International Travel Logistics and Visa Coordination for African Business Trips

Office Administration

Course Overview

International Travel Logistics and Visa Coordination for African Business Trips: a 5-day professional training course from LTC Consultants, delivered...

What You Will Achieve

- Explain the core principles and current good practice in International Travel Logistics and Visa Coordination for African Business Trips
- Apply practical tools and techniques for International Travel Logistics and Visa Coordination for African Business Trips in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine International Travel Logistics and Visa Coordination for African Business Trips 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. Setting the scene: International Travel Logistics and Visa Coordination for African Business Trips in today's organisation
2. Key concepts and the language of International Travel Logistics and Visa Coordination for African Business Trips
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 International Travel Logistics and Visa Coordination for African Business Trips 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	Windhoek	**$1,550**
16 to 20 Nov 2026	Dar es Salaam	**$1,550**

30 Nov to 4 Dec 2026	Gaborone	**$1,395**

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