Executive Assistant Diary and Travel Management

Office Administration

Course Overview

Executive Assistant Diary and Travel Management: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Executive Assistant Diary and Travel Management
- Apply practical tools and techniques for Executive Assistant Diary and Travel Management in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Executive Assistant Diary and Travel Management 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: Executive Assistant Diary and Travel Management in today's organisation
2. Key concepts and the language of Executive Assistant Diary and Travel Management
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 Executive Assistant Diary and Travel Management 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)
16 to 20 Nov 2026	Johannesburg	**$1,650**
23 to 27 Nov 2026	Durban	**$1,395**
30 Nov to 4 Dec 2026	Lagos	**$1,650**

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