

Administrative Supervisory and Team Leadership Skills

Office Administration

Course Overview

Administrative Supervisory and Team Leadership Skills: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Administrative Supervisory and Team Leadership Skills
- Apply practical tools and techniques for Administrative Supervisory and Team Leadership Skills in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Administrative Supervisory and Team Leadership Skills in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Foundations of Administrative Supervisory and Team Leadership Skills: principles, terminology and context
2. The business case: why Administrative Supervisory and Team Leadership Skills 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)
12 to 16 Oct 2026	Online	\$750
26 to 30 Oct 2026	Pretoria	\$1,650
2 to 6 Nov 2026	Windhoek	\$1,395
16 to 20 Nov 2026	Dar es Salaam	\$1,395

23 to 27 Nov 2026	Gaborone	\$1,550
7 to 11 Dec 2026	Kigali	\$1,650

LTC Consultants

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