Microsoft 365 and Teams Administration for Support Staff

Office Administration

Course Overview

Microsoft 365 and Teams Administration for Support Staff: 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 Microsoft 365 and Teams Administration for Support Staff
- Apply practical tools and techniques for Microsoft 365 and Teams Administration for Support Staff in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Microsoft 365 and Teams Administration for Support Staff 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: Microsoft 365 and Teams Administration for Support Staff in today's organisation
2. Key concepts and the language of Microsoft 365 and Teams Administration for Support Staff
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 Microsoft 365 and Teams Administration for Support Staff 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)
16 to 20 Nov 2026	Johannesburg	**$1,395**
23 to 27 Nov 2026	Durban	**$1,450**
30 Nov to 4 Dec 2026	Lagos	**$1,650**

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