Garnet
Garnet Global Training Center

GGT-PD-128

Personal Effectiveness & Office Skills

Managing Change at Work

التعامل مع التغيير في العمل

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

Overview

Managing Change at Work focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Core skills that make every professional more productive and easier to work with. 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 Managing Change at Work 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

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 Managing Change at Work: principles and standards

- Communication and writing
- Regional and international case studies

Day 2 Methods and tools in practice

- Working with others
- Problem solving

Day 3 Diagnosis and problem solving

- Digital productivity
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Personal development planning
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Time and priority management
- Measurement and reporting

10-day outline

Day 1 Managing Change at Work: principles and standards

- Communication and writing
- Regional and international case studies

Day 2 Methods and tools in practice

- Working with others
- Problem solving

Day 3 Diagnosis and problem solving

- Digital productivity
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Personal development planning
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Time and priority management
- 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)
18–22 Jan 2027	5-day online	Live online	Arabic	2,950
14–25 Feb 2027	10-day classroom	Riyadh	Arabic	8,950
19–23 Apr 2027	5-day classroom	Vienna	English	4,750
20–24 Jun 2027	5-day classroom	Doha	English	4,750
16–20 Jan 2028	5-day classroom	Muscat	English	4,750
10–21 Apr 2028	10-day online	Live online	Arabic	5,450
9–20 Jul 2028	10-day classroom	Riyadh	English	8,950
1–5 Oct 2028	5-day classroom	Doha	English	4,750
8–12 Jan 2029	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
11–22 Feb 2029	10-day classroom	Jeddah	Arabic	8,950
16–20 Sep 2029	5-day classroom	Doha	English	4,750
10–14 Dec 2029	5-day classroom	Abu Dhabi	English	4,750
6–10 Jan 2030	5-day classroom	Kuwait City	English	4,750
15–26 Apr 2030	10-day online	Live online	English	5,450
16–27 Sep 2030	10-day classroom	London	English	8,950
9–13 Dec 2030	5-day classroom	Barcelona	English	4,750

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