

Front Desk Visitor Screening and Access Control for Receptionists

Office Administration

Course Overview

Front Desk Visitor Screening and Access Control for Receptionists: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Front Desk Visitor Screening and Access Control for Receptionists
- Apply practical tools and techniques for Front Desk Visitor Screening and Access Control for Receptionists in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Front Desk Visitor Screening and Access Control for Receptionists 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 Front Desk Visitor Screening and Access Control for Receptionists: principles, terminology and context
2. The business case: why Front Desk Visitor Screening and Access Control for Receptionists 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)
14 to 18 Sep 2026	Cape Town	\$1,395
28 Sep to 2 Oct 2026	Lusaka	\$1,395
5 to 9 Oct 2026	Maputo	\$1,550

19 to 23 Oct 2026	Johannesburg	\$1,395
2 to 6 Nov 2026	Nairobi	\$1,550
16 to 20 Nov 2026	Kampala	\$1,550
23 to 27 Nov 2026	Durban	\$1,450
7 to 11 Dec 2026	Accra	\$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.