

# Implementation of Modern Record Management Through Sharepoint and Office 365

Management and Leadership

## Course Overview

Implementation of Modern Record Management Through Sharepoint and Office 365: a 5-day professional training course from LTC Consultants, delivered...

## What You Will Achieve

- Explain the core principles and current good practice in Implementation of Modern Record Management Through Sharepoint and Office 365
- Apply practical tools and techniques for Implementation of Modern Record Management Through Sharepoint and Office 365 in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Implementation of Modern Record Management Through Sharepoint and Office 365 in practice
- Build a personal action plan to implement what you have learned

## Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

## Course Outline

1. Setting the scene: Implementation of Modern Record Management Through Sharepoint and Office 365 in today's organisation
2. Key concepts and the language of Implementation of Modern Record Management Through Sharepoint and Office 365
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 Implementation of Modern Record Management Through Sharepoint and Office 365 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) |
|-------------------|--------|--------------------|
| 26 to 30 Oct 2026 | Lagos  | <b>\$1,550</b>     |
| 2 to 6 Nov 2026   | Online | <b>\$700</b>       |

|                      |          |                |
|----------------------|----------|----------------|
| 9 to 13 Nov 2026     | Pretoria | <b>\$1,450</b> |
| 16 to 20 Nov 2026    | Harare   | <b>\$1,450</b> |
| 23 to 27 Nov 2026    | Cairo    | <b>\$1,395</b> |
| 30 Nov to 4 Dec 2026 | Windhoek | <b>\$1,450</b> |

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### **LTC Consultants**

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