

Artificial Intelligence Solutions for Office Administration

AI (Artificial Intelligence)

Course Overview

Artificial Intelligence Solutions for Office Administration: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Artificial Intelligence Solutions for Office Administration
- Apply practical tools and techniques for Artificial Intelligence Solutions for Office Administration in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Artificial Intelligence Solutions for Office Administration 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. Foundations of Artificial Intelligence Solutions for Office Administration: principles, terminology and context
2. The business case: why Artificial Intelligence Solutions for Office Administration matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
14 to 18 Sep 2026	Pretoria	\$1,650
21 to 25 Sep 2026	Windhoek	\$1,395
5 to 9 Oct 2026	Dar es Salaam	\$1,395
12 to 16 Oct 2026	Gaborone	\$1,650

26 to 30 Oct 2026	Kigali	\$1,550
2 to 6 Nov 2026	Cape Town	\$1,450
16 to 20 Nov 2026	Lusaka	\$1,550
23 to 27 Nov 2026	Maputo	\$1,450
7 to 11 Dec 2026	Johannesburg	\$1,395

LTC Consultants

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