Accessible and Inclusive Document Writing for All Audiences

Corporate Communications

Course Overview

Accessible and Inclusive Document Writing for All Audiences: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Accessible and Inclusive Document Writing for All Audiences
- Apply practical tools and techniques for Accessible and Inclusive Document Writing for All Audiences in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Accessible and Inclusive Document Writing for All Audiences in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Executive assistants, office managers, administrators, coordinators and support professionals who keep organisations running.

Course Outline

1. Setting the scene: Accessible and Inclusive Document Writing for All Audiences in today's organisation
2. Key concepts and the language of Accessible and Inclusive Document Writing for All Audiences
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Accessible and Inclusive Document Writing for All Audiences with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
9 to 13 Nov 2026	Pretoria	**$1,450**
16 to 20 Nov 2026	Windhoek	**$1,650**
23 to 27 Nov 2026	Dar es Salaam	**$1,550**
30 Nov to 4 Dec 2026	Online	**$750**

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Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.