

Office Relocation and Workspace Move Coordination

Office Administration

Course Overview

Office Relocation and Workspace Move Coordination: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Office Relocation and Workspace Move Coordination
- Apply practical tools and techniques for Office Relocation and Workspace Move Coordination in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Office Relocation and Workspace Move Coordination 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 Office Relocation and Workspace Move Coordination: principles, terminology and context
2. The business case: why Office Relocation and Workspace Move Coordination 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)
21 to 25 Sep 2026	Johannesburg	\$1,550
28 Sep to 2 Oct 2026	Durban	\$1,450
12 to 16 Oct 2026	Accra	\$1,450
26 to 30 Oct 2026	Online	\$750
2 to 6 Nov 2026	Lagos	\$1,395

16 to 20 Nov 2026	Pretoria	\$1,450
23 to 27 Nov 2026	Harare	\$1,550
7 to 11 Dec 2026	Cairo	\$1,650

LTC Consultants

Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa

+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za

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