Garnet
Garnet Global Training Center

GGT-AL-101

Administration, Legal & Public Sector

Executive Office Management & Secretarial Excellence

إدارة المكاتب التنفيذية والتميز في السكرتارية

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

Overview

Senior participants in Executive Office Management & Secretarial Excellence work on real strategic questions, test their thinking with peers and leave with decisions they can act on. Programs for government entities, legal departments and the offices that keep organisations running. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Set direction and priorities for Executive Office Management & Secretarial Excellence in your organisation.
- Lead change and handle resistance constructively.
- Influence boards, peers and external stakeholders.
- Balance short-term results with long-term value.
- Build a personal leadership agenda for the next year.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. It is aimed at managers and executives who set direction and are accountable for results.

Key topics

- Regulatory and legal frameworks
- Drafting and documentation
- Service design and performance
- Compliance and controls
- Communication and protocol
- Digital government practices

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 Strategic context of Executive Office Management & Secretarial Excellence

- Digital government practices
- Common mistakes and how to avoid them

Day 2 Setting direction and priorities

- Regulatory and legal frameworks
- Drafting and documentation

Day 3 Leading people through change

- Service design and performance
- Regional and international case studies

Day 4 Decisions, risk and stakeholders

- Compliance and controls
- Checklists and templates to take away

Day 5 Leadership commitments and action plan

- Communication and protocol
- Group discussion and peer review

10-day outline

Day 1 Strategic context of Executive Office Management & Secretarial Excellence

- Digital government practices
- Common mistakes and how to avoid them

Day 2 Setting direction and priorities

- Regulatory and legal frameworks
- Drafting and documentation

Day 3 Leading people through change

- Service design and performance
- Regional and international case studies

Day 4 Decisions, risk and stakeholders

- Compliance and controls
- Checklists and templates to take away

Day 5 Leadership commitments and action plan

- Communication and protocol
- 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)
1–5 Mar 2027	5-day online	Live online	Arabic	2,950
18–22 Jul 2027	5-day classroom	Riyadh	English	4,750
6–10 Sep 2027	5-day classroom	Kuala Lumpur	English	4,750
13–24 Dec 2027	10-day classroom	Istanbul	English	8,950
2–13 Jan 2028	10-day classroom	Doha	Arabic	8,950
16–20 Apr 2028	5-day classroom	Cairo	English	4,750
15–26 May 2028	10-day online	Live online	Arabic	5,450
20–24 Aug 2028	5-day classroom	Kuwait City	English	4,750
1–5 Jan 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
4–8 Feb 2029	5-day classroom	Muscat	English	4,750
18–22 Mar 2029	5-day classroom	Riyadh	English	4,750
17–28 Sep 2029	10-day classroom	London	English	8,950
6–10 Jan 2030	5-day classroom	Riyadh	English	4,750
20–31 May 2030	10-day online	Live online	Arabic	5,450
3–14 Jun 2030	10-day classroom	Paris	English	8,950
8–12 Dec 2030	5-day classroom	Cairo	Arabic	4,750

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