Garnet
Garnet Global Training Center

GGT-PD-132

Personal Effectiveness & Office Skills

Excel Essentials

أساسيات Excel

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

Overview

Excel Essentials gives newcomers and non-specialists a clear, practical grounding: the core concepts, the vocabulary used on the job and the first tools to apply them. 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

- Explain the key concepts, terms and standards of Excel Essentials.
- Plan the next steps in your own learning.
- Recognise the main hazards, errors and misconceptions newcomers face.
- Carry out basic tasks correctly using simple checklists and tools.
- Read and use the documents, forms and data common in this field.

Who should attend

Employees at all levels, new supervisors and administrative staff. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

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 Introduction to Excel Essentials
- Time and priority management
- Regional and international case studies

Day 2 Core concepts and terminology
- Communication and writing
- Working with others

Day 3 Basic methods and tools
- Problem solving
- Checklists and templates to take away

Day 4 Working safely and correctly
- Digital productivity
- Group discussion and peer review

Day 5 Practical exercises and review
- Personal development planning
- Measurement and reporting

10-day outline

Day 1 Introduction to Excel Essentials
- Time and priority management
- Regional and international case studies

Day 2 Core concepts and terminology
- Communication and writing
- Working with others

Day 3 Basic methods and tools
- Problem solving
- Checklists and templates to take away

Day 4 Working safely and correctly
- Digital productivity
- Group discussion and peer review

Day 5 Practical exercises and review
- Personal development planning
- 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)
15–26 Mar 2027	10-day classroom	Amsterdam	English	8,950
9–13 May 2027	5-day classroom	Riyadh	Arabic	4,750
2–6 Aug 2027	5-day online	Live online	Arabic	2,950
8–12 Nov 2027	5-day classroom	Casablanca	Arabic	4,750
10–21 Jan 2028	10-day classroom	Geneva	English	8,950
10–14 Apr 2028	5-day classroom	Dubai	Arabic	4,750
8–19 May 2028	10-day online	Live online	Arabic	5,450
5–9 Nov 2028	5-day classroom	Kuwait City	Arabic	4,750
15–26 Jan 2029	10-day classroom	Singapore	English	8,950
19–23 Mar 2029	5-day classroom	Dubai	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
12–16 Nov 2029	5-day online	Live online	English	2,950
3–7 Dec 2029	5-day classroom	Amsterdam	English	4,750
8–12 Jul 2030	5-day classroom	Vienna	English	4,750
18–29 Aug 2030	10-day classroom	Kuwait City	Arabic	8,950
20–24 Oct 2030	5-day classroom	Cairo	English	4,750
18–29 Nov 2030	10-day online	Live online	Arabic	5,450

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