

CORPORATE TRAINING OFFICE BOOSTER

Objective of the two days workshop program is to improve the office productivity.

SOME OF THE PROBLEMS FACED IN ORGANIZATIONS:

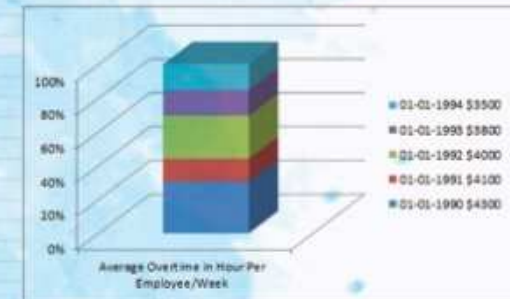
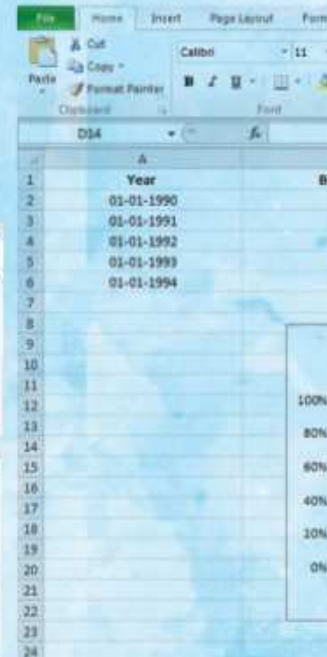
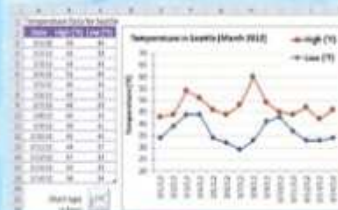
1. Staff routinely complains of being overloaded with tasks, but on examination, their list does not seem reasonable
2. Frequent reply like “Sir I can’t give you immediately, it will take half a day time”.
3. Staff has no organized task management approach.
4. Staff leaves important work uncompleted.
5. Staff focuses only on the work that is right in front of them, and rarely plan tasks in advance.

WHO CAN ATTEND THE PROGRAM

1. Accounts
2. Administration
3. Finance
4. Tax with computer working knowledge.

THE PROGRAM

- Objective of the program is to enhance office productivity.
- Interactive and iterative (trainer – trainee-your office) model training. The current practices of work being studied by the trainer and productivity tips are injected. Easy workarounds, new tips of working, standardizing the work process for speedy output of their respective office.
- Computer technologies used to support the program are MS Word, Excel, Power point, and tally.
(This program is not a MS office and Tally Exclusive training Program)
- Tips, thumb rules, working pallet, ready reference list and SOP(Standard operating Procedure) building.

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