

Report and Data Presentation Skills for Administrative Support Staff

Office Administration

Course Overview

Report and Data Presentation Skills for Administrative Support Staff: a 5-day professional training course from LTC Consultants, delivered in-classroom...

What You Will Achieve

- Explain the core principles and current good practice in Report and Data Presentation Skills for Administrative Support Staff
- Apply practical tools and techniques for Report and Data Presentation Skills for Administrative Support Staff in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Report and Data Presentation Skills for Administrative Support Staff 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 Report and Data Presentation Skills for Administrative Support Staff: principles, terminology and context
2. The business case: why Report and Data Presentation Skills for Administrative Support Staff 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)
12 to 16 Oct 2026	Nairobi	\$1,395
19 to 23 Oct 2026	Kampala	\$1,550
26 to 30 Oct 2026	Johannesburg	\$1,395

2 to 6 Nov 2026	Durban	\$1,650
16 to 20 Nov 2026	Accra	\$1,450
23 to 27 Nov 2026	Online	\$750
30 Nov to 4 Dec 2026	Lagos	\$1,550
7 to 11 Dec 2026	Pretoria	\$1,650

LTC Consultants

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