Facilitating Productive Meetings and Action Follow Up for Administrators

Office Administration

Course Overview

Facilitating Productive Meetings and Action Follow Up for Administrators: a 5-day professional training course from LTC Consultants, delivered in-classroom...

What You Will Achieve

- Explain the core principles and current good practice in Facilitating Productive Meetings and Action Follow Up for Administrators
- Apply practical tools and techniques for Facilitating Productive Meetings and Action Follow Up for Administrators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Facilitating Productive Meetings and Action Follow Up 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. Setting the scene: Facilitating Productive Meetings and Action Follow Up for Administrators in today's organisation
2. Key concepts and the language of Facilitating Productive Meetings and Action Follow Up for Administrators
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 Facilitating Productive Meetings and Action Follow Up for Administrators 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)
9 to 13 Nov 2026	Lusaka	**$1,450**
16 to 20 Nov 2026	Maputo	**$1,550**

30 Nov to 4 Dec 2026	Johannesburg	**$1,650**

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