Garnet
Garnet Global Training Center

GGT-PD-127

Personal Effectiveness & Office Skills

Work-Life Balance

التوازن بين العمل والحياة

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

Overview

Work-Life Balance focuses on how the work is actually done: the methods, checks and decisions practitioners use every day, illustrated with real cases from the region. 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

- Apply the methods and standards of Work-Life Balance to real tasks.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.

Who should attend

Employees at all levels, new supervisors and administrative staff. Practitioners with one to five years of experience benefit most.

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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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 Work-Life Balance: principles and standards
- Working with others
- Regional and international case studies

Day 2 Methods and tools in practice
- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving
- Personal development planning
- Checklists and templates to take away

Day 4 Quality, safety and documentation
- Time and priority management
- Group discussion and peer review

Day 5 Workshop, assessment and action plan
- Communication and writing
- Measurement and reporting

10-day outline

Day 1 Work-Life Balance: principles and standards
- Working with others
- Regional and international case studies

Day 2 Methods and tools in practice
- Problem solving
- Digital productivity

Day 3 Diagnosis and problem solving
- Personal development planning
- Checklists and templates to take away

Day 4 Quality, safety and documentation
- Time and priority management
- Group discussion and peer review

Day 5 Workshop, assessment and action plan
- Communication and writing
- 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)
21 Mar – 1 Apr 2027	10-day classroom	Cairo	English	8,950
2–6 Aug 2027	5-day online	Live online	Arabic	2,950
20–24 Sep 2027	5-day classroom	London	English	4,750
20–24 Dec 2027	5-day classroom	Dubai	Arabic	4,750
17–28 Jan 2028	10-day classroom	Dubai	Arabic	8,950
7–18 Feb 2028	10-day online	Live online	English	5,450
1–5 May 2028	5-day classroom	Barcelona	English	4,750
15–19 Oct 2028	5-day classroom	Kuwait City	English	4,750
5–9 Mar 2029	5-day online	Live online	Arabic	2,950
15–19 Apr 2029	5-day classroom	Cairo	English	4,750

Dates	Format	City	Language	Fee (USD)
10–21 Sep 2029	10-day classroom	Geneva	English	8,950
2–6 Dec 2029	5-day classroom	Kuwait City	Arabic	4,750
11–15 Feb 2030	5-day classroom	Abu Dhabi	English	4,750
20–31 May 2030	10-day classroom	Dubai	Arabic	8,950
19–30 Aug 2030	10-day online	Live online	English	5,450
10–14 Nov 2030	5-day classroom	Riyadh	English	4,750

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