

Running Effective One on One Meetings and Check Ins

Management and Leadership

Course Overview

Running Effective One on One Meetings and Check Ins: 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 Running Effective One on One Meetings and Check Ins
- Apply practical tools and techniques for Running Effective One on One Meetings and Check Ins in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Running Effective One on One Meetings and Check Ins 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: Running Effective One on One Meetings and Check Ins in today's organisation
2. Key concepts and the language of Running Effective One on One Meetings and Check Ins
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 Running Effective One on One Meetings and Check Ins 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)
28 Sep to 2 Oct 2026	Kampala	\$1,650
5 to 9 Oct 2026	Johannesburg	\$1,550
12 to 16 Oct 2026	Durban	\$1,650
19 to 23 Oct 2026	Accra	\$1,550
26 to 30 Oct 2026	Online	\$700
2 to 6 Nov 2026	Lagos	\$1,450

9 to 13 Nov 2026	Pretoria	\$1,650
16 to 20 Nov 2026	Harare	\$1,550
23 to 27 Nov 2026	Cairo	\$1,650
30 Nov to 4 Dec 2026	Windhoek	\$1,395

LTC Consultants

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

+27 68 403 2806 | info@ltccconsultants.net | ltccconsultant.co.za

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