Coordinating Print, Copy and Reprographics Services for the Office

Office Administration

Course Overview

Coordinating Print, Copy and Reprographics Services for the Office: 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 Print, Copy and Reprographics Services for the Office
- Apply practical tools and techniques for Coordinating Print, Copy and Reprographics Services for the Office in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Coordinating Print, Copy and Reprographics Services for the Office 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 Print, Copy and Reprographics Services for the Office: principles, terminology and context
2. The business case: why Coordinating Print, Copy and Reprographics Services for the Office 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	Lusaka	**$1,550**
7 to 11 Dec 2026	Maputo	**$1,550**

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