

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)
21 to 25 Sep 2026	Gaborone	\$1,450
28 Sep to 2 Oct 2026	Kigali	\$1,450

12 to 16 Oct 2026	Online	\$750
26 to 30 Oct 2026	Cape Town	\$1,450
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

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.