Writing Effective Terms of Reference and Scope Documents

Corporate Communications

Course Overview

Writing Effective Terms of Reference and Scope Documents: a 5-day professional training course from LTC Consultants, delivered in-classroom across Africa and...

What You Will Achieve

- Explain the core principles and current good practice in Writing Effective Terms of Reference and Scope Documents
- Apply practical tools and techniques for Writing Effective Terms of Reference and Scope Documents in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Writing Effective Terms of Reference and Scope Documents 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: Writing Effective Terms of Reference and Scope Documents in today's organisation
2. Key concepts and the language of Writing Effective Terms of Reference and Scope Documents
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 Writing Effective Terms of Reference and Scope Documents 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)
9 to 13 Nov 2026	Harare	**$1,650**
16 to 20 Nov 2026	Cairo	**$1,450**
23 to 27 Nov 2026	Online	**$700**
30 Nov to 4 Dec 2026	Pretoria	**$1,550**

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