The Senior Secretary Development Programme

Office Administration

Course Overview

The Senior Secretary Development Programme: 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 Senior Secretary Development
- Apply practical tools and techniques for Senior Secretary Development in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine 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: Senior Secretary Development in today's organisation
2. Key concepts and the language of 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 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)
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.