Garnet
Garnet Global Training Center

GGT-ED-127

Education & Training Management

Student Affairs & Career Services

شؤون الطلاب والخدمات المهنية

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

Overview

Student Affairs & Career Services turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Programs for school leaders, trainers and learning professionals. 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 Student Affairs & Career Services 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

School and university leaders, teachers, trainers and L&D specialists. Practitioners with one to five years of experience benefit most.

Key topics

- Learning design
- Assessment and evaluation
- Educational leadership
- Digital learning tools
- Quality assurance and accreditation
- Learner engagement

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 Student Affairs & Career Services: principles and standards

- Quality assurance and accreditation
- Regional and international case studies

Day 2 Methods and tools in practice

- Learner engagement
- Learning design

Day 3 Diagnosis and problem solving

- Assessment and evaluation
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Educational leadership
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Digital learning tools
- Measurement and reporting

10-day outline

Day 1 Student Affairs & Career Services: principles and standards

- Quality assurance and accreditation
- Regional and international case studies

Day 2 Methods and tools in practice

- Learner engagement
- Learning design

Day 3 Diagnosis and problem solving

- Assessment and evaluation
- Checklists and templates to take away

Day 4 Quality, safety and documentation

- Educational leadership
- Group discussion and peer review

Day 5 Workshop, assessment and action plan

- Digital learning tools
- Measurement and reporting

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Hands-on workshop on a workplace challenge

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
- Common mistakes and how to avoid them

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 classroom	Barcelona	English	4,750
7–11 Feb 2027	5-day classroom	Doha	English	4,750
19–30 Jul 2027	10-day classroom	Dubai	English	8,950
15–19 Nov 2027	5-day online	Live online	Arabic	2,950
10–21 Jul 2028	10-day online	Live online	Arabic	5,450
7–18 Aug 2028	10-day classroom	Paris	English	8,950
18–22 Sep 2028	5-day classroom	Casablanca	Arabic	4,750
5–9 Nov 2028	5-day classroom	Doha	Arabic	4,750
12–16 Feb 2029	5-day online	Live online	English	2,950

Dates	Format	City	Language	Fee (USD)
2–6 Apr 2029	5-day classroom	Geneva	English	4,750
20–24 May 2029	5-day classroom	Cairo	Arabic	4,750
12–23 Nov 2029	10-day classroom	Dubai	English	8,950
4–15 Feb 2030	10-day online	Live online	English	5,450
8–12 Apr 2030	5-day classroom	Istanbul	English	4,750
11–15 Nov 2030	5-day classroom	Amsterdam	English	4,750
15–26 Dec 2030	10-day classroom	Riyadh	Arabic	8,950

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