

Editing and Proofreading for Workplace Documents

Corporate Communications

Course Overview

Editing and Proofreading for Workplace Documents: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Editing and Proofreading for Workplace Documents
- Apply practical tools and techniques for Editing and Proofreading for Workplace Documents in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Editing and Proofreading for Workplace Documents 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. Foundations of Editing and Proofreading for Workplace Documents: principles, terminology and context
2. The business case: why Editing and Proofreading for Workplace Documents 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)
16 to 20 Nov 2026	Cairo	\$1,650
23 to 27 Nov 2026	Online	\$750
30 Nov to 4 Dec 2026	Pretoria	\$1,650
7 to 11 Dec 2026	Windhoek	\$1,650

LTC Consultants

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