Professional Skills for Administrators & Secretaries Skilled and Effective Business Support

Office Administration

Course Overview

Professional Skills for Administrators & Secretaries Skilled and Effective Business Support: a 5-day professional training course from LTC Consultants...

What You Will Achieve

- Explain the core principles and current good practice in Skills for Administrators & Secretaries Skilled and Effective Business Support
- Apply practical tools and techniques for Skills for Administrators & Secretaries Skilled and Effective Business Support in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Skills for Administrators & Secretaries Skilled and Effective Business Support 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: Skills for Administrators & Secretaries Skilled and Effective Business Support in today's organisation
2. Key concepts and the language of Skills for Administrators & Secretaries Skilled and Effective Business Support
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 Skills for Administrators & Secretaries Skilled and Effective Business Support 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)
2 to 6 Nov 2026	Nairobi	**$1,550**
9 to 13 Nov 2026	Kampala	**$1,550**

23 to 27 Nov 2026	Durban	**$1,450**
30 Nov to 4 Dec 2026	Accra	**$1,650**

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