Executive Summary and Briefing Note Writing for Decision Makers

Corporate Communications

Course Overview

Executive Summary and Briefing Note Writing for Decision Makers: a 3-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Executive Summary and Briefing Note Writing for Decision Makers
- Apply practical tools and techniques for Executive Summary and Briefing Note Writing for Decision Makers in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Executive Summary and Briefing Note Writing for Decision Makers 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 Summary and Briefing Note Writing for Decision Makers in today's organisation
2. Key concepts and the language of Executive Summary and Briefing Note Writing for Decision Makers
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 Summary and Briefing Note Writing for Decision Makers 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 4 Nov 2026	Gaborone	**$800**
9 to 11 Nov 2026	Kigali	**$900**
16 to 18 Nov 2026	Cape Town	**$800**

30 Nov to 2 Dec 2026	Lusaka	**$900**
7 to 9 Dec 2026	Maputo	**$800**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.