Personal Branding and Career Growth for Administrative Professionals

Office Administration

Course Overview

Personal Branding and Career Growth for Administrative Professionals: 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 Personal Branding and Career Growth for Administrative Professionals
- Apply practical tools and techniques for Personal Branding and Career Growth for Administrative Professionals in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Personal Branding and Career Growth for Administrative Professionals 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 Personal Branding and Career Growth for Administrative Professionals: principles, terminology and context
2. The business case: why Personal Branding and Career Growth for Administrative Professionals 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	Accra	**$1,450**
9 to 13 Nov 2026	Online	**$700**
23 to 27 Nov 2026	Johannesburg	**$1,650**

30 Nov to 4 Dec 2026	Lagos	**$1,395**
7 to 11 Dec 2026	Pretoria	**$1,650**

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