

Office Management Specialist

Office Administration

Course Overview

Office Management Specialist: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in Office Management Specialist
- Apply practical tools and techniques for Office Management Specialist in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Office Management Specialist in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Directors, senior managers, heads of department, team leaders and high-potential professionals preparing for greater leadership responsibility.

Course Outline

1. Setting the scene: Office Management Specialist in today's organisation
2. Key concepts and the language of Office Management Specialist
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 Office Management Specialist 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	Dar es Salaam	\$1,650
16 to 20 Nov 2026	Gaborone	\$1,395
23 to 27 Nov 2026	Kigali	\$1,650
30 Nov to 4 Dec 2026	Cape Town	\$1,395

LTC Consultants

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