Events and Conference Coordination for Administrators

Office Administration

Course Overview

Events and Conference Coordination for Administrators: 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 Events and Conference Coordination for Administrators
- Apply practical tools and techniques for Events and Conference Coordination for Administrators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Events and Conference Coordination for Administrators 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 Events and Conference Coordination for Administrators: principles, terminology and context
2. The business case: why Events and Conference Coordination for Administrators 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	Kigali	**$1,650**
16 to 20 Nov 2026	Online	**$800**
23 to 27 Nov 2026	Cape Town	**$1,550**
30 Nov to 4 Dec 2026	Lusaka	**$1,550**

7 to 11 Dec 2026	Maputo	**$1,650**

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