Two Days Workshop on
Office Management
Advance Skills

April 3rd – 4th, 2019 | 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 managers have been increased manifold in managing documentation, communication, filing, handling visitors and customers. With this high demand from the front office, the increase in the level of stress is obvious. The professional administrators, front desk managers, and executive secretaries need a wide range of skills to manage office, successfully. Business writing, strategic communication, handling interruptions, time management and managing stress are the fundamental principles to overcome these challenges. If you are lacking any of these skills, SDPI’s Center for Learning and Development will be the best choice to excel in these SMART skill strategies.

Key Contents
The participants will be able to understand, manage and practice:

- The essentials for Office Management
- Effective time management
- Handling interruptions at workplace
- Effective communication skills
- Stress management for efficient work
- Administrative skills Management Styles
- Making good presentations
- Effective email and written communication

Who Should Attend:
Public relation officers, Executive secretaries, front desk managers, Admin officers, supervisors and project officers

Workshop methodology:
This is an interactive workshop on relationship management, which covers why, what and how one can build strong workplace relationships. This is what you shall learn through a variety of methods, including group discussions, role-plays or simulations, written exercises and Q/A session.

Registration fee and discounts
Rs.16,000/- per person 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, visit our website or contact us on the given numbers.

Register before March 29, 2019
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