Garnet
Garnet Global Training Center

GGT-PD-126

Personal Effectiveness & Office Skills

Speed Reading & Information Management

القراءة السريعة وإدارة المعلومات

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

Overview

Speed Reading & Information Management equips managers and specialists to plan, organise and control this area of work, set targets and measure results. Core skills that make every professional more productive and easier to work with. 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

- Set up and run Speed Reading & Information Management as a managed process with clear roles.
- Lead improvement projects and measure their benefit.
- Report clearly to senior management and stakeholders.
- Manage contractors, suppliers and internal customers.
- Plan resources, budgets and schedules realistically.

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 Speed Reading & Information Management: the management framework

- Personal development planning
- Group discussion and peer review

Day 2 Planning, resources and budgets

- Time and priority management
- Communication and writing

Day 3 Performance measurement and control

- Working with others
- Measurement and reporting

Day 4 Risk, compliance and improvement

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

Day 5 Management case study and action plan

- Digital productivity
- Common mistakes and how to avoid them

10-day outline

Day 1 Speed Reading & Information Management: the management framework

- Personal development planning
- Group discussion and peer review

Day 2 Planning, resources and budgets

- Time and priority management
- Communication and writing

Day 3 Performance measurement and control

- Working with others
- Measurement and reporting

Day 4 Risk, compliance and improvement

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

Day 5 Management case study and action plan

- Digital productivity
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

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
- Checklists and templates to take away

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)
11–15 Jan 2027	5-day online	Live online	English	2,950
20–24 Jun 2027	5-day classroom	Doha	Arabic	4,750
19–30 Jul 2027	10-day classroom	London	English	8,950
12–16 Sep 2027	5-day classroom	Manama	Arabic	4,750
12–23 Mar 2028	10-day classroom	Riyadh	English	8,950
17–28 Apr 2028	10-day online	Live online	Arabic	5,450
2–6 Oct 2028	5-day classroom	Abu Dhabi	Arabic	4,750
19–23 Nov 2028	5-day classroom	Cairo	Arabic	4,750
1–12 Jan 2029	10-day classroom	Barcelona	English	8,950

Dates	Format	City	Language	Fee (USD)
4–8 Mar 2029	5-day classroom	Riyadh	Arabic	4,750
2–6 Jul 2029	5-day online	Live online	English	2,950
10–14 Sep 2029	5-day classroom	Abu Dhabi	English	4,750
8–12 Apr 2030	5-day classroom	Kuala Lumpur	English	4,750
7–11 Jul 2030	5-day classroom	Manama	English	4,750
18–29 Nov 2030	10-day online	Live online	English	5,450
16–27 Dec 2030	10-day classroom	Casablanca	English	8,950

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