Advanced Management for Documents and Archive

Office Administration

Course Overview

Advanced Management for Documents and Archive: 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 Advanced Management for Documents and Archive
- Apply practical tools and techniques for Advanced Management for Documents and Archive in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Advanced Management for Documents and Archive 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 Management for Documents and Archive in today's organisation
2. Key concepts and the language of Advanced Management for Documents and Archive
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 Management for Documents and Archive 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	Online	**$800**
16 to 20 Nov 2026	Lagos	**$1,450**
30 Nov to 4 Dec 2026	Pretoria	**$1,550**

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