

Courier, Dispatch and Delivery Coordination for Office Teams

Office Administration

Course Overview

Courier, Dispatch and Delivery Coordination for Office Teams: 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 Courier, Dispatch and Delivery Coordination for Office Teams
- Apply practical tools and techniques for Courier, Dispatch and Delivery Coordination for Office Teams in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Courier, Dispatch and Delivery Coordination for Office Teams 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 Courier, Dispatch and Delivery Coordination for Office Teams: principles, terminology and context
2. The business case: why Courier, Dispatch and Delivery Coordination for Office Teams 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)
23 to 27 Nov 2026	Pretoria	\$1,550
30 Nov to 4 Dec 2026	Harare	\$1,450
7 to 11 Dec 2026	Cairo	\$1,650

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.