

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 The Tech Savvy Administrator
- Apply practical tools and techniques for The Tech Savvy Administrator in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine The 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: The Tech Savvy Administrator in today's organisation
2. Key concepts and the language of The 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 The 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)
21 to 25 Sep 2026	Cape Town	\$1,395
28 Sep to 2 Oct 2026	Lusaka	\$1,395
12 to 16 Oct 2026	Maputo	\$1,450
19 to 23 Oct 2026	Johannesburg	\$1,550
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.