Setting Up a New Office and Coordinating Office Fit Out

Office Administration

Course Overview

Setting Up a New Office and Coordinating Office Fit Out: 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 Setting Up a New Office and Coordinating Office Fit Out
- Apply practical tools and techniques for Setting Up a New Office and Coordinating Office Fit Out in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Setting Up a New Office and Coordinating Office Fit Out 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: Setting Up a New Office and Coordinating Office Fit Out in today's organisation
2. Key concepts and the language of Setting Up a New Office and Coordinating Office Fit Out
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 Setting Up a New Office and Coordinating Office Fit Out 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)
16 to 20 Nov 2026	Pretoria	**$1,395**
23 to 27 Nov 2026	Gaborone	**$1,450**
30 Nov to 4 Dec 2026	Kigali	**$1,650**

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