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)
2 to 6 Nov 2026	Online	**$700**
9 to 13 Nov 2026	Pretoria	**$1,450**

16 to 20 Nov 2026	Harare	**$1,450**
23 to 27 Nov 2026	Cairo	**$1,395**
30 Nov to 4 Dec 2026	Windhoek	**$1,450**

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.