Administering Insurance Claims and Asset Loss Reporting for Offices

Office Administration

Course Overview

Administering Insurance Claims and Asset Loss Reporting 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 Administering Insurance Claims and Asset Loss Reporting for Offices
- Apply practical tools and techniques for Administering Insurance Claims and Asset Loss Reporting for Offices in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Administering Insurance Claims and Asset Loss Reporting for Offices in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Finance managers, accountants, analysts, budget holders and professionals responsible for financial planning, control or reporting.

Course Outline

1. Foundations of Administering Insurance Claims and Asset Loss Reporting for Offices: principles, terminology and context
2. The business case: why Administering Insurance Claims and Asset Loss Reporting 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)
2 to 6 Nov 2026	Lusaka	**$1,550**
9 to 13 Nov 2026	Maputo	**$1,550**
23 to 27 Nov 2026	Johannesburg	**$1,650**

30 Nov to 4 Dec 2026	Nairobi	**$1,550**
7 to 11 Dec 2026	Kampala	**$1,395**

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