Diary and Appointment Coordination Across Multiple Time Zones

Office Administration

Course Overview

Diary and Appointment Coordination Across Multiple Time Zones: 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 Diary and Appointment Coordination Across Multiple Time Zones
- Apply practical tools and techniques for Diary and Appointment Coordination Across Multiple Time Zones in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Diary and Appointment Coordination Across Multiple Time Zones 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: Diary and Appointment Coordination Across Multiple Time Zones in today's organisation
2. Key concepts and the language of Diary and Appointment Coordination Across Multiple Time Zones
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 Diary and Appointment Coordination Across Multiple Time Zones 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	Pretoria	**$1,550**
9 to 13 Nov 2026	Harare	**$1,650**
16 to 20 Nov 2026	Cairo	**$1,450**

23 to 27 Nov 2026	Windhoek	**$1,395**
30 Nov to 4 Dec 2026	Dar es Salaam	**$1,550**

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