.

Key topics

- Workplace vocabulary
- Writing emails and reports
- Speaking in meetings
- Technical terminology
- Translation techniques
- Practice and feedback

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 English for HR Professionals: principles and standards

- Practice and feedback
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Workplace vocabulary
- Writing emails and reports

Day 3 Diagnosis and problem solving

- Speaking in meetings
- Regional and international case studies

Day 4 Quality, safety and documentation

- Technical terminology
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Translation techniques
- Group discussion and peer review

10-day outline

Day 1 English for HR Professionals: principles and standards

- Practice and feedback
- Common mistakes and how to avoid them

Day 2 Methods and tools in practice

- Workplace vocabulary
- Writing emails and reports

Day 3 Diagnosis and problem solving

- Speaking in meetings
- Regional and international case studies

Day 4 Quality, safety and documentation

- Technical terminology
- Checklists and templates to take away

Day 5 Workshop, assessment and action plan

- Translation techniques
- 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)
10–14 Jan 2027	5-day classroom	Riyadh	English	4,750
20 Jun – 1 Jul 2027	10-day classroom	Jeddah	English	8,950
19–23 Jul 2027	5-day online	Live online	Arabic	2,950
8–12 Aug 2027	5-day classroom	Kuwait City	English	4,750
12–16 Mar 2028	5-day classroom	Riyadh	Arabic	4,750
19–30 Jun 2028	10-day online	Live online	English	5,450
2–13 Jul 2028	10-day classroom	Amman	English	8,950
4–8 Dec 2028	5-day classroom	Amsterdam	English	4,750
21–25 Jan 2029	5-day classroom	Cairo	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
12–16 Feb 2029	5-day online	Live online	Arabic	2,950
14–18 May 2029	5-day classroom	Amsterdam	English	4,750
11–22 Jun 2029	10-day classroom	London	English	8,950
14–18 Jan 2030	5-day classroom	London	English	4,750
8–19 Apr 2030	10-day classroom	Dubai	English	8,950
19–23 May 2030	5-day classroom	Riyadh	Arabic	4,750
8–19 Jul 2030	10-day online	Live online	English	5,450

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