Business Etiquette and Professional Office Communication

Office Administration

Course Overview

Business Etiquette and Professional Office Communication: 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 Business Etiquette and Professional Office Communication
- Apply practical tools and techniques for Business Etiquette and Professional Office Communication in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Business Etiquette and Professional Office Communication 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 Business Etiquette and Professional Office Communication: principles, terminology and context
2. The business case: why Business Etiquette and Professional Office Communication 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)
9 to 13 Nov 2026	Accra	**$1,450**
23 to 27 Nov 2026	Online	**$700**
7 to 11 Dec 2026	Lagos	**$1,550**

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