Access Card, Key and Physical Security Administration for Offices

Office Administration

Course Overview

Access Card, Key and Physical Security Administration for Offices: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Access Card, Key and Physical Security Administration for Offices
- Apply practical tools and techniques for Access Card, Key and Physical Security Administration for Offices in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Access Card, Key and Physical Security Administration for Offices in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

HSE managers and officers, operations and site managers, supervisors, safety representatives and anyone accountable for workplace safety.

Course Outline

1. Foundations of Access Card, Key and Physical Security Administration for Offices: principles, terminology and context
2. The business case: why Access Card, Key and Physical Security Administration for Offices matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
16 to 20 Nov 2026	Johannesburg	**$1,395**
23 to 27 Nov 2026	Durban	**$1,450**
30 Nov to 4 Dec 2026	Lagos	**$1,650**

7 to 11 Dec 2026	Online	**$750**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.