

# 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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**LTC Consultants**

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