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 Africa...

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)
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**

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