Catering and Refreshment Coordination for Corporate Functions

Office Administration

Course Overview

Catering and Refreshment Coordination for Corporate Functions: 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 Catering and Refreshment Coordination for Corporate Functions
- Apply practical tools and techniques for Catering and Refreshment Coordination for Corporate Functions in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Catering and Refreshment Coordination for Corporate Functions 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 Catering and Refreshment Coordination for Corporate Functions: principles, terminology and context
2. The business case: why Catering and Refreshment Coordination for Corporate Functions 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	Lusaka	**$1,650**
23 to 27 Nov 2026	Maputo	**$1,450**
7 to 11 Dec 2026	Johannesburg	**$1,450**

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