

Managing the Paperless Office and Digital Records Transition

Office Administration

Course Overview

Managing the Paperless Office and Digital Records Transition: 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 the Paperless Office and Digital Records Transition
- Apply practical tools and techniques for Managing the Paperless Office and Digital Records Transition in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Managing the Paperless Office and Digital Records Transition 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 the Paperless Office and Digital Records Transition: principles, terminology and context
2. The business case: why Managing the Paperless Office and Digital Records Transition 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)
14 to 18 Sep 2026	Online	\$800
21 to 25 Sep 2026	Johannesburg	\$1,450
5 to 9 Oct 2026	Durban	\$1,550

12 to 16 Oct 2026	Lagos	\$1,450
19 to 23 Oct 2026	Pretoria	\$1,550
2 to 6 Nov 2026	Harare	\$1,550
9 to 13 Nov 2026	Cairo	\$1,450
16 to 20 Nov 2026	Windhoek	\$1,550
30 Nov to 4 Dec 2026	Dar es Salaam	\$1,395
7 to 11 Dec 2026	Gaborone	\$1,395

LTC Consultants

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