Garnet
Garnet Global Training Center

GGT-PD-118

Personal Effectiveness & Office Skills

Public Speaking

الخطابة والتحدث أمام الجمهور

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

Overview

Public Speaking focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. 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 Public Speaking to real tasks.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.
- Interpret data and results correctly and act on them.

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 Public Speaking: principles and standards
- Digital productivity
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Personal development planning
- Time and priority management

Day 3 Diagnosis and problem solving
- Communication and writing
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Working with others
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Problem solving
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Public Speaking: principles and standards
- Digital productivity
- Checklists and templates to take away

Day 2 Methods and tools in practice
- Personal development planning
- Time and priority management

Day 3 Diagnosis and problem solving
- Communication and writing
- Group discussion and peer review

Day 4 Quality, safety and documentation
- Working with others
- Measurement and reporting

Day 5 Workshop, assessment and action plan
- Problem solving
- 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)
18–22 Jan 2027	5-day classroom	Dubai	Arabic	4,750
21 Mar – 1 Apr 2027	10-day classroom	Cairo	Arabic	8,950
14–18 Jun 2027	5-day classroom	Barcelona	English	4,750
8–12 Nov 2027	5-day online	Live online	English	2,950
21 Feb – 3 Mar 2028	10-day online	Live online	English	5,450
19–23 Mar 2028	5-day classroom	Jeddah	Arabic	4,750
10–14 Apr 2028	5-day classroom	London	English	4,750
19–30 Jun 2028	10-day classroom	Dubai	Arabic	8,950
12–16 Feb 2029	5-day online	Live online	English	2,950
11–15 Jun 2029	5-day classroom	Vienna	English	4,750

Dates	Format	City	Language	Fee (USD)
16–20 Jul 2029	5-day classroom	Amsterdam	English	4,750
20–31 Aug 2029	10-day classroom	Paris	English	8,950
18 Feb – 1 Mar 2030	10-day online	Live online	English	5,450
4–15 Mar 2030	10-day classroom	Istanbul	English	8,950
17–21 Jun 2030	5-day classroom	Barcelona	English	4,750
8–12 Jul 2030	5-day classroom	Casablanca	Arabic	4,750

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