Filing Systems and Document Control for the Modern Office

Office Administration

Course Overview

Filing Systems and Document Control for the Modern Office: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Filing Systems and Document Control for the Modern Office
- Apply practical tools and techniques for Filing Systems and Document Control for the Modern Office in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Filing Systems and Document Control for the Modern Office 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 Filing Systems and Document Control for the Modern Office: principles, terminology and context
2. The business case: why Filing Systems and Document Control for the Modern Office 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)
9 to 13 Nov 2026	Pretoria	**$1,650**
16 to 20 Nov 2026	Gaborone	**$1,650**
23 to 27 Nov 2026	Kigali	**$1,550**

30 Nov to 4 Dec 2026	Online	**$800**
7 to 11 Dec 2026	Cape Town	**$1,550**

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