Garnet
Garnet Global Training Center

GGT-PD-119

Personal Effectiveness & Office Skills

Self-Management & Goal Setting

إدارة الذات ووضع الأهداف

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

Overview

Self-Management & Goal Setting helps participants move from doing the work to managing it, with planning tools, control methods and reporting that management trusts. 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

- Set up and run Self-Management & Goal Setting as a managed process with clear roles.
- Control risk, quality and compliance in this area.
- Lead improvement projects and measure their benefit.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.

Who should attend

Employees at all levels, new supervisors and administrative staff. It suits supervisors, section heads and specialists who manage, or are about to manage, this area.

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 Self-Management & Goal Setting: the management framework

- Working with others
- Measurement and reporting

Day 2 Planning, resources and budgets

- Problem solving
- Digital productivity

Day 3 Performance measurement and control

- Personal development planning
- Hands-on workshop on a workplace challenge

Day 4 Risk, compliance and improvement

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

Day 5 Management case study and action plan

- Communication and writing
- Regional and international case studies

10-day outline

Day 1 Self-Management & Goal Setting: the management framework

- Working with others
- Measurement and reporting

Day 2 Planning, resources and budgets

- Problem solving
- Digital productivity

Day 3 Performance measurement and control

- Personal development planning
- Hands-on workshop on a workplace challenge

Day 4 Risk, compliance and improvement

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

Day 5 Management case study 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)
8–12 Feb 2027	5-day online	Live online	English	2,950
14–18 Jun 2027	5-day classroom	Abu Dhabi	Arabic	4,750
12–23 Jul 2027	10-day classroom	London	English	8,950
1–5 Nov 2027	5-day classroom	Dubai	Arabic	4,750
10–14 Jan 2028	5-day classroom	Abu Dhabi	Arabic	4,750
13–17 Mar 2028	5-day classroom	Paris	English	4,750
10–21 Apr 2028	10-day online	Live online	English	5,450
13–24 Nov 2028	10-day classroom	Barcelona	English	8,950
11–15 Feb 2029	5-day classroom	Jeddah	English	4,750

Dates	Format	City	Language	Fee (USD)
16–20 Apr 2029	5-day online	Live online	Arabic	2,950
9–13 Jul 2029	5-day classroom	London	English	4,750
1–12 Oct 2029	10-day classroom	Barcelona	English	8,950
15–26 Apr 2030	10-day online	Live online	English	5,450
4–8 Aug 2030	5-day classroom	Amman	Arabic	4,750
15–26 Sep 2030	10-day classroom	Jeddah	Arabic	8,950
21–25 Oct 2030	5-day classroom	Barcelona	English	4,750

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