Garnet
Garnet Global Training Center

GGT-PD-108

Personal Effectiveness & Office Skills

Report Writing Skills

مهارات كتابة التقارير

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

Overview

Report Writing Skills 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 Report Writing Skills to real tasks.
- Diagnose common problems and identify root causes.
- 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.

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 Report Writing Skills: principles and standards
- Working with others
- Measurement and reporting

Day 2 Methods and tools in practice
- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving
- Personal development planning
- Hands-on workshop on a workplace challenge

Day 4 Quality, safety and documentation
- Time and priority management
- Common mistakes and how to avoid them

Day 5 Workshop, assessment and action plan
- Communication and writing
- Regional and international case studies

10-day outline

Day 1 Report Writing Skills: principles and standards
- Working with others
- Measurement and reporting

Day 2 Methods and tools in practice
- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving
- Personal development planning
- Hands-on workshop on a workplace challenge

Day 4 Quality, safety and documentation
- Time and priority management
- Common mistakes and how to avoid them

Day 5 Workshop, assessment and action plan
- Communication and writing
- 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)
5–9 Apr 2027	5-day classroom	Vienna	English	4,750
9–13 Aug 2027	5-day classroom	Istanbul	English	4,750
15–19 Nov 2027	5-day online	Live online	English	2,950
13–24 Dec 2027	10-day classroom	Paris	English	8,950
20–24 Mar 2028	5-day classroom	Dubai	Arabic	4,750
7–11 May 2028	5-day classroom	Cairo	Arabic	4,750
19–30 Jun 2028	10-day online	Live online	Arabic	5,450
9–20 Jul 2028	10-day classroom	Kuwait City	English	8,950
18 Feb – 1 Mar 2029	10-day classroom	Riyadh	English	8,950
12–16 Mar 2029	5-day classroom	London	English	4,750

Dates	Format	City	Language	Fee (USD)
9–13 Jul 2029	5-day classroom	Vienna	English	4,750
1–5 Oct 2029	5-day online	Live online	Arabic	2,950
19–23 May 2030	5-day classroom	Manama	Arabic	4,750
2–13 Sep 2030	10-day online	Live online	English	5,450
18–29 Nov 2030	10-day classroom	Abu Dhabi	Arabic	8,950
1–5 Dec 2030	5-day classroom	Cairo	Arabic	4,750

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