Garnet
Garnet Global Training Center

GGT-PD-130

Personal Effectiveness & Office Skills

Professional Ethics at Work

أخلاقيات المهنة في العمل

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

Overview

Professional Ethics at Work turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. 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 Professional Ethics at Work 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

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

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 Professional Ethics at Work: principles and standards

- Time and priority management
- Regional and international case studies

Day 2 Methods and tools in practice

- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving

- Problem solving
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Digital productivity
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Personal development planning
- Measurement and reporting

10-day outline

Day 1 Professional Ethics at Work: principles and standards

- Time and priority management
- Regional and international case studies

Day 2 Methods and tools in practice

- Communication and writing
- Working with others

Day 3 Diagnosis and problem solving

- Problem solving
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Digital productivity
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Personal development planning
- 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)
18–22 Jan 2027	5-day online	Live online	English	2,950
15–26 Mar 2027	10-day classroom	Dubai	English	8,950
11–15 Apr 2027	5-day classroom	Doha	English	4,750
12–16 Dec 2027	5-day classroom	Jeddah	Arabic	4,750
3–7 Jan 2028	5-day classroom	Dubai	Arabic	4,750
6–17 Feb 2028	10-day classroom	Manama	English	8,950
17–28 Jul 2028	10-day online	Live online	Arabic	5,450
14–18 Aug 2028	5-day classroom	Amsterdam	English	4,750
17–21 Jun 2029	5-day classroom	Doha	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
6–10 Aug 2029	5-day classroom	Paris	English	4,750
17–28 Sep 2029	10-day classroom	Abu Dhabi	English	8,950
12–16 Nov 2029	5-day online	Live online	English	2,950
20–31 May 2030	10-day online	Live online	English	5,450
1–12 Jul 2030	10-day classroom	Amsterdam	English	8,950
6–10 Oct 2030	5-day classroom	Riyadh	Arabic	4,750
10–14 Nov 2030	5-day classroom	Amman	English	4,750

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