

Advanced Executive Assistant and Business Support Skills

Office Administration

Course Overview

Executive Assistant and Business Support Skills: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Executive Assistant and Business Support Skills
- Apply practical tools and techniques for Executive Assistant and Business Support Skills in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Executive Assistant and Business Support 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. Setting the scene: Executive Assistant and Business Support Skills in today's organisation
2. Key concepts and the language of Executive Assistant and Business Support Skills
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 Executive Assistant and Business Support Skills 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)
5 to 9 Oct 2026	Cairo	\$1,395
12 to 16 Oct 2026	Online	\$700
26 to 30 Oct 2026	Pretoria	\$1,650
2 to 6 Nov 2026	Windhoek	\$1,395
9 to 13 Nov 2026	Dar es Salaam	\$1,550
23 to 27 Nov 2026	Gaborone	\$1,550

30 Nov to 4 Dec 2026

Kigali

\$1,650

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.