

Council Item Writing and Report Drafting for Local Government Officials

Public Sector Management & Public Affairs

Course Overview

Council Item Writing and Report Drafting for Local Government Officials: a 5-day professional training course from LTC Consultants, delivered in-classroom...

What You Will Achieve

- Explain the core principles and current good practice in Council Item Writing and Report Drafting for Local Government Officials
- Apply practical tools and techniques for Council Item Writing and Report Drafting for Local Government Officials in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Council Item Writing and Report Drafting for Local Government Officials in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Council Item Writing and Report Drafting for Local Government Officials in today's organisation
2. Key concepts and the language of Council Item Writing and Report Drafting for Local Government Officials
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 Council Item Writing and Report Drafting for Local Government Officials 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)
14 to 18 Sep 2026	Pretoria	\$1,550
21 to 25 Sep 2026	Harare	\$1,395

5 to 9 Oct 2026	Cairo	\$1,550
19 to 23 Oct 2026	Windhoek	\$1,450
26 to 30 Oct 2026	Dar es Salaam	\$1,450
9 to 13 Nov 2026	Gaborone	\$1,395
16 to 20 Nov 2026	Kigali	\$1,550
30 Nov to 4 Dec 2026	Cape Town	\$1,450

LTC Consultants

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