Garnet
Garnet Global Training Center

GGT-PD-110

Personal Effectiveness & Office Skills

Interpersonal Skills & Teamwork

مهارات التعامل والعمل الجماعي

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

Overview

Interpersonal Skills & Teamwork turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Core skills that make every professional more productive and easier to work with. 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 Interpersonal Skills & Teamwork 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 Interpersonal Skills & Teamwork: principles and standards

- Time and priority management
- Group discussion and peer review

Day 2 Methods and tools in practice

- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving

- Problem solving
- Measurement and reporting

Day 4 Quality, safety and documentation

- Digital productivity
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Personal development planning
- Common mistakes and how to avoid them

10-day outline

Day 1 Interpersonal Skills & Teamwork: principles and standards

- Time and priority management
- Group discussion and peer review

Day 2 Methods and tools in practice

- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving

- Problem solving
- Measurement and reporting

Day 4 Quality, safety and documentation

- Digital productivity
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Personal development planning
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

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
- Checklists and templates to take away

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	Geneva	English	4,750
14–18 Feb 2027	5-day classroom	Doha	English	4,750
19–30 Apr 2027	10-day classroom	Dubai	Arabic	8,950
19–23 Jul 2027	5-day online	Live online	English	2,950
17–21 Apr 2028	5-day classroom	Paris	English	4,750
8–19 May 2028	10-day classroom	Barcelona	English	8,950
11–15 Sep 2028	5-day classroom	Dubai	English	4,750
6–17 Nov 2028	10-day online	Live online	English	5,450
3–7 Jun 2029	5-day classroom	Amman	English	4,750

Dates	Format	City	Language	Fee (USD)
2–6 Jul 2029	5-day classroom	Dubai	Arabic	4,750
1–12 Oct 2029	10-day classroom	Vienna	English	8,950
5–9 Nov 2029	5-day online	Live online	English	2,950
11–15 Feb 2030	5-day classroom	Istanbul	English	4,750
19–30 Aug 2030	10-day online	Live online	Arabic	5,450
15–19 Sep 2030	5-day classroom	Jeddah	Arabic	4,750
4–15 Nov 2030	10-day classroom	Dubai	Arabic	8,950

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