

Professional Email and Inbox Management for Administrators

Office Administration

Course Overview

Email and Inbox Management for Administrators: 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 Email and Inbox Management for Administrators
- Apply practical tools and techniques for Email and Inbox Management for Administrators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Email and Inbox Management for Administrators 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: Email and Inbox Management for Administrators in today's organisation
2. Key concepts and the language of Email and Inbox Management for Administrators
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 Email and Inbox Management for Administrators 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)
14 to 18 Sep 2026	Pretoria	\$1,650
28 Sep to 2 Oct 2026	Harare	\$1,395
12 to 16 Oct 2026	Cairo	\$1,395
19 to 23 Oct 2026	Windhoek	\$1,550
2 to 6 Nov 2026	Dar es Salaam	\$1,395
16 to 20 Nov 2026	Gaborone	\$1,650

30 Nov to 4 Dec 2026

Kigali

\$1,650

LTC Consultants

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