Garnet
Garnet Global Training Center

GGT-AL-110

Administration, Legal & Public Sector

Policy Writing & Governance Documents

كتابة السياسات ووثائق الحوكمة

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

Overview

Policy Writing & Governance Documents is a leadership program that connects strategic choices with execution, people and results. Programs for government entities, legal departments and the offices that keep organisations running. 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

- Set direction and priorities for Policy Writing & Governance Documents in your organisation.
- Lead change and handle resistance constructively.
- Influence boards, peers and external stakeholders.
- Balance short-term results with long-term value.
- Build a personal leadership agenda for the next year.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. It is aimed at managers and executives who set direction and are accountable for results.

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 Strategic context of Policy Writing & Governance Documents

- Digital government practices
- Regional and international case studies

Day 2 Setting direction and priorities

- Regulatory and legal frameworks
- Drafting and documentation

Day 3 Leading people through change

- Service design and performance
- Checklists and templates to take away

Day 4 Decisions, risk and stakeholders

- Compliance and controls
- Group discussion and peer review

Day 5 Leadership commitments and action plan

- Communication and protocol
- Measurement and reporting

10-day outline

Day 1 Strategic context of Policy Writing & Governance Documents

- Digital government practices
- Regional and international case studies

Day 2 Setting direction and priorities

- Regulatory and legal frameworks
- Drafting and documentation

Day 3 Leading people through change

- Service design and performance
- Checklists and templates to take away

Day 4 Decisions, risk and stakeholders

- Compliance and controls
- Group discussion and peer review

Day 5 Leadership commitments and action plan

- Communication and protocol
- 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)
15–26 Feb 2027	10-day classroom	Dubai	Arabic	8,950
17–21 May 2027	5-day classroom	Abu Dhabi	English	4,750
20–24 Sep 2027	5-day online	Live online	English	2,950
10–14 Oct 2027	5-day classroom	Riyadh	Arabic	4,750
16–20 Jul 2028	5-day classroom	Riyadh	Arabic	4,750
14–25 Aug 2028	10-day online	Live online	English	5,450
17–28 Sep 2028	10-day classroom	Jeddah	Arabic	8,950
20–24 Nov 2028	5-day classroom	Abu Dhabi	English	4,750
8–12 Jan 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
12–16 Feb 2029	5-day classroom	Istanbul	English	4,750
8–12 Apr 2029	5-day classroom	Cairo	Arabic	4,750
5–16 Nov 2029	10-day classroom	London	English	8,950
18–22 Mar 2030	5-day classroom	Kuala Lumpur	English	4,750
15–26 Apr 2030	10-day online	Live online	Arabic	5,450
16–27 Sep 2030	10-day classroom	Dubai	English	8,950
6–10 Oct 2030	5-day classroom	Jeddah	English	4,750

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