

Stress Management and Resilience for Administrative Professionals

Office Administration

Course Overview

Stress Management and Resilience for Administrative Professionals: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Stress Management and Resilience for Administrative Professionals
- Apply practical tools and techniques for Stress Management and Resilience for Administrative Professionals in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Stress Management and Resilience for Administrative Professionals 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: Stress Management and Resilience for Administrative Professionals in today's organisation
2. Key concepts and the language of Stress Management and Resilience for Administrative Professionals
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 Stress Management and Resilience for Administrative Professionals 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)
12 to 16 Oct 2026	Gaborone	\$1,450
19 to 23 Oct 2026	Kigali	\$1,550

26 to 30 Oct 2026	Online	\$750
2 to 6 Nov 2026	Cape Town	\$1,395
9 to 13 Nov 2026	Lusaka	\$1,450
16 to 20 Nov 2026	Maputo	\$1,450
23 to 27 Nov 2026	Johannesburg	\$1,650
30 Nov to 4 Dec 2026	Nairobi	\$1,450

LTC Consultants

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