

# Records Retention, Legal Hold and Documentary Evidence Management

Legal Training

## Course Overview

Records Retention, Legal Hold and Documentary Evidence Management: 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 Records Retention, Legal Hold and Documentary Evidence Management
- Apply practical tools and techniques for Records Retention, Legal Hold and Documentary Evidence Management in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Records Retention, Legal Hold and Documentary Evidence Management 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. Foundations of Records Retention, Legal Hold and Documentary Evidence Management: principles, terminology and context
2. The business case: why Records Retention, Legal Hold and Documentary Evidence Management 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) |
|----------------------|--------------|--------------------|
| 28 Sep to 2 Oct 2026 | Kampala      | \$1,395            |
| 5 to 9 Oct 2026      | Johannesburg | \$1,550            |
| 19 to 23 Oct 2026    | Durban       | \$1,650            |

|                      |          |                |
|----------------------|----------|----------------|
| 26 to 30 Oct 2026    | Accra    | <b>\$1,450</b> |
| 9 to 13 Nov 2026     | Online   | <b>\$750</b>   |
| 16 to 20 Nov 2026    | Lagos    | <b>\$1,550</b> |
| 30 Nov to 4 Dec 2026 | Pretoria | <b>\$1,395</b> |
| 7 to 11 Dec 2026     | Harare   | <b>\$1,450</b> |

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### **LTC Consultants**

Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa

+27 68 403 2806 | [info@ltcconsultants.net](mailto:info@ltcconsultants.net) | [ltcconsultant.co.za](http://ltcconsultant.co.za)

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