

The Tech Savvy Administrator

Office Administration

Course Overview

The Tech Savvy Administrator: 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 Tech Savvy Administrator
- Apply practical tools and techniques for Tech Savvy Administrator in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Tech Savvy Administrator 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: Tech Savvy Administrator in today's organisation
2. Key concepts and the language of Tech Savvy Administrator
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 Tech Savvy Administrator 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	Nairobi	\$1,395
9 to 13 Nov 2026	Kampala	\$1,650
23 to 27 Nov 2026	Durban	\$1,650
30 Nov to 4 Dec 2026	Accra	\$1,450

LTC Consultants

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