



# Arabic Business Writing: Advanced Level

## Administration, Communication & Customer Service

QGT-ADM-136 | Advanced | 5 or 10 days | Online, classroom, in-house

### Course overview

Arabic Business Writing: Advanced Level is an advanced programme for experienced practitioners in Arabic Business Writing. It covers the principles, the requirements of international service and communication best practice, and the practical methods used on site, with case studies from operations in the Gulf, Africa and worldwide. Available online, in the classroom in 60 cities, or in-house.

### What participants will be able to do

- Explain the principles, terminology and scope of Arabic Business Writing
- Apply the relevant requirements of international service and communication best practice
- Apply advanced analysis methods to real operating data
- Recognise common problems, risks and root causes and choose the right corrective action
- Prepare an improvement plan for their own site or organisation

### Who should attend

Designed for administrative staff, executive assistants, marketing, sales and customer-facing teams with at least three years of experience.

### Course outline (5 days)

#### Day 1: Core principles revisited

Fast review and recent changes in international service and communication best practice

#### Day 2: Advanced analysis methods

Detailed techniques, data interpretation and calculations

#### Day 3: Design and performance optimisation

Improving reliability, efficiency and cost

#### Day 4: Troubleshooting complex cases

Diagnosing multi-cause problems from field data

#### Day 5: Risk, decisions and integration

Building a risk-based plan and presenting recommendations

### What the 10-day edition adds

Day 6: Applied project, part 1 – Apply the week-one methods to a case from your organisation

Day 7: Data and digital tools – Software, spreadsheets and digital tools used in practice

Day 8: Lessons from incidents and audits – What investigations and audit findings teach

Day 9: Applied project, part 2 – Complete, test and refine your solution

Day 10: Presentations and final assessment – Present to the group and complete the final assessment

## Fees (USD per participant)

| Duration | Live online | Classroom | In-house |
|----------|-------------|-----------|----------|
| 5 days   | \$3,000     | \$5,500   | On quote |
| 10 days  | \$5,500     | \$9,900   | On quote |

Fees include course material and certificate of completion; classroom fees include refreshments and lunch. In-house training is priced per group.

## Dates and cities 2027–2030

| Dates                | City            | Format        | Duration | Fee     |
|----------------------|-----------------|---------------|----------|---------|
| 12–23 Apr 2027       | Prague          | Classroom     | 10 days  | \$9,900 |
| 11–15 Jul 2027       | Muscat          | Classroom     | 5 days   | \$5,500 |
| 26 Jul – 6 Aug 2027  | Luanda          | Classroom     | 10 days  | \$9,900 |
| 30 Aug – 3 Sep 2027  | Manchester      | Classroom     | 5 days   | \$5,500 |
| 22 Nov – 3 Dec 2027  | Online (live)   | Online (live) | 10 days  | \$5,500 |
| 28 Feb – 10 Mar 2028 | Johannesburg    | Classroom     | 10 days  | \$9,900 |
| 6–10 Mar 2028        | Nairobi         | Classroom     | 5 days   | \$5,500 |
| 24 Jul – 4 Aug 2028  | Baku            | Classroom     | 10 days  | \$9,900 |
| 21–25 Aug 2028       | Bangkok         | Classroom     | 5 days   | \$5,500 |
| 20 Nov – 1 Dec 2028  | Online (live)   | Online (live) | 10 days  | \$5,500 |
| 21 Jan – 1 Feb 2029  | Amman           | Classroom     | 10 days  | \$9,900 |
| 19–23 Mar 2029       | Toronto         | Classroom     | 5 days   | \$5,500 |
| 2–13 Apr 2029        | Marrakech       | Classroom     | 10 days  | \$9,900 |
| 25–29 Jun 2029       | Luanda          | Classroom     | 5 days   | \$5,500 |
| 2–13 Jul 2029        | Online (live)   | Online (live) | 10 days  | \$5,500 |
| 25 Mar – 5 Apr 2030  | Prague          | Classroom     | 10 days  | \$9,900 |
| 15–19 Apr 2030       | Rome            | Classroom     | 5 days   | \$5,500 |
| 12–23 Aug 2030       | Stockholm       | Classroom     | 10 days  | \$9,900 |
| 29 Sep – 3 Oct 2030  | Sharm El Sheikh | Classroom     | 5 days   | \$5,500 |
| 7–18 Oct 2030        | Online (live)   | Online (live) | 10 days  | \$5,500 |

## How to register

### Register online or scan the code

<https://qimmatrainig.com/courses/arabic-business-writing-advanced-level/>

WhatsApp: +971 50 697 0908

Email: [training@qimmatrainig.com](mailto:training@qimmatrainig.com)

