Garnet
Garnet Global Training Center

GGT-GV-118

Diplomacy, International Relations & Policy

Policy Writing & Briefing Notes

كتابة السياسات والمذكرات الإحاطية

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

Overview

Participants in Policy Writing & Briefing Notes practise the methods, tools and standards they need to perform reliably and solve problems on the job. Programs for diplomats, government officials and organisations working across borders. 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 Policy Writing & Briefing Notes to real tasks.
- 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.
- Follow safe, compliant and documented work practices.

Who should attend

Diplomats, international relations officers, policy advisers and government liaison staff. Practitioners with one to five years of experience benefit most.

Key topics

- Diplomatic practice
- International law basics
- Negotiation and mediation
- Economic diplomacy
- Protocol and communication
- Case studies

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 Policy Writing & Briefing Notes: principles and standards

- International law basics
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Negotiation and mediation
- Economic diplomacy

Day 3 Diagnosis and problem solving

- Protocol and communication
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Case studies
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Diplomatic practice
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Policy Writing & Briefing Notes: principles and standards

- International law basics
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Negotiation and mediation
- Economic diplomacy

Day 3 Diagnosis and problem solving

- Protocol and communication
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Case studies
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Diplomatic practice
- 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)
12–16 Apr 2027	5-day classroom	Kuala Lumpur	English	4,750
9–13 Aug 2027	5-day classroom	Dubai	Arabic	4,750
8–19 Nov 2027	10-day classroom	London	English	8,950
20–24 Dec 2027	5-day online	Live online	English	2,950
2–13 Jan 2028	10-day classroom	Kuwait City	Arabic	8,950
21–25 May 2028	5-day classroom	Riyadh	English	4,750
17–28 Jul 2028	10-day online	Live online	English	5,450
20–24 Nov 2028	5-day classroom	Dubai	English	4,750
19–23 Mar 2029	5-day classroom	London	English	4,750

Dates	Format	City	Language	Fee (USD)
15–26 Apr 2029	10-day classroom	Muscat	Arabic	8,950
14–18 May 2029	5-day online	Live online	English	2,950
5–9 Nov 2029	5-day classroom	Abu Dhabi	English	4,750
18 Feb – 1 Mar 2030	10-day online	Live online	English	5,450
8–19 Jul 2030	10-day classroom	Kuala Lumpur	English	8,950
19–23 Aug 2030	5-day classroom	Dubai	Arabic	4,750
3–7 Nov 2030	5-day classroom	Jeddah	English	4,750

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