Writing Standard Operating Procedures for Office Functions

Office Administration

Course Overview

Writing Standard Operating Procedures for Office Functions: 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 Writing Standard Operating Procedures for Office Functions
- Apply practical tools and techniques for Writing Standard Operating Procedures for Office Functions in your own organisation
- Analyse real-world scenarios and select the right approach with confidence
- Avoid the common pitfalls that undermine Writing Standard Operating Procedures for Office Functions 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 Standard Operating Procedures for Office Functions in today's organisation
2. Key concepts and the language of Writing Standard Operating Procedures for Office Functions
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 Standard Operating Procedures for Office Functions 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)
2 to 6 Nov 2026	Durban	**$1,550**
16 to 20 Nov 2026	Accra	**$1,550**
30 Nov to 4 Dec 2026	Online	**$700**

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