Workplace Etiquette and Professional Presence

Sales and Marketing

Course Overview

Workplace Etiquette and Professional Presence: 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 Workplace Etiquette and Professional Presence
- Apply practical tools and techniques for Workplace Etiquette and Professional Presence in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Workplace Etiquette and Professional Presence in practice
- Build a personal action plan to implement what you have learned

Who Should Attend

Marketing, communications, PR and sales professionals, and managers responsible for brand, reputation or revenue growth.

Course Outline

1. Foundations of Workplace Etiquette and Professional Presence: principles, terminology and context
2. The business case: why Workplace Etiquette and Professional Presence 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)
2 to 6 Nov 2026	Pretoria	**$1,450**
9 to 13 Nov 2026	Gaborone	**$1,550**
16 to 20 Nov 2026	Kigali	**$1,550**
23 to 27 Nov 2026	Online	**$750**
30 Nov to 4 Dec 2026	Cape Town	**$1,395**
7 to 11 Dec 2026	Lusaka	**$1,650**

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