Expression of Interest and Prequalification Document Writing

Corporate Communications

Course Overview

Expression of Interest and Prequalification Document Writing: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Expression of Interest and Prequalification Document Writing
- Apply practical tools and techniques for Expression of Interest and Prequalification Document Writing in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Expression of Interest and Prequalification Document Writing 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 Expression of Interest and Prequalification Document Writing: principles, terminology and context
2. The business case: why Expression of Interest and Prequalification Document Writing 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)
2 to 6 Nov 2026	Pretoria	**$1,450**
16 to 20 Nov 2026	Harare	**$1,550**
7 to 11 Dec 2026	Cairo	**$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@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.