



## Project Management Solutions

No 22 Kirulapone Avenue Colombo 5

# Office Management

### **Objectives :**

- Understand the importance of its office in the 21<sup>st</sup> century
- Learn how to organize your office to provide a better service to all involved

### **Course Content :**

- The office and its functions
- Office organization
- Security of information
- Basic correspondence and reporting
- Productivity in office
- Correspondence handling
- Office procedures
- Record management and filing system
- Time management techniques

**Scheduled Dates :** 24, 25 March

**Course Fee :** Rs. 10,000+VAT+NBT

**Medium :** English with Tamil Interpretation

**Venue :** Christa Illum, Kalmunai

### **Contact :**

Malintha at 0113186017 or 0772511711 email : [malintha@pms.lk](mailto:malintha@pms.lk)

Web : [www.pms.lk](http://www.pms.lk)