Procurement and Purchasing Support for Administrative Teams

Office Administration

Course Overview

Procurement and Purchasing Support for Administrative Teams: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Procurement and Purchasing Support for Administrative Teams
- Apply practical tools and techniques for Procurement and Purchasing Support for Administrative Teams in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Procurement and Purchasing Support for Administrative Teams 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 Procurement and Purchasing Support for Administrative Teams: principles, terminology and context
2. The business case: why Procurement and Purchasing Support for Administrative Teams 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	Lusaka	**$1,395**
16 to 20 Nov 2026	Maputo	**$1,550**
23 to 27 Nov 2026	Johannesburg	**$1,395**

7 to 11 Dec 2026	Nairobi	**$1,395**

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