

Effective Office Administration and Management in Government.

eLearning Course Title: Industrial Effective Office Administration and Management in Government.

Registration Fee (including GST):- _____1500/-_____

About eLearning Program-

The competitive and changing world of today demands a structured way of working. An Effective Office Administration (EOA) is required for the success of any organization or department. Specially in government offices, EOA will result in better efficiency, conflict resolution and finally change to get better outcome and results.

eLearning Course Coverage:-

MODULE I - Basics of an Effective Office Administration, Change (Concept and Implementation)

MODULE II - Develop Leadership and Communication Skills

MODULE III - Trends and Challenges in Office Management

MODULE IV - Organisational Communication and Team Performance

Register to learn :

- Basic concepts on Effective Office Administration
- Leadership and Communication Skills
- Trends and Challenges in Office Management
- Organisational Communication and Team Performance
- Change Roadmap and Process

Thanks & Regards

NPC Team