Lean Office and Administrative Process Improvement

Operational Excellence

Course Overview

Lean Office and Administrative Process Improvement: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Lean Office and Administrative Process Improvement
- Apply practical tools and techniques for Lean Office and Administrative Process Improvement in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Lean Office and Administrative Process Improvement 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. Foundations of Lean Office and Administrative Process Improvement: principles, terminology and context
2. The business case: why Lean Office and Administrative Process Improvement 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)
2 to 6 Nov 2026	Windhoek	**$1,550**
9 to 13 Nov 2026	Dar es Salaam	**$1,395**
23 to 27 Nov 2026	Gaborone	**$1,650**
7 to 11 Dec 2026	Kigali	**$1,550**

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