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)
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
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.