Advanced Executive Assistant and Business Support Skills

Office Administration

Course Overview

Advanced Executive Assistant and Business Support 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 Advanced Executive Assistant and Business Support Skills
- Apply practical tools and techniques for Advanced 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 Advanced 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: Advanced Executive Assistant and Business Support Skills in today's organisation
2. Key concepts and the language of Advanced 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 Advanced 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)
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**

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