Managing Corporate Subscriptions and Professional Memberships

Office Administration

Course Overview

Managing Corporate Subscriptions and Professional Memberships: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Managing Corporate Subscriptions and Professional Memberships
- Apply practical tools and techniques for Managing Corporate Subscriptions and Professional Memberships in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing Corporate Subscriptions and Professional Memberships 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 Managing Corporate Subscriptions and Professional Memberships: principles, terminology and context
2. The business case: why Managing Corporate Subscriptions and Professional Memberships 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	Dar es Salaam	**$1,395**
9 to 13 Nov 2026	Gaborone	**$1,450**
16 to 20 Nov 2026	Kigali	**$1,395**

30 Nov to 4 Dec 2026	Cape Town	**$1,550**
7 to 11 Dec 2026	Lusaka	**$1,550**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.