Essential Management Skills for Administrators Climbing the Career Ladder

Office Administration

Course Overview

Essential Management Skills for Administrators Climbing the Career Ladder: 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 Essential Management Skills for Administrators Climbing the Career Ladder
- Apply practical tools and techniques for Essential Management Skills for Administrators Climbing the Career Ladder in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Essential Management Skills for Administrators Climbing the Career Ladder 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. Setting the scene: Essential Management Skills for Administrators Climbing the Career Ladder in today's organisation
2. Key concepts and the language of Essential Management Skills for Administrators Climbing the Career Ladder
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 Essential Management Skills for Administrators Climbing the Career Ladder 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	Cape Town	**$1,450**
16 to 20 Nov 2026	Nairobi	**$1,395**

23 to 27 Nov 2026	Kampala	**$1,650**
30 Nov to 4 Dec 2026	Durban	**$1,650**

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