Virtual Assistant Skills and Remote Administrative Support

Office Administration

Course Overview

Virtual Assistant Skills and Remote Administrative Support: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa...

What You Will Achieve

- Explain the core principles and current good practice in Virtual Assistant Skills and Remote Administrative Support
- Apply practical tools and techniques for Virtual Assistant Skills and Remote Administrative Support in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Virtual Assistant Skills and Remote Administrative Support 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. Foundations of Virtual Assistant Skills and Remote Administrative Support: principles, terminology and context
2. The business case: why Virtual Assistant Skills and Remote Administrative Support 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)
16 to 20 Nov 2026	Durban	**$1,650**
7 to 11 Dec 2026	Accra	**$1,550**

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