Managing Multi Site and Branch Office Administration

Office Administration

Course Overview

Managing Multi Site and Branch Office Administration: 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 Managing Multi Site and Branch Office Administration
- Apply practical tools and techniques for Managing Multi Site and Branch Office Administration in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing Multi Site and Branch Office Administration 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 Multi Site and Branch Office Administration: principles, terminology and context
2. The business case: why Managing Multi Site and Branch Office Administration 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)
9 to 13 Nov 2026	Nairobi	**$1,650**
16 to 20 Nov 2026	Kampala	**$1,395**
30 Nov to 4 Dec 2026	Durban	**$1,395**
7 to 11 Dec 2026	Accra	**$1,395**

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