

Coordinating Hybrid and Remote Office Teams

Office Administration

Course Overview

Coordinating Hybrid and Remote Office Teams: a 5-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 Coordinating Hybrid and Remote Office Teams
- Apply practical tools and techniques for Coordinating Hybrid and Remote Office Teams in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Coordinating Hybrid and Remote 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 Coordinating Hybrid and Remote Office Teams: principles, terminology and context
2. The business case: why Coordinating Hybrid and Remote 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)
21 to 25 Sep 2026	Harare	\$1,650
5 to 9 Oct 2026	Cairo	\$1,550
19 to 23 Oct 2026	Online	\$800
9 to 13 Nov 2026	Pretoria	\$1,450
23 to 27 Nov 2026	Windhoek	\$1,395
7 to 11 Dec 2026	Dar es Salaam	\$1,450

LTC Consultants

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