

# 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            |

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|----------------------|---------------|----------------|
| 23 to 27 Nov 2026    | Online        | <b>\$700</b>   |
| 30 Nov to 4 Dec 2026 | Windhoek      | <b>\$1,650</b> |
| 7 to 11 Dec 2026     | Dar es Salaam | <b>\$1,395</b> |

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### **LTC Consultants**

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