

Essential Skills for Effective Training Administration

Learning and Development

Course Overview

Essential Skills for Effective Training Administration: 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 Essential Skills for Effective Training Administration
- Apply practical tools and techniques for Essential Skills for Effective Training Administration in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Essential Skills for Effective Training Administration in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

HR managers, HR business partners, talent and learning specialists, and line managers with significant people responsibilities.

Course Outline

1. Foundations of Essential Skills for Effective Training Administration: principles, terminology and context
2. The business case: why Essential Skills for Effective Training Administration 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	Windhoek	\$1,450
16 to 20 Nov 2026	Dar es Salaam	\$1,395
23 to 27 Nov 2026	Online	\$750
30 Nov to 4 Dec 2026	Pretoria	\$1,450
7 to 11 Dec 2026	Gaborone	\$1,450

LTC Consultants

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