Report Formatting and Document Design in Microsoft Word

Corporate Communications

Course Overview

Report Formatting and Document Design in Microsoft Word: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Report Formatting and Document Design in Microsoft Word
- Apply practical tools and techniques for Report Formatting and Document Design in Microsoft Word in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Report Formatting and Document Design in Microsoft Word 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 Formatting and Document Design in Microsoft Word: principles, terminology and context
2. The business case: why Report Formatting and Document Design in Microsoft Word 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)
9 to 13 Nov 2026	Online	**$800**
23 to 27 Nov 2026	Cape Town	**$1,650**
7 to 11 Dec 2026	Lusaka	**$1,395**

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