Garnet
Garnet Global Training Center

GGT-PD-124

Personal Effectiveness & Office Skills

Giving & Receiving Feedback

تقديم وتلقي الملاحظات

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

Overview

Giving & Receiving Feedback focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. 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 Giving & Receiving Feedback to real tasks.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.

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 Giving & Receiving Feedback: principles and standards

- Time and priority management
- Hands-on workshop on a workplace challenge

Day 2 Methods and tools in practice

- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving

- Problem solving
- Common mistakes and how to avoid them

Day 4 Quality, safety and documentation

- Digital productivity
- Regional and international case studies

Day 5 Workshop, assessment and action plan

- Personal development planning
- Checklists and templates to take away

10-day outline

Day 1 Giving & Receiving Feedback: principles and standards

- Time and priority management
- Hands-on workshop on a workplace challenge

Day 2 Methods and tools in practice

- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving

- Problem solving
- Common mistakes and how to avoid them

Day 4 Quality, safety and documentation

- Digital productivity
- Regional and international case studies

Day 5 Workshop, assessment and action plan

- Personal development planning
- Checklists and templates to take away

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Group discussion and peer review

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
- Measurement and reporting

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)
18–22 Jan 2027	5-day online	Live online	Arabic	2,950
15–19 Mar 2027	5-day classroom	Dubai	English	4,750
5–16 Apr 2027	10-day classroom	Abu Dhabi	Arabic	8,950
20–24 Dec 2027	5-day classroom	Paris	English	4,750
1–12 May 2028	10-day online	Live online	Arabic	5,450
6–17 Aug 2028	10-day classroom	Cairo	English	8,950
3–7 Sep 2028	5-day classroom	Jeddah	Arabic	4,750
20–24 Nov 2028	5-day classroom	Kuala Lumpur	English	4,750
1–5 Jan 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
17–21 Sep 2029	5-day classroom	Dubai	Arabic	4,750
14–18 Oct 2029	5-day classroom	Doha	Arabic	4,750
12–23 Nov 2029	10-day classroom	London	English	8,950
11–22 Mar 2030	10-day online	Live online	Arabic	5,450
1–5 Jul 2030	5-day classroom	Dubai	English	4,750
14–18 Oct 2030	5-day classroom	Amsterdam	English	4,750
17–28 Nov 2030	10-day classroom	Manama	Arabic	8,950

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