Managing Confidential and Sensitive Correspondence in the Office

Office Administration

Course Overview

Managing Confidential and Sensitive Correspondence in the Office: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Managing Confidential and Sensitive Correspondence in the Office
- Apply practical tools and techniques for Managing Confidential and Sensitive Correspondence in the Office in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing Confidential and Sensitive Correspondence in the Office 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: Managing Confidential and Sensitive Correspondence in the Office in today's organisation
2. Key concepts and the language of Managing Confidential and Sensitive Correspondence in the Office
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 Managing Confidential and Sensitive Correspondence in the Office 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	Cape Town	**$1,550**
23 to 27 Nov 2026	Nairobi	**$1,550**
30 Nov to 4 Dec 2026	Kampala	**$1,650**

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