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)
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**

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