Managing Office Signage, Branding and Workplace Presentation

Office Administration

Course Overview

Managing Office Signage, Branding and Workplace Presentation: 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 Office Signage, Branding and Workplace Presentation
- Apply practical tools and techniques for Managing Office Signage, Branding and Workplace Presentation in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing Office Signage, Branding and Workplace Presentation 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 Office Signage, Branding and Workplace Presentation in today's organisation
2. Key concepts and the language of Managing Office Signage, Branding and Workplace Presentation
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 Office Signage, Branding and Workplace Presentation 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)
2 to 6 Nov 2026	Gaborone	**$1,550**
9 to 13 Nov 2026	Kigali	**$1,395**
16 to 20 Nov 2026	Cape Town	**$1,450**

23 to 27 Nov 2026	Lusaka	**$1,450**
30 Nov to 4 Dec 2026	Maputo	**$1,550**

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