

The Senior Secretary Development Programme

Office Administration

Course Overview

The Senior Secretary Development: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and live online.

What You Will Achieve

- Explain the core principles and current good practice in The Senior Secretary Development
- Apply practical tools and techniques for The Senior Secretary Development in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine The Senior Secretary Development 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: The Senior Secretary Development in today's organisation
2. Key concepts and the language of The Senior Secretary Development
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 The Senior Secretary Development 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)
19 to 23 Oct 2026	Gaborone	\$1,550
26 to 30 Oct 2026	Kigali	\$1,395
2 to 6 Nov 2026	Online	\$700
16 to 20 Nov 2026	Cape Town	\$1,550
23 to 27 Nov 2026	Lusaka	\$1,450
30 Nov to 4 Dec 2026	Maputo	\$1,395

LTC Consultants

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