Digital Literacy and AI Productivity Tools for Administrative Professionals

Office Administration

Course Overview

Digital Literacy and AI Productivity Tools for Administrative Professionals: a 5-day professional training course from LTC Consultants, delivered in-classroom...

What You Will Achieve

- Explain the core principles and current good practice in Digital Literacy and AI Productivity Tools for Administrative Professionals
- Apply practical tools and techniques for Digital Literacy and AI Productivity Tools for Administrative Professionals in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Digital Literacy and AI Productivity Tools for Administrative Professionals 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: Digital Literacy and AI Productivity Tools for Administrative Professionals in today's organisation
2. Key concepts and the language of Digital Literacy and AI Productivity Tools for Administrative Professionals
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 Digital Literacy and AI Productivity Tools for Administrative Professionals 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)
9 to 13 Nov 2026	Online	**$700**
16 to 20 Nov 2026	Johannesburg	**$1,650**

23 to 27 Nov 2026	Durban	**$1,550**
30 Nov to 4 Dec 2026	Lagos	**$1,450**

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