

Advanced Digital Office Skills and Productivity Tools

Office Administration

Course Overview

Digital Office Skills and Productivity Tools: 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 Digital Office Skills and Productivity Tools
- Apply practical tools and techniques for 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 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: Digital Office Skills and Productivity Tools in today's organisation
2. Key concepts and the language of 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 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)
21 to 25 Sep 2026	Harare	\$1,395
5 to 9 Oct 2026	Cairo	\$1,450
12 to 16 Oct 2026	Online	\$700
26 to 30 Oct 2026	Pretoria	\$1,550
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

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