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)
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**

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