Cybersecurity Awareness and Safe Device Use for Office Staff

Office Administration

Course Overview

Cybersecurity Awareness and Safe Device Use for Office Staff: a 5-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 Cybersecurity Awareness and Safe Device Use for Office Staff
- Apply practical tools and techniques for Cybersecurity Awareness and Safe Device Use for Office Staff in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Cybersecurity Awareness and Safe Device Use for Office Staff in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

HSE managers and officers, operations and site managers, supervisors, safety representatives and anyone accountable for workplace safety.

Course Outline

1. Setting the scene: Cybersecurity Awareness and Safe Device Use for Office Staff in today's organisation
2. Key concepts and the language of Cybersecurity Awareness and Safe Device Use for Office Staff
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 Cybersecurity Awareness and Safe Device Use for Office Staff 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)
2 to 6 Nov 2026	Johannesburg	**$1,450**
9 to 13 Nov 2026	Durban	**$1,550**
16 to 20 Nov 2026	Lagos	**$1,450**
23 to 27 Nov 2026	Pretoria	**$1,550**

30 Nov to 4 Dec 2026	Harare	**$1,450**

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