Multilingual and Cross Cultural Office Communication in Africa

Office Administration

Course Overview

Multilingual and Cross Cultural Office Communication in Africa: 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 Multilingual and Cross Cultural Office Communication in Africa
- Apply practical tools and techniques for Multilingual and Cross Cultural Office Communication in Africa in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Multilingual and Cross Cultural Office Communication in Africa 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: Multilingual and Cross Cultural Office Communication in Africa in today's organisation
2. Key concepts and the language of Multilingual and Cross Cultural Office Communication in Africa
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 Multilingual and Cross Cultural Office Communication in Africa 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	Lagos	**$1,450**
9 to 13 Nov 2026	Online	**$800**
16 to 20 Nov 2026	Pretoria	**$1,450**
23 to 27 Nov 2026	Harare	**$1,450**

30 Nov to 4 Dec 2026	Cairo	**$1,550**

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