Garnet
Garnet Global Training Center

GGT-AL-119

Administration, Legal & Public Sector

Office Administration Fundamentals

أساسيات إدارة المكاتب

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

Overview

This course builds a solid base in Office Administration Fundamentals, starting from first principles and moving quickly to the everyday tasks participants meet at work. 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

- Explain the key concepts, terms and standards of Office Administration Fundamentals.
- Read and use the documents, forms and data common in this field.
- Know when to escalate and who to involve.
- Communicate confidently with specialists and colleagues.
- Plan the next steps in your own learning.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. No prior experience is required; it also suits new hires, graduates and staff moving into this field.

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

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 Introduction to Office Administration Fundamentals

- Digital government practices
- Hands-on workshop on a workplace challenge

Day 2 Core concepts and terminology

- Regulatory and legal frameworks
- Drafting and documentation

Day 3 Basic methods and tools

- Service design and performance
- Common mistakes and how to avoid them

Day 4 Working safely and correctly

- Compliance and controls
- Regional and international case studies

Day 5 Practical exercises and review

- Communication and protocol
- Checklists and templates to take away

10-day outline

Day 1 Introduction to Office Administration Fundamentals

- Digital government practices
- Hands-on workshop on a workplace challenge

Day 2 Core concepts and terminology

- Regulatory and legal frameworks
- Drafting and documentation

Day 3 Basic methods and tools

- Service design and performance
- Common mistakes and how to avoid them

Day 4 Working safely and correctly

- Compliance and controls
- Regional and international case studies

Day 5 Practical exercises and review

- Communication and protocol
- 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)
12–16 Jul 2027	5-day classroom	Abu Dhabi	English	4,750
16–20 Aug 2027	5-day classroom	Istanbul	English	4,750
15–19 Nov 2027	5-day online	Live online	Arabic	2,950
5–16 Dec 2027	10-day classroom	Doha	Arabic	8,950
10–21 Jan 2028	10-day online	Live online	Arabic	5,450
1–5 May 2028	5-day classroom	Paris	English	4,750
4–8 Sep 2028	5-day classroom	Dubai	Arabic	4,750
15–26 Oct 2028	10-day classroom	Doha	English	8,950
5–9 Mar 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
3–14 Jun 2029	10-day classroom	Riyadh	English	8,950
6–10 Aug 2029	5-day classroom	Kuala Lumpur	English	4,750
17–21 Sep 2029	5-day classroom	Geneva	English	4,750
7–18 Jan 2030	10-day classroom	London	English	8,950
3–7 Feb 2030	5-day classroom	Doha	English	4,750
18–29 Mar 2030	10-day online	Live online	English	5,450
19–23 May 2030	5-day classroom	Jeddah	Arabic	4,750

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