Time Management and Workload Prioritisation for Administrators

Office Administration

Course Overview

Time Management and Workload Prioritisation for Administrators: a 5-day professional training course from LTC Consultants, delivered in-classroom across...

What You Will Achieve

- Explain the core principles and current good practice in Time Management and Workload Prioritisation for Administrators
- Apply practical tools and techniques for Time Management and Workload Prioritisation for Administrators in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Time Management and Workload Prioritisation for Administrators 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. Foundations of Time Management and Workload Prioritisation for Administrators: principles, terminology and context
2. The business case: why Time Management and Workload Prioritisation for Administrators matters to performance
3. Core tools, frameworks and methods
4. Applying the tools: guided case study and exercises
5. Common pitfalls and how experienced practitioners avoid them
6. Working with stakeholders: communication and influence
7. Measuring results and continuous improvement
8. Personal action planning and course review

Upcoming Dates and Fees

DATES	VENUE	FEE (PER DELEGATE)
23 to 27 Nov 2026	Durban	**$1,395**
30 Nov to 4 Dec 2026	Accra	**$1,550**
7 to 11 Dec 2026	Online	**$750**

LTC Consultants
Suite 601, Block 2, Monument Office Park, 79 Steenbok Ave, Monument Park, Pretoria, 0181, South Africa
+27 68 403 2806 | info@ltcconsultants.net | ltcconsultant.co.za
Every delegate receives a Certificate of Attendance. Group and in-house rates available on request.