Garnet
Garnet Global Training Center

GGT-AL-106

Administration, Legal & Public Sector

Protocol & Corporate Etiquette

المراسم والإتيكيت المؤسسي

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

Overview

Participants in Protocol & Corporate Etiquette practise the methods, tools and standards they need to perform reliably and solve problems on the job. 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

- Apply the methods and standards of Protocol & Corporate Etiquette to real tasks.
- 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.
- Diagnose common problems and identify root causes.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. Practitioners with one to five years of experience benefit most.

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

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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 Protocol & Corporate Etiquette: principles and standards

- Digital government practices
- Regional and international case studies

Day 2 Methods and tools in practice

- Regulatory and legal frameworks
- Drafting and documentation

Day 3 Diagnosis and problem solving

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

Day 4 Quality, safety and documentation

- Compliance and controls
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Communication and protocol
- Measurement and reporting

10-day outline

Day 1 Protocol & Corporate Etiquette: principles and standards

- Digital government practices
- Regional and international case studies

Day 2 Methods and tools in practice

- Regulatory and legal frameworks
- Drafting and documentation

Day 3 Diagnosis and problem solving

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

Day 4 Quality, safety and documentation

- Compliance and controls
- Group discussion and peer review

Day 5 Workshop, assessment 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)
11–15 Jan 2027	5-day classroom	Singapore	English	4,750
1–5 Mar 2027	5-day online	Live online	English	2,950
5–16 Apr 2027	10-day classroom	Abu Dhabi	English	8,950
20–24 Sep 2027	5-day classroom	Dubai	English	4,750
17–28 Jan 2028	10-day classroom	Paris	English	8,950
10–21 Apr 2028	10-day online	Live online	English	5,450
17–21 Jul 2028	5-day classroom	London	English	4,750
18–22 Sep 2028	5-day classroom	Dubai	Arabic	4,750
16–20 Apr 2029	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
11–22 Jun 2029	10-day classroom	Abu Dhabi	English	8,950
2–6 Jul 2029	5-day classroom	London	English	4,750
4–8 Nov 2029	5-day classroom	Doha	English	4,750
6–10 Jan 2030	5-day classroom	Cairo	Arabic	4,750
15–26 Sep 2030	10-day classroom	Riyadh	English	8,950
21–25 Oct 2030	5-day classroom	Abu Dhabi	Arabic	4,750
16–27 Dec 2030	10-day online	Live online	Arabic	5,450

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