Garnet
Garnet Global Training Center

GGT-AL-117

Administration, Legal & Public Sector **Rare specialisation**

Legislative Drafting

الصياغة التشريعية

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

Overview

Participants in Legislative Drafting 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 Legislative Drafting to real tasks.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.

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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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 Legislative Drafting: principles and standards
- Communication and protocol
- Regional and international case studies

Day 2 Methods and tools in practice
- Digital government practices
- Regulatory and legal frameworks

Day 3 Diagnosis and problem solving
- Drafting and documentation
- Checklists and templates to take away

Day 4 Quality, safety and documentation
- Service design and performance
- Group discussion and peer review

Day 5 Workshop, assessment and action plan
- Compliance and controls
- Measurement and reporting

10-day outline

Day 1 Legislative Drafting: principles and standards
- Communication and protocol
- Regional and international case studies

Day 2 Methods and tools in practice
- Digital government practices
- Regulatory and legal frameworks

Day 3 Diagnosis and problem solving
- Drafting and documentation
- Checklists and templates to take away

Day 4 Quality, safety and documentation
- Service design and performance
- Group discussion and peer review

Day 5 Workshop, assessment and action plan
- Compliance and controls
- 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)
1–5 Mar 2027	5-day online	Live online	Arabic	2,950
4–15 Apr 2027	10-day classroom	Jeddah	Arabic	8,950
9–13 Aug 2027	5-day classroom	London	English	4,750
10–14 Oct 2027	5-day classroom	Riyadh	Arabic	4,750
17–28 Jan 2028	10-day online	Live online	English	5,450
5–9 Mar 2028	5-day classroom	Riyadh	Arabic	4,750
4–15 Sep 2028	10-day classroom	Singapore	English	8,950
2–6 Oct 2028	5-day classroom	Dubai	Arabic	4,750
12–23 Mar 2029	10-day classroom	Dubai	English	8,950
15–19 Oct 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
11–15 Nov 2029	5-day classroom	Riyadh	Arabic	4,750
3–7 Dec 2029	5-day classroom	Abu Dhabi	English	4,750
21 Jan – 1 Feb 2030	10-day online	Live online	Arabic	5,450
8–12 Apr 2030	5-day classroom	Barcelona	English	4,750
8–12 Sep 2030	5-day classroom	Muscat	English	4,750
17–28 Nov 2030	10-day classroom	Cairo	English	8,950

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