Garnet
Garnet Global Training Center

GGT-PD-116

Personal Effectiveness & Office Skills

Personal Branding & Career Development

العلامة الشخصية والتطوير المهني

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

Overview

Participants in Personal Branding & Career Development practise the methods, tools and standards they need to perform reliably and solve problems on the job. Core skills that make every professional more productive and easier to work with. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Apply the methods and standards of Personal Branding & Career Development to real tasks.
- 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.
- Share good practice with your team.

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

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 Personal Branding & Career Development: principles and standards

- Problem solving
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Digital productivity
- Personal development planning

Day 3 Diagnosis and problem solving

- Time and priority management
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Communication and writing
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Working with others
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Personal Branding & Career Development: principles and standards

- Problem solving
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Digital productivity
- Personal development planning

Day 3 Diagnosis and problem solving

- Time and priority management
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Communication and writing
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Working with others
- Hands-on workshop on a workplace challenge

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Common mistakes and how to avoid them

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
- Regional and international case studies

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)
17–21 May 2027	5-day classroom	Amsterdam	English	4,750
5–16 Jul 2027	10-day classroom	Paris	English	8,950
10–14 Oct 2027	5-day classroom	Muscat	English	4,750
20–24 Dec 2027	5-day online	Live online	Arabic	2,950
10–21 Jan 2028	10-day online	Live online	Arabic	5,450
21–25 Feb 2028	5-day classroom	Barcelona	English	4,750
14–18 Aug 2028	5-day classroom	Amsterdam	English	4,750
16–27 Oct 2028	10-day classroom	Kuala Lumpur	English	8,950
19–23 Feb 2029	5-day classroom	Barcelona	English	4,750

Dates	Format	City	Language	Fee (USD)
2–13 Apr 2029	10-day classroom	Abu Dhabi	Arabic	8,950
20–24 Aug 2029	5-day online	Live online	English	2,950
8–12 Oct 2029	5-day classroom	Istanbul	English	4,750
3–7 Mar 2030	5-day classroom	Manama	Arabic	4,750
8–19 Apr 2030	10-day classroom	London	English	8,950
10–14 Jun 2030	5-day classroom	Singapore	English	4,750
8–19 Jul 2030	10-day online	Live online	Arabic	5,450

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