Garnet
Garnet Global Training Center

GGT-AL-102

Administration, Legal & Public Sector

Legal Drafting of Contracts

الصياغة القانونية للعقود

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

Overview

Participants in Legal Drafting of Contracts practise the methods, tools and standards they need to perform reliably and solve problems on the job. 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 Legal Drafting of Contracts 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

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 Legal Drafting of Contracts: principles and standards

- Drafting and documentation
- Hands-on workshop on a workplace challenge

Day 2 Methods and tools in practice

- Service design and performance
- Compliance and controls

Day 3 Diagnosis and problem solving

- Communication and protocol
- Common mistakes and how to avoid them

Day 4 Quality, safety and documentation

- Digital government practices
- Regional and international case studies

Day 5 Workshop, assessment and action plan

- Regulatory and legal frameworks
- Checklists and templates to take away

10-day outline

Day 1 Legal Drafting of Contracts: principles and standards

- Drafting and documentation
- Hands-on workshop on a workplace challenge

Day 2 Methods and tools in practice

- Service design and performance
- Compliance and controls

Day 3 Diagnosis and problem solving

- Communication and protocol
- Common mistakes and how to avoid them

Day 4 Quality, safety and documentation

- Digital government practices
- Regional and international case studies

Day 5 Workshop, assessment and action plan

- Regulatory and legal frameworks
- 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)
9–13 May 2027	5-day classroom	Kuwait City	Arabic	4,750
14–18 Jun 2027	5-day classroom	Dubai	Arabic	4,750
16–20 Aug 2027	5-day online	Live online	English	2,950
20–31 Dec 2027	10-day classroom	Abu Dhabi	English	8,950
14–25 Aug 2028	10-day online	Live online	English	5,450
15–19 Oct 2028	5-day classroom	Amman	Arabic	4,750
5–16 Nov 2028	10-day classroom	Doha	English	8,950
18–22 Dec 2028	5-day classroom	Dubai	Arabic	4,750
4–8 Feb 2029	5-day classroom	Jeddah	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
9–13 Apr 2029	5-day online	Live online	English	2,950
15–26 Oct 2029	10-day classroom	Geneva	English	8,950
18–22 Nov 2029	5-day classroom	Cairo	Arabic	4,750
8–12 Apr 2030	5-day classroom	Abu Dhabi	Arabic	4,750
17–28 Jun 2030	10-day online	Live online	English	5,450
18–29 Aug 2030	10-day classroom	Riyadh	English	8,950
18–22 Nov 2030	5-day classroom	Kuala Lumpur	English	4,750

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