Audio Visual Setup and Virtual Meeting Coordination for Administrators

Office Administration

Course Overview

Audio Visual Setup and Virtual Meeting Coordination for Administrators: a 5-day professional training course from LTC Consultants, delivered in-classroom...

What You Will Achieve

- Explain the core principles and current good practice in Audio Visual Setup and Virtual Meeting Coordination for Administrators
- Apply practical tools and techniques for Audio Visual Setup and Virtual Meeting Coordination for Administrators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Audio Visual Setup and Virtual Meeting Coordination for Administrators 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. Setting the scene: Audio Visual Setup and Virtual Meeting Coordination for Administrators in today's organisation
2. Key concepts and the language of Audio Visual Setup and Virtual Meeting Coordination for Administrators
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 Audio Visual Setup and Virtual Meeting Coordination for Administrators 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	Durban	**$1,650**
30 Nov to 4 Dec 2026	Accra	**$1,450**

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