

Office Management
08:30am -03:30 pm
Course Schedule – Day 1

No	Topic	Duration	
1	Introduction and Opening	15 Minutes	08:30 – 08:45
2	Pre-test	15 Minutes	08:45 – 09:00
3	Important Terminologies	1 Hour	09:00 – 10:00
4	Professional Behavior	30 Minutes	10:00 – 10:30
	Tea break	15 Minutes	10:30 – 10:45
5	Newly Hired Employee Orientation	30 Minutes	10:45 – 11:15
6	Arranging Facilities for Staff	45 Minutes	11:15 – 12:00
7	Organization Policies	45 Minutes	12:00 – 12:45
	Lunch	1 hour	12:45 – 01:45
8	Effective Ways to set an office	45 Minutes	01:45 – 02:30
9	Teams and their roles at Offices	30 Minutes	02:30 – 03:00
10	Small Team Coordination	20 Minutes	03:00 – 03:20
	Review of day 1	10 Minutes	03:20 – 03:30

Office Management
08:30am -03:30 pm
Course Schedule Day -2

No	Topic	Method	Duration
1	Communication on behalf of organization	30 Minutes	08:30 – 09:00
2	Presenting Organizations	1 hour	09:00 – 10:00
3	Code of Conduct	30 Minutes	10:00 – 10:30
3	Tea break	15 Minutes	10:30 – 10:45
5	Office Hygiene and Safety	45 Minutes	10:45 – 11:30
	The most contaminated areas at offices	45 Minutes	11:30 – 12:15
6	Lunch	1 Hour	12:15 – 01:15
7	Role of Documentation	45 Minutes	01:15 – 02:00
	Record Keeping	30 Minutes	02:00 – 02:30
8	Letter/Memo Writing	30 Minutes	02:30 – 03:00
9	E-mail Ethics	20 Minutes	03:00 – 03:20
	Review of Day 2	10 Minutes	03:20 – 03:30
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Office Management
08:30am -03:30 pm
Course Schedule Day-3

No	Topic	Method	Duration
1	Review of Day 2	15 Minutes	08:30 – 08:45
2	Decoration of Offices	30 Minutes	08:45 – 09:15
3	Role of Physical Environment on Office Management	45 Minutes	09:15 – 10:00
3	Arranging Lunch Area	30 Minutes	10:00 – 10:30
5	Tea break	15 Minutes	10:30 – 10:45
	Provision of utilities (stationary etc)	30 Minutes	10:45 – 11:15
6	Waste Management at Offices	45 Minutes	11:15 – 12:00
7	Client Flow	45 Minutes	12:00 – 12:45
	Lunch	1 hour	12:45 – 01:45
8	Client Friendly Set Up	45 Minutes	01:45 – 02:30
9	Arranging Comfortable Work Area	40 Minutes	02:30 – 03:10
	Post-Test	15 Minutes	03:10 – 03:20
10	Closing	10 Minutes	03:20 – 03:30

