Garnet
Garnet Global Training Center

GGT-AL-133

Administration, Legal & Public Sector

Travel & Events Coordination

تنسيق السفر والفعاليات

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

Overview

Travel & Events Coordination focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. Programs for government entities, legal departments and the offices that keep organisations running. 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 Travel & Events Coordination to real tasks.
- 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.
- Share good practice with your team.

Who should attend

Government officials, legal advisers, compliance officers, executive assistants and administrators. Practitioners with one to five years of experience benefit most.

Key topics

- Regulatory and legal frameworks
- Drafting and documentation
- Service design and performance
- Compliance and controls
- Communication and protocol
- Digital government practices

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 Travel & Events Coordination: principles and standards

- Service design and performance
- Group discussion and peer review

Day 2 Methods and tools in practice

- Compliance and controls
- Communication and protocol

Day 3 Diagnosis and problem solving

- Digital government practices
- Measurement and reporting

Day 4 Quality, safety and documentation

- Regulatory and legal frameworks
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Drafting and documentation
- Common mistakes and how to avoid them

10-day outline

Day 1 Travel & Events Coordination: principles and standards

- Service design and performance
- Group discussion and peer review

Day 2 Methods and tools in practice

- Compliance and controls
- Communication and protocol

Day 3 Diagnosis and problem solving

- Digital government practices
- Measurement and reporting

Day 4 Quality, safety and documentation

- Regulatory and legal frameworks
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Drafting and documentation
- 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)
8–12 Feb 2027	5-day classroom	Dubai	Arabic	4,750
17–28 May 2027	10-day classroom	Abu Dhabi	English	8,950
20–24 Jun 2027	5-day classroom	Amman	English	4,750
6–10 Sep 2027	5-day online	Live online	English	2,950
10–14 Jan 2028	5-day classroom	London	English	4,750
6–17 Mar 2028	10-day online	Live online	Arabic	5,450
7–11 Aug 2028	5-day classroom	Abu Dhabi	English	4,750
18–29 Dec 2028	10-day classroom	Kuala Lumpur	English	8,950
4–8 Jun 2029	5-day classroom	Casablanca	Arabic	4,750

Dates	Format	City	Language	Fee (USD)
1–5 Jul 2029	5-day classroom	Cairo	English	4,750
13–24 Aug 2029	10-day classroom	London	English	8,950
8–12 Oct 2029	5-day online	Live online	English	2,950
11–15 Feb 2030	5-day classroom	Abu Dhabi	Arabic	4,750
10–14 Jun 2030	5-day classroom	Paris	English	4,750
1–12 Jul 2030	10-day classroom	Istanbul	English	8,950
7–18 Oct 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/