

Improve Your Effectiveness at Work

Management and Leadership

Course Overview

Improve Your Effectiveness at Work: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Improve Your Effectiveness at Work
- Apply practical tools and techniques for Improve Your Effectiveness at Work in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Improve Your Effectiveness at Work 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. Foundations of Improve Your Effectiveness at Work: principles, terminology and context
2. The business case: why Improve Your Effectiveness at Work 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)
26 to 30 Oct 2026	Pretoria	\$1,650
2 to 6 Nov 2026	Windhoek	\$1,395
9 to 13 Nov 2026	Dar es Salaam	\$1,450
16 to 20 Nov 2026	Online	\$700
23 to 27 Nov 2026	Gaborone	\$1,450
30 Nov to 4 Dec 2026	Kigali	\$1,550
7 to 11 Dec 2026	Cape Town	\$1,450

LTC Consultants

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