Garnet
Garnet Global Training Center

GGT-AL-112

Administration, Legal & Public Sector

Internal Investigations & Ethics

التحقيقات الداخلية وأخلاقيات العمل

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

Overview

Internal Investigations & Ethics focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Programs for government entities, legal departments and the offices that keep organisations running. 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 Internal Investigations & Ethics to real tasks.
- Share good practice with your team.
- 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.

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 Internal Investigations & Ethics: principles and standards

- Compliance and controls
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Communication and protocol
- Digital government practices

Day 3 Diagnosis and problem solving

- Regulatory and legal frameworks
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Drafting and documentation
- Measurement and reporting

Day 5 Workshop, assessment and action plan

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

10-day outline

Day 1 Internal Investigations & Ethics: principles and standards

- Compliance and controls
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Communication and protocol
- Digital government practices

Day 3 Diagnosis and problem solving

- Regulatory and legal frameworks
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Drafting and documentation
- Measurement and reporting

Day 5 Workshop, assessment and action plan

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

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

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
- Regional and international case studies

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)
11–15 Jan 2027	5-day classroom	London	English	4,750
1–5 Feb 2027	5-day classroom	Istanbul	English	4,750
19–30 Apr 2027	10-day classroom	Abu Dhabi	English	8,950
1–5 Nov 2027	5-day online	Live online	Arabic	2,950
21–25 Feb 2028	5-day classroom	Casablanca	English	4,750
10–21 Jul 2028	10-day online	Live online	Arabic	5,450
14–18 Aug 2028	5-day classroom	London	English	4,750
4–15 Sep 2028	10-day classroom	Paris	English	8,950
5–9 Feb 2029	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
4–8 Mar 2029	5-day classroom	Doha	Arabic	4,750
2–6 Jul 2029	5-day classroom	Istanbul	English	4,750
16–27 Dec 2029	10-day classroom	Cairo	Arabic	8,950
20–24 May 2030	5-day classroom	Abu Dhabi	English	4,750
10–21 Jun 2030	10-day online	Live online	English	5,450
11–15 Nov 2030	5-day classroom	Casablanca	Arabic	4,750
1–12 Dec 2030	10-day classroom	Manama	Arabic	8,950

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