

Certified Business Administrator Cba

Office Administration

Course Overview

Certified Business Administrator Cba: a 10-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Business Administrator Cba
- Apply practical tools and techniques for Business Administrator Cba in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Business Administrator Cba 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 Administrator Cba: principles, terminology and context
2. The business case: why Business Administrator Cba 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 11 Nov 2026	Harare	\$2,850
16 to 25 Nov 2026	Cairo	\$2,950
23 Nov to 2 Dec 2026	Windhoek	\$2,850
7 to 16 Dec 2026	Dar es Salaam	\$2,850

LTC Consultants

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