

Document Version Control and Master Copy Management for Offices

Office Administration

Course Overview

Document Version Control and Master Copy Management for Offices: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Document Version Control and Master Copy Management for Offices
- Apply practical tools and techniques for Document Version Control and Master Copy Management for Offices in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Document Version Control and Master Copy Management for Offices in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Foundations of Document Version Control and Master Copy Management for Offices: principles, terminology and context
2. The business case: why Document Version Control and Master Copy Management for Offices matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
14 to 18 Sep 2026	Johannesburg	\$1,650
28 Sep to 2 Oct 2026	Durban	\$1,395
5 to 9 Oct 2026	Accra	\$1,450

19 to 23 Oct 2026	Online	\$750
2 to 6 Nov 2026	Lagos	\$1,450
16 to 20 Nov 2026	Pretoria	\$1,395
23 to 27 Nov 2026	Harare	\$1,395
7 to 11 Dec 2026	Cairo	\$1,450

LTC Consultants

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