Garnet
Garnet Global Training Center

GGT-OT-110

Operators, Technicians & Supervisors

Shift Handover & Logbook Practices

تسليم النوبات وممارسات السجل

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

Overview

Shift Handover & Logbook Practices focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Hands-on programs that build safe, competent people at the front line of operations. You can join a public session in one of 20 cities or live online, in English or Arabic, or bring the course in-house with examples from your own operations.

What you will be able to do

- Apply the methods and standards of Shift Handover & Logbook Practices 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

Operators, technicians, foremen, new graduates and first-line supervisors. Practitioners with one to five years of experience benefit most.

Key topics

- Plant and equipment basics
- Safe work practices
- Reading drawings and procedures
- Tools and measurement
- Shift communication
- Practical assessment

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 Shift Handover & Logbook Practices: principles and standards

- Plant and equipment basics
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Safe work practices
- Reading drawings and procedures

Day 3 Diagnosis and problem solving

- Tools and measurement
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Shift communication
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Practical assessment
- Hands-on workshop on a workplace challenge

10-day outline

Day 1 Shift Handover & Logbook Practices: principles and standards

- Plant and equipment basics
- Checklists and templates to take away

Day 2 Methods and tools in practice

- Safe work practices
- Reading drawings and procedures

Day 3 Diagnosis and problem solving

- Tools and measurement
- Group discussion and peer review

Day 4 Quality, safety and documentation

- Shift communication
- Measurement and reporting

Day 5 Workshop, assessment and action plan

- Practical assessment
- 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)
10–21 Jan 2027	10-day classroom	Jeddah	English	8,950
18–22 Apr 2027	5-day classroom	Doha	Arabic	4,750
6–10 Sep 2027	5-day online	Live online	Arabic	2,950
11–15 Oct 2027	5-day classroom	Geneva	English	4,750
14–25 Feb 2028	10-day classroom	Abu Dhabi	Arabic	8,950
6–10 Mar 2028	5-day classroom	Dubai	English	4,750
1–5 May 2028	5-day classroom	Kuala Lumpur	English	4,750
6–17 Nov 2028	10-day online	Live online	English	5,450
19–23 Mar 2029	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
9–13 Jul 2029	5-day classroom	Abu Dhabi	Arabic	4,750
12–16 Aug 2029	5-day classroom	Riyadh	English	4,750
4–15 Nov 2029	10-day classroom	Jeddah	English	8,950
8–19 Apr 2030	10-day classroom	Vienna	English	8,950
13–17 May 2030	5-day classroom	Casablanca	Arabic	4,750
8–12 Sep 2030	5-day classroom	Cairo	English	4,750
21 Oct – 1 Nov 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/