Administrative Excellence for Secretaries and Administrators Competence Development Tools

Office Administration

Course Overview

Administrative Excellence for Secretaries and Administrators Competence Development Tools: a 5-day professional training course from LTC Consultants...

What You Will Achieve

- Explain the core principles and current good practice in Administrative Excellence for Secretaries and Administrators Competence Development Tools
- Apply practical tools and techniques for Administrative Excellence for Secretaries and Administrators Competence Development Tools in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Administrative Excellence for Secretaries and Administrators Competence Development Tools 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. Foundations of Administrative Excellence for Secretaries and Administrators Competence Development Tools: principles, terminology and context
2. The business case: why Administrative Excellence for Secretaries and Administrators Competence Development Tools 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	Pretoria	**$1,550**
9 to 13 Nov 2026	Harare	**$1,550**
16 to 20 Nov 2026	Cairo	**$1,550**

23 to 27 Nov 2026	Online	**$700**
30 Nov to 4 Dec 2026	Windhoek	**$1,650**
7 to 11 Dec 2026	Dar es Salaam	**$1,395**

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