Garnet
Garnet Global Training Center

GGT-PD-103

Personal Effectiveness & Office Skills

Presentation Skills

مهارات العرض والتقديم

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

Overview

Participants in Presentation Skills 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 Presentation Skills to real tasks.
- Follow safe, compliant and documented work practices.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.

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

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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 Presentation Skills: principles and standards
- Personal development planning
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Time and priority management
- Communication and writing

Day 3 Diagnosis and problem solving
- Working with others
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Problem solving
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Digital productivity
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Presentation Skills: principles and standards
- Personal development planning
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Time and priority management
- Communication and writing

Day 3 Diagnosis and problem solving
- Working with others
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Problem solving
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Digital productivity
- 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)
15–19 Feb 2027	5-day classroom	Abu Dhabi	English	4,750
12–16 Apr 2027	5-day online	Live online	Arabic	2,950
11–22 Jul 2027	10-day classroom	Riyadh	English	8,950
6–10 Sep 2027	5-day classroom	Geneva	English	4,750
10–21 Jan 2028	10-day online	Live online	Arabic	5,450
14–25 Feb 2028	10-day classroom	Dubai	English	8,950
20–24 Aug 2028	5-day classroom	Riyadh	Arabic	4,750
16–20 Oct 2028	5-day classroom	Abu Dhabi	English	4,750
5–9 Feb 2029	5-day online	Live online	Arabic	2,950
9–20 Apr 2029	10-day classroom	Singapore	English	8,950

Dates	Format	City	Language	Fee (USD)
2–6 Jul 2029	5-day classroom	Dubai	English	4,750
17–21 Dec 2029	5-day classroom	Abu Dhabi	Arabic	4,750
7–18 Jan 2030	10-day online	Live online	Arabic	5,450
10–21 Feb 2030	10-day classroom	Cairo	Arabic	8,950
1–5 Sep 2030	5-day classroom	Kuwait City	English	4,750
9–13 Dec 2030	5-day classroom	Geneva	English	4,750

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