

Essential Skills for Training Administration and Coordination

Human Resource (HR) Management

Course Overview

Essential Skills for Training Administration and Coordination: 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 Essential Skills for Training Administration and Coordination
- Apply practical tools and techniques for Essential Skills for Training Administration and Coordination in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Essential Skills for Training Administration and Coordination 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 Essential Skills for Training Administration and Coordination: principles, terminology and context
2. The business case: why Essential Skills for Training Administration and Coordination 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)
5 to 9 Oct 2026	Johannesburg	\$1,550
19 to 23 Oct 2026	Durban	\$1,550
26 to 30 Oct 2026	Accra	\$1,650

9 to 13 Nov 2026	Online	\$800
16 to 20 Nov 2026	Lagos	\$1,450
30 Nov to 4 Dec 2026	Pretoria	\$1,650
7 to 11 Dec 2026	Harare	\$1,395

LTC Consultants

Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa

+27 68 403 2806 | info@ltccconsultants.net | ltccconsultant.co.za

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