Garnet
Garnet Global Training Center

GGT-HR-125

Human Resources

Job Description Writing

كتابة الأوصاف الوظيفية

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

Overview

Job Description Writing focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Build the people systems that attract, grow and keep the talent an organisation depends on. It runs as a 5-day or 10-day program in English or Arabic, in classrooms in Dubai, Riyadh, Cairo, London, Istanbul and other cities, or live online, and can be delivered in-house.

What you will be able to do

- Apply the methods and standards of Job Description Writing 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

HR managers and business partners, recruiters, L&D and reward specialists. Practitioners with one to five years of experience benefit most.

Key topics

- HR strategy aligned to business goals
- Competency frameworks
- Labour law essentials in the region
- Metrics and HR analytics
- Engagement and retention
- Policy and process design

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

WhatsApp: +971 56 674 7382

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 Job Description Writing: principles and standards
- Labour law essentials in the region
- Regional and international case studies

Day 2 Methods and tools in practice
- Metrics and HR analytics
- Engagement and retention

Day 3 Diagnosis and problem solving
- Policy and process design
- Checklists and templates to take away

Day 4 Quality, safety and documentation
- HR strategy aligned to business goals
- Group discussion and peer review

Day 5 Workshop, assessment and action plan
- Competency frameworks
- Measurement and reporting

10-day outline

Day 1 Job Description Writing: principles and standards
- Labour law essentials in the region
- Regional and international case studies

Day 2 Methods and tools in practice
- Metrics and HR analytics
- Engagement and retention

Day 3 Diagnosis and problem solving
- Policy and process design
- Checklists and templates to take away

Day 4 Quality, safety and documentation
- HR strategy aligned to business goals
- Group discussion and peer review

Day 5 Workshop, assessment and action plan
- Competency frameworks
- Measurement and reporting

Day 6 Advanced techniques and specialist practice
- Complex cases in depth
- Hands-on workshop on a workplace challenge

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
- Common mistakes and how to avoid them

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)
4–15 Jan 2027	10-day classroom	Abu Dhabi	English	8,950
8–12 Feb 2027	5-day online	Live online	English	2,950
8–12 Mar 2027	5-day classroom	Dubai	Arabic	4,750
4–8 Jul 2027	5-day classroom	Riyadh	English	4,750
17–28 Jan 2028	10-day classroom	Istanbul	English	8,950
4–8 Jun 2028	5-day classroom	Doha	Arabic	4,750
10–14 Jul 2028	5-day classroom	Dubai	Arabic	4,750
20 Nov – 1 Dec 2028	10-day online	Live online	Arabic	5,450
5–9 Feb 2029	5-day online	Live online	English	2,950
4–8 Jun 2029	5-day classroom	Paris	English	4,750

Dates	Format	City	Language	Fee (USD)
16–20 Jul 2029	5-day classroom	Abu Dhabi	English	4,750
21 Oct – 1 Nov 2029	10-day classroom	Riyadh	English	8,950
20–31 Jan 2030	10-day classroom	Amman	Arabic	8,950
11–22 Mar 2030	10-day online	Live online	Arabic	5,450
20–24 May 2030	5-day classroom	Kuala Lumpur	English	4,750
11–15 Aug 2030	5-day classroom	Cairo	Arabic	4,750

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