Developing Core Skills for Administrators Secretaries

Office Administration

Course Overview

Developing Core Skills for Administrators Secretaries: 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 Developing Core Skills for Administrators Secretaries
- Apply practical tools and techniques for Developing Core Skills for Administrators Secretaries in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Developing Core Skills for Administrators Secretaries 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: Developing Core Skills for Administrators Secretaries in today's organisation
2. Key concepts and the language of Developing Core Skills for Administrators Secretaries
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 Developing Core Skills for Administrators Secretaries 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)
23 to 27 Nov 2026	Online	**$700**
30 Nov to 4 Dec 2026	Pretoria	**$1,650**

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