Clean Desk, Information Handling and Data Protection Awareness for Office Teams

Office Administration

Course Overview

Clean Desk, Information Handling and Data Protection Awareness for Office Teams: a 5-day professional training course from LTC Consultants, delivered...

What You Will Achieve

- Explain the core principles and current good practice in Clean Desk, Information Handling and Data Protection Awareness for Office Teams
- Apply practical tools and techniques for Clean Desk, Information Handling and Data Protection Awareness for Office Teams in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Clean Desk, Information Handling and Data Protection Awareness for Office Teams 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 Clean Desk, Information Handling and Data Protection Awareness for Office Teams: principles, terminology and context
2. The business case: why Clean Desk, Information Handling and Data Protection Awareness for Office Teams 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	Cairo	**$1,650**
9 to 13 Nov 2026	Online	**$700**
23 to 27 Nov 2026	Windhoek	**$1,650**

7 to 11 Dec 2026	Dar es Salaam	**$1,395**

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