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)
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
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.