Administrative Operations and Coordination

Office Administration

Course Overview

Administrative Operations and Coordination: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Administrative Operations and Coordination
- Apply practical tools and techniques for Administrative Operations and Coordination in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Administrative Operations and Coordination 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 Operations and Coordination: principles, terminology and context
2. The business case: why Administrative Operations and Coordination 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	Maputo	**$1,395**
9 to 13 Nov 2026	Johannesburg	**$1,450**
23 to 27 Nov 2026	Cape Town	**$1,550**
30 Nov to 4 Dec 2026	Nairobi	**$1,550**
7 to 11 Dec 2026	Kampala	**$1,550**

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