Coordinating Training Logistics and Workshop Administration

Office Administration

Course Overview

Coordinating Training Logistics and Workshop Administration: a 3-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Coordinating Training Logistics and Workshop Administration
- Apply practical tools and techniques for Coordinating Training Logistics and Workshop Administration in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Coordinating Training Logistics and Workshop Administration 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 Training Logistics and Workshop Administration: principles, terminology and context
2. The business case: why Coordinating Training Logistics and Workshop Administration 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)
2 to 4 Nov 2026	Lusaka	**$800**
9 to 11 Nov 2026	Maputo	**$900**
16 to 18 Nov 2026	Johannesburg	**$800**

23 to 25 Nov 2026	Nairobi	**$950**
30 Nov to 2 Dec 2026	Kampala	**$800**
7 to 9 Dec 2026	Durban	**$800**
14 to 16 Dec 2026	Accra	**$800**

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