

Managing Competing Priorities for Administrators Supporting Multiple Managers

Office Administration

Course Overview

Managing Competing Priorities for Administrators Supporting Multiple Managers: a 5-day professional training course from LTC Consultants, delivered...

What You Will Achieve

- Explain the core principles and current good practice in Managing Competing Priorities for Administrators Supporting Multiple Managers
- Apply practical tools and techniques for Managing Competing Priorities for Administrators Supporting Multiple Managers in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing Competing Priorities for Administrators Supporting Multiple Managers 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 Managing Competing Priorities for Administrators Supporting Multiple Managers: principles, terminology and context
2. The business case: why Managing Competing Priorities for Administrators Supporting Multiple Managers 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)
21 to 25 Sep 2026	Nairobi	\$1,650
5 to 9 Oct 2026	Kampala	\$1,450
26 to 30 Oct 2026	Johannesburg	\$1,550

9 to 13 Nov 2026	Durban	\$1,650
23 to 27 Nov 2026	Accra	\$1,450
7 to 11 Dec 2026	Online	\$800

LTC Consultants

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