Office Management and 3-D PowerPoint Skills

January 21-22, 2020 | Rs.15,000+ 16% GST

Introduction:
Every organization demands people with excellent office management skills. With the advancement of technology, the expectations from the office executives and managers have been increased manifold to manage documentation, communication, filing, handling visitors and customer services. The professional administrators, front desk managers, and executive secretaries need a wide range of skills with technological advancement to manage office, successfully. If you want to excel in office management and presentation skills, then this course is the right choice for you and your team members.

Learning Objectives:
- To manage front office and executive office as per International standard
- To know the latest tools and techniques to manage business and development offices

Key Contents:
The participants will be able to understand, manage and practice:
- The essentials for office management
- Effective time management
- Handling interruptions at workplace
- Managing conflicts at workplace
- Effective communication skills
- 3-D PowerPoint presentations
- Effective email writing skills
- Basics of MS Excel
- Use of MS Word
- Effective email writing
- Drafting letters

Who Should Attend:
Public relation officers, executive secretaries, front desk managers, admin officers, supervisors and project officers

Workshop methodology:
This is an interactive workshop based upon simulations, role-plays, group and individual assignments and reflective learning.

Registration fee and discounts:
Rs.15,000/ + 16% GST, payable through crossed cheque/bank-drafts/pay orders in the name of Sustainable Development Policy Institute. All payments should be sent to the Head of Trainings, SDPI- Centre for Learning and Development. The fee will cover the cost of stationery, lunches, teas, group photographs and certificates. For partial scholarships and discounts are available for students, gender, government employees and multiple nominations. For details, please visit our website or contact us on the given numbers.

Register before January 14, 2020:
For details, please contact:
Sadia Satti or Shahid Minhas at
+92 51 2278 134 Ext 175 +92 300 513 6763

10-D, (West), Taimoor Chamber
3rd Floor, Fazl-ul-Haq Road,
Blue Area, Islamabad
www.sdpi.org cld@sdpi.org