Garnet
Garnet Global Training Center

GGT-AL-125

Administration, Legal & Public Sector

Policy Analysis & Evaluation

تحليل السياسات وتقييمها

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

Overview

Policy Analysis & Evaluation focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. 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 Policy Analysis & Evaluation 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

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 Policy Analysis & Evaluation: principles and standards

- Drafting and documentation
- Group discussion and peer review

Day 2 Methods and tools in practice

- Service design and performance
- Compliance and controls

Day 3 Diagnosis and problem solving

- Communication and protocol
- Measurement and reporting

Day 4 Quality, safety and documentation

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

Day 5 Workshop, assessment and action plan

- Regulatory and legal frameworks
- Common mistakes and how to avoid them

10-day outline

Day 1 Policy Analysis & Evaluation: principles and standards

- Drafting and documentation
- Group discussion and peer review

Day 2 Methods and tools in practice

- Service design and performance
- Compliance and controls

Day 3 Diagnosis and problem solving

- Communication and protocol
- Measurement and reporting

Day 4 Quality, safety and documentation

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

Day 5 Workshop, assessment and action plan

- Regulatory and legal frameworks
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

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
- Checklists and templates to take away

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)
3–7 May 2027	5-day online	Live online	Arabic	2,950
14–25 Jun 2027	10-day classroom	Abu Dhabi	Arabic	8,950
4–8 Jul 2027	5-day classroom	Amman	Arabic	4,750
4–8 Oct 2027	5-day classroom	Istanbul	English	4,750
16–20 Apr 2028	5-day classroom	Riyadh	Arabic	4,750
18–29 Sep 2028	10-day online	Live online	Arabic	5,450
16–27 Oct 2028	10-day classroom	Abu Dhabi	Arabic	8,950
11–15 Dec 2028	5-day classroom	Kuala Lumpur	English	4,750
19–30 Mar 2029	10-day classroom	Geneva	English	8,950

Dates	Format	City	Language	Fee (USD)
18–22 Jun 2029	5-day classroom	Paris	English	4,750
10–14 Sep 2029	5-day online	Live online	Arabic	2,950
8–12 Oct 2029	5-day classroom	Dubai	Arabic	4,750
14–18 Jan 2030	5-day classroom	Abu Dhabi	Arabic	4,750
18–22 Feb 2030	5-day classroom	Geneva	English	4,750
20–31 May 2030	10-day classroom	London	English	8,950
18–29 Nov 2030	10-day online	Live online	English	5,450

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