Green Office and Sustainable Workplace Coordination

Office Administration

Course Overview

Green Office and Sustainable Workplace Coordination: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Green Office and Sustainable Workplace Coordination
- Apply practical tools and techniques for Green Office and Sustainable Workplace Coordination in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Green Office and Sustainable Workplace Coordination 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 Green Office and Sustainable Workplace Coordination: principles, terminology and context
2. The business case: why Green Office and Sustainable Workplace Coordination 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	Kampala	**$1,550**
16 to 20 Nov 2026	Durban	**$1,550**
23 to 27 Nov 2026	Accra	**$1,395**
7 to 11 Dec 2026	Online	**$700**

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