Advanced Digital Office Skills and Productivity Tools

Office Administration

Course Overview

Advanced Digital Office Skills and Productivity Tools: 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 Advanced Digital Office Skills and Productivity Tools
- Apply practical tools and techniques for Advanced Digital Office Skills and Productivity Tools in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Advanced Digital Office Skills and Productivity 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. Setting the scene: Advanced Digital Office Skills and Productivity Tools in today's organisation
2. Key concepts and the language of Advanced Digital Office Skills and Productivity Tools
3. Frameworks and good practice that deliver results
4. Hands-on application: workshop exercises and cases
5. Problem-solving clinic: participants' real challenges
6. Integrating Advanced Digital Office Skills and Productivity Tools with day-to-day operations
7. Reporting, metrics and demonstrating value
8. Action planning: your first 90 days after the course

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
9 to 13 Nov 2026	Windhoek	**$1,650**
16 to 20 Nov 2026	Dar es Salaam	**$1,650**
30 Nov to 4 Dec 2026	Gaborone	**$1,550**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.