Coordinating Internal Communication and Staff Announcements for Administrators

Office Administration

Course Overview

Coordinating Internal Communication and Staff Announcements for Administrators: a 5-day professional training course from LTC Consultants, delivered...

What You Will Achieve

- Explain the core principles and current good practice in Coordinating Internal Communication and Staff Announcements for Administrators
- Apply practical tools and techniques for Coordinating Internal Communication and Staff Announcements for Administrators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Coordinating Internal Communication and Staff Announcements for Administrators 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 Internal Communication and Staff Announcements for Administrators: principles, terminology and context
2. The business case: why Coordinating Internal Communication and Staff Announcements for Administrators 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)
16 to 20 Nov 2026	Maputo	**$1,550**
23 to 27 Nov 2026	Johannesburg	**$1,450**
30 Nov to 4 Dec 2026	Cape Town	**$1,650**

7 to 11 Dec 2026	Nairobi	**$1,395**

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