

Data Capture and Database Administration for Office Staff

Office Administration

Course Overview

Data Capture and Database Administration for Office Staff: 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 Data Capture and Database Administration for Office Staff
- Apply practical tools and techniques for Data Capture and Database Administration for Office Staff in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Data Capture and Database Administration for Office Staff 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. Setting the scene: Data Capture and Database Administration for Office Staff in today's organisation
2. Key concepts and the language of Data Capture and Database Administration 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 Data Capture and Database Administration 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	Lusaka	\$1,550
16 to 20 Nov 2026	Maputo	\$1,450
23 to 27 Nov 2026	Johannesburg	\$1,650
30 Nov to 4 Dec 2026	Nairobi	\$1,450

LTC Consultants

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