Preparing Professional Business Documents, Templates and Forms

Office Administration

Course Overview

Preparing Professional Business Documents, Templates and Forms: 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 Preparing Professional Business Documents, Templates and Forms
- Apply practical tools and techniques for Preparing Professional Business Documents, Templates and Forms in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Preparing Professional Business Documents, Templates and Forms 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: Preparing Professional Business Documents, Templates and Forms in today's organisation
2. Key concepts and the language of Preparing Professional Business Documents, Templates and Forms
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 Preparing Professional Business Documents, Templates and Forms 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)
9 to 13 Nov 2026	Online	**$800**
16 to 20 Nov 2026	Cape Town	**$1,550**

23 to 27 Nov 2026	Lusaka	**$1,550**
30 Nov to 4 Dec 2026	Maputo	**$1,450**

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