Garnet
Garnet Global Training Center

GGT-PD-134

Personal Effectiveness & Office Skills

Remote Work Productivity

الإنتاجية في العمل عن بعد

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

Overview

Remote Work Productivity 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. Choose 5 or 10 days, classroom or live online, English or Arabic; organisations can also run it in-house and adapt the examples to their own work.

What you will be able to do

- Apply the methods and standards of Remote Work Productivity to real tasks.
- 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.
- Follow safe, compliant and documented work practices.

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 Remote Work Productivity: principles and standards

- Problem solving
- Hands-on workshop on a workplace challenge

Day 2 Methods and tools in practice

- Digital productivity
- Personal development planning

Day 3 Diagnosis and problem solving

- Time and priority management
- Common mistakes and how to avoid them

Day 4 Quality, safety and documentation

- Communication and writing
- Regional and international case studies

Day 5 Workshop, assessment and action plan

- Working with others
- Checklists and templates to take away

10-day outline

Day 1 Remote Work Productivity: principles and standards

- Problem solving
- Hands-on workshop on a workplace challenge

Day 2 Methods and tools in practice

- Digital productivity
- Personal development planning

Day 3 Diagnosis and problem solving

- Time and priority management
- Common mistakes and how to avoid them

Day 4 Quality, safety and documentation

- Communication and writing
- Regional and international case studies

Day 5 Workshop, assessment and action plan

- Working with others
- Checklists and templates to take away

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Group discussion and peer review

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
- Measurement and reporting

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)
17–21 Jan 2027	5-day classroom	Manama	Arabic	4,750
15–26 Mar 2027	10-day classroom	Vienna	English	8,950
12–16 Apr 2027	5-day online	Live online	English	2,950
6–10 Sep 2027	5-day classroom	Dubai	Arabic	4,750
11–22 Jun 2028	10-day classroom	Doha	English	8,950
14–25 Aug 2028	10-day online	Live online	English	5,450
4–8 Sep 2028	5-day classroom	Singapore	English	4,750
4–8 Dec 2028	5-day classroom	Abu Dhabi	Arabic	4,750
15–19 Jan 2029	5-day classroom	Istanbul	English	4,750

Dates	Format	City	Language	Fee (USD)
14–18 May 2029	5-day classroom	London	English	4,750
1–5 Oct 2029	5-day online	Live online	Arabic	2,950
17–28 Dec 2029	10-day classroom	Abu Dhabi	English	8,950
7–18 Jan 2030	10-day online	Live online	Arabic	5,450
4–15 Mar 2030	10-day classroom	Abu Dhabi	English	8,950
16–20 Jun 2030	5-day classroom	Doha	Arabic	4,750
2–6 Dec 2030	5-day classroom	Dubai	Arabic	4,750

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