



Workshop on Office Management

Three days training with a lifetime impact on your career

Background:

Understanding and fulfilling the needs of employees and everyone else working in the organization is a

Understanding the role of the manager as a leader and a decision-maker and learning proven techniques that will help you achieve your objectives are essential to contribute in success of your organization. It is also vital for subordinates in an organization to understand their roles and responsibilities with respect to their organization and its success. This course is suitable for managers or team leaders, from all backgrounds who want to get a better understanding of the keys to management.

Benefits:

By the end of this program, you will be able to:

- Understand and take care of employee needs in terms of equipments and office space
- Understand the importance of a professional behavior inside the office
- Understand the importance of safety and hygiene inside office
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- Identify the factors that will make your team succeed and help you achieve your goals
- Lead and motivate your team to ensue performance
- Handle difficult situations and people from different backgrounds and overcome conflicts

Who should attend?

This workshop is beneficial for any professional (either in a Managing or sub-ordinate position) who wants to understand the Ins-and-Outs of Management and have a successful career in their respective profession.

Course content:

This course:

- Illustrates why people are the most important asset of any organization
- Shows how an organization should commit energy and effort to developing and deploying its people
- Describes practical ways that organizations can maximize the return on their people investment
- Discusses best practices in workforce planning



- Discusses best practices in job analysis
- Discusses best practices in recruitment and selection
- Discusses best practices in training and development
- Discusses best practices in reward systems

About the Trainer:

ABCD Consultants is proud to have qualified trainers on its team who can ensure your success using their skills and knowledge as well as the well equipped training environment and materials. The trainer assigned to this training is an MBA holder with extensive experience in conducting and managing training workshops on several subjects in the field of Management.

Fee:

Training fee is AFN 4,500 for a three day workshop which includes course certificate, training materials, lunch and refreshment.

Approach:

The Office Management course is available for fee based participants at ABCD Consultants Training Center or at your offices in any location in Afghanistan. We usually recommend a three day course but can also offer a more flexible format to suit your schedule.

Contact us:

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