

Information Officer Duties and PAIA Compliance

Corporate Governance, Compliance and Risk Management (GRC)

Course Overview

Information Officer Duties and PAIA Compliance: 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 Information Officer Duties and PAIA Compliance
- Apply practical tools and techniques for Information Officer Duties and PAIA Compliance in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Information Officer Duties and PAIA Compliance 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: Information Officer Duties and PAIA Compliance in today's organisation
2. Key concepts and the language of Information Officer Duties and PAIA Compliance
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 Information Officer Duties and PAIA Compliance 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)
16 to 20 Nov 2026	Windhoek	\$1,450
30 Nov to 4 Dec 2026	Dar es Salaam	\$1,650

LTC Consultants

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