Managing Office Utilities, Energy Use and Cost Tracking

Office Administration

Course Overview

Managing Office Utilities, Energy Use and Cost Tracking: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Managing Office Utilities, Energy Use and Cost Tracking
- Apply practical tools and techniques for Managing Office Utilities, Energy Use and Cost Tracking in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing Office Utilities, Energy Use and Cost Tracking 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 Office Utilities, Energy Use and Cost Tracking: principles, terminology and context
2. The business case: why Managing Office Utilities, Energy Use and Cost Tracking 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	Maputo	**$1,395**
9 to 13 Nov 2026	Johannesburg	**$1,395**
16 to 20 Nov 2026	Nairobi	**$1,650**
23 to 27 Nov 2026	Kampala	**$1,450**

30 Nov to 4 Dec 2026	Durban	**$1,550**
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.