Garnet
Garnet Global Training Center

GGT-PD-115

Personal Effectiveness & Office Skills

Professional Email Etiquette

آداب البريد الإلكتروني المهني

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

Overview

Participants in Professional Email Etiquette 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. 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

- Apply the methods and standards of Professional Email Etiquette 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 Professional Email Etiquette: principles and standards

- Digital productivity
- Measurement and reporting

Day 2 Methods and tools in practice

- Personal development planning
- Time and priority management

Day 3 Diagnosis and problem solving

- Communication and writing
- Hands-on workshop on a workplace challenge

Day 4 Quality, safety and documentation

- Working with others
- Common mistakes and how to avoid them

Day 5 Workshop, assessment and action plan

- Problem solving
- Regional and international case studies

10-day outline

Day 1 Professional Email Etiquette: principles and standards

- Digital productivity
- Measurement and reporting

Day 2 Methods and tools in practice

- Personal development planning
- Time and priority management

Day 3 Diagnosis and problem solving

- Communication and writing
- Hands-on workshop on a workplace challenge

Day 4 Quality, safety and documentation

- Working with others
- Common mistakes and how to avoid them

Day 5 Workshop, assessment and action plan

- Problem solving
- Regional and international case studies

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Checklists and templates to take away

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
- Group discussion and peer review

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)
11–15 Jan 2027	5-day classroom	Dubai	Arabic	4,750
15–19 Feb 2027	5-day online	Live online	English	2,950
7–11 Mar 2027	5-day classroom	Riyadh	English	4,750
10–21 Oct 2027	10-day classroom	Kuwait City	Arabic	8,950
3–14 Jul 2028	10-day classroom	Singapore	English	8,950
17–21 Sep 2028	5-day classroom	Amman	English	4,750
2–13 Oct 2028	10-day online	Live online	English	5,450
4–8 Dec 2028	5-day classroom	Istanbul	English	4,750
8–19 Jan 2029	10-day classroom	Abu Dhabi	English	8,950

Dates	Format	City	Language	Fee (USD)
18–22 Feb 2029	5-day classroom	Doha	Arabic	4,750
9–13 Apr 2029	5-day online	Live online	Arabic	2,950
16–20 Jul 2029	5-day classroom	Barcelona	English	4,750
18–22 Feb 2030	5-day classroom	Dubai	Arabic	4,750
15–26 Apr 2030	10-day classroom	Istanbul	English	8,950
13–24 May 2030	10-day online	Live online	English	5,450
16–20 Sep 2030	5-day classroom	Abu Dhabi	Arabic	4,750

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