Covid 19 Coronavirus Compliance Officer General Workplace

Office Administration

Course Overview

Covid 19 Coronavirus Compliance Officer General Workplace: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Covid 19 Coronavirus Compliance Officer General Workplace
- Apply practical tools and techniques for Covid 19 Coronavirus Compliance Officer General Workplace in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Covid 19 Coronavirus Compliance Officer General Workplace 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 Covid 19 Coronavirus Compliance Officer General Workplace: principles, terminology and context
2. The business case: why Covid 19 Coronavirus Compliance Officer General Workplace 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 6 Nov 2026	Online	**$750**
9 to 13 Nov 2026	Pretoria	**$1,550**
16 to 20 Nov 2026	Gaborone	**$1,650**

23 to 27 Nov 2026	Kigali	**$1,650**
30 Nov to 4 Dec 2026	Cape Town	**$1,395**
7 to 11 Dec 2026	Lusaka	**$1,650**

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