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)
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
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.