Speed Writing and Note Taking Skills for Busy Administrators

Office Administration

Course Overview

Speed Writing and Note Taking Skills for Busy Administrators: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Speed Writing and Note Taking Skills for Busy Administrators
- Apply practical tools and techniques for Speed Writing and Note Taking Skills for Busy Administrators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Speed Writing and Note Taking Skills for Busy Administrators 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: Speed Writing and Note Taking Skills for Busy Administrators in today's organisation
2. Key concepts and the language of Speed Writing and Note Taking Skills for Busy Administrators
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 Speed Writing and Note Taking Skills for Busy Administrators 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)
23 to 27 Nov 2026	Maputo	**$1,650**
30 Nov to 4 Dec 2026	Johannesburg	**$1,550**

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