The Office Manager as Wellbeing and Culture Champion

Office Administration

Course Overview

The Office Manager as Wellbeing and Culture Champion: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live...

What You Will Achieve

- Explain the core principles and current good practice in Office Manager as Wellbeing and Culture Champion
- Apply practical tools and techniques for Office Manager as Wellbeing and Culture Champion in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Office Manager as Wellbeing and Culture Champion 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: Office Manager as Wellbeing and Culture Champion in today's organisation
2. Key concepts and the language of Office Manager as Wellbeing and Culture Champion
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 Office Manager as Wellbeing and Culture Champion 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	Online	**$800**
16 to 20 Nov 2026	Lagos	**$1,550**
30 Nov to 4 Dec 2026	Pretoria	**$1,550**

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