Contract and Service Level Administration for Office Managers

Office Administration

Course Overview

Contract and Service Level Administration for Office Managers: 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 Contract and Service Level Administration for Office Managers
- Apply practical tools and techniques for Contract and Service Level Administration for Office Managers in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Contract and Service Level Administration for Office Managers in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Contract and Service Level Administration for Office Managers in today's organisation
2. Key concepts and the language of Contract and Service Level Administration for Office Managers
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 Contract and Service Level Administration for Office Managers 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)
2 to 6 Nov 2026	Windhoek	**$1,550**
9 to 13 Nov 2026	Dar es Salaam	**$1,395**
16 to 20 Nov 2026	Online	**$700**
23 to 27 Nov 2026	Pretoria	**$1,650**

30 Nov to 4 Dec 2026	Gaborone	**$1,395**

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