

S k i l l s D e v e l o p m e n t P r o g r a m

Workshop on

Managing Office Administration



September 26 – October 03, 2022

Every Monday, Wednesday, & Friday from 6:00 pm to 9:00 pm
City Campus, IBA Karachi

Training Investment: PKR 20,000 + 5% SST

Course Overview:

This highly interactive Managing Office Administration training workshop will help you to develop and refine the skills needed to excel as an Office Manager, Administrator or Executive Secretary. It will explore in depth the interpersonal and behavioral skills necessary to ensure you are well prepared for the challenges of working with a variety of management styles.

Who Should Attend?

- ☒ Office Managers
- ☒ Team Leaders
- ☒ Administrators
- ☒ Supervisors
- ☒ Secretaries
- ☒ Support Staff
- ☒ PA's



Register Now!

Early Bird Discount of 15% on registering by
September 16, 2022, 2022.

Group Discount of 10% for 2 or more & 15% for 5
or more Participants.

Learning Outcomes:

- ☒ Effective communication and interpersonal skills
- ☒ The importance of time management and streamlining work flow
- ☒ Developing the skills to successfully build relationships and to network effectively
- ☒ Building personal resilience and an ability to handle stress in a challenging work environment
- ☒ Using techniques to help you think creatively, solve problems, plan and make decisions
- ☒ Understand how to manage challenging behaviors

Outline:

1. Taking Control of Your Work Life
2. Essential Administrative Skills
3. Vital Communication Skills
4. Developing as a Professional
5. Self-Empowerment and Self-Management

Trainer's Profile:

Subhan Sharif practices pro-activeness and innovation to his personal and professional life. A lifelong learner, he has completed his graduation from University of Karachi, also achieved trainings from Manchester College Of Professional Studies in Information Technology Manchester UK, Central School of Professional Studies in Business Administration, London UK and Pakistan Institute Of Tourism & Hotel Management, Karachi, PK.

Subhan also holds the honor of achieving a scholarship from University of Oxford. He has served in many national and multinational companies like Specialist Shipping Services, United Nations, ASDA Stores, Walmart UK, OCEAN DUSK UK etc. His unique combination of academic success and professional experience is indicative of his high levels of motivation and achievements.



“ Precision, speed, unambiguity, knowledge of files, continuity, discretion, unity, strict subordination, reduction of friction and of material and personal costs - these are raised to the optimum point in the strictly bureaucratic administration. ”

Max Weber

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