

# Effective Written Communication for Supervisors and Team Leaders

Corporate Communications

## Course Overview

Written Communication for Supervisors and Team Leaders: 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 Written Communication for Supervisors and Team Leaders
- Apply practical tools and techniques for Written Communication for Supervisors and Team Leaders in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Written Communication for Supervisors and Team Leaders 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 Written Communication for Supervisors and Team Leaders: principles, terminology and context
2. The business case: why Written Communication for Supervisors and Team Leaders 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) |
|-------------------|-----------|--------------------|
| 9 to 13 Nov 2026  | Online    | \$700              |
| 16 to 20 Nov 2026 | Cape Town | \$1,550            |
| 23 to 27 Nov 2026 | Lusaka    | \$1,550            |

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|----------------------|--------------|----------------|
| 30 Nov to 4 Dec 2026 | Maputo       | <b>\$1,550</b> |
| 7 to 11 Dec 2026     | Johannesburg | <b>\$1,395</b> |

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### **LTC Consultants**

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