



Office Management

Objectives :

- Understand the importance of its office in the 21st 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 : RDS Resource Centre, Vavuniya

Contact :

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