Coordinating Office Cleaning, Hygiene and Soft Services Contracts

Office Administration

Course Overview

Coordinating Office Cleaning, Hygiene and Soft Services Contracts: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Coordinating Office Cleaning, Hygiene and Soft Services Contracts
- Apply practical tools and techniques for Coordinating Office Cleaning, Hygiene and Soft Services Contracts in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Coordinating Office Cleaning, Hygiene and Soft Services Contracts 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. Setting the scene: Coordinating Office Cleaning, Hygiene and Soft Services Contracts in today's organisation
2. Key concepts and the language of Coordinating Office Cleaning, Hygiene and Soft Services Contracts
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 Coordinating Office Cleaning, Hygiene and Soft Services Contracts 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	Cape Town	**$1,450**
9 to 13 Nov 2026	Lusaka	**$1,550**
16 to 20 Nov 2026	Maputo	**$1,650**

23 to 27 Nov 2026	Johannesburg	**$1,395**
30 Nov to 4 Dec 2026	Nairobi	**$1,395**

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