Garnet
Garnet Global Training Center

GGT-AL-109

Administration, Legal & Public Sector

Government Procurement & Tendering

المشتريات والمناقصات الحكومية

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

Overview

Government Procurement & Tendering turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. 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

- Apply the methods and standards of Government Procurement & Tendering to real tasks.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.
- Follow safe, compliant and documented work practices.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. Practitioners with one to five years of experience benefit most.

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 Government Procurement & Tendering: principles and standards

- Service design and performance
- Hands-on workshop on a workplace challenge

Day 2 Methods and tools in practice

- Compliance and controls
- Communication and protocol

Day 3 Diagnosis and problem solving

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

Day 4 Quality, safety and documentation

- Regulatory and legal frameworks
- Regional and international case studies

Day 5 Workshop, assessment and action plan

- Drafting and documentation
- Checklists and templates to take away

10-day outline

Day 1 Government Procurement & Tendering: principles and standards

- Service design and performance
- Hands-on workshop on a workplace challenge

Day 2 Methods and tools in practice

- Compliance and controls
- Communication and protocol

Day 3 Diagnosis and problem solving

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

Day 4 Quality, safety and documentation

- Regulatory and legal frameworks
- Regional and international case studies

Day 5 Workshop, assessment and action plan

- Drafting and documentation
- 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)
21–25 Feb 2027	5-day classroom	Cairo	Arabic	4,750
14–25 Mar 2027	10-day classroom	Riyadh	English	8,950
21–25 Jun 2027	5-day classroom	Abu Dhabi	Arabic	4,750
13–17 Dec 2027	5-day online	Live online	English	2,950
3–7 Jul 2028	5-day classroom	London	English	4,750
10–14 Sep 2028	5-day classroom	Cairo	Arabic	4,750
2–13 Oct 2028	10-day online	Live online	English	5,450
17–28 Dec 2028	10-day classroom	Muscat	English	8,950
11–22 Feb 2029	10-day classroom	Doha	Arabic	8,950

Dates	Format	City	Language	Fee (USD)
9–13 Apr 2029	5-day classroom	Dubai	English	4,750
21–25 May 2029	5-day classroom	Amsterdam	English	4,750
19–23 Nov 2029	5-day online	Live online	Arabic	2,950
8–12 Apr 2030	5-day classroom	Dubai	Arabic	4,750
8–19 Jul 2030	10-day classroom	Paris	English	8,950
6–10 Oct 2030	5-day classroom	Amman	Arabic	4,750
4–15 Nov 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/