

Skills in Administration

Jan 27 – 28, 2025	Venue: PIM, Karachi	Rs. 31,000/=
May 05 – 06, 2025	Venue: PIM, Lahore.	Rs. 31000/=
Apr 24 – 25, 2025	Venue: PIM, Islamabad.	Rs. 31,000/=

Note: The Fee is Exclusive of GST.

Course Description

The course is designed to enhance the skills required for running administration department effectively. Participants learn the core administrative skills that are at the heart of running an administration department. At the completion of this course, participants will be able to better manage their Work & workforce and become an effective manager.

LEARNING OUTCOMES

After the workshop, you will be able to:

- **Enhance** your credibility by making better informed decisions
- **Handle** problem employees and maintain discipline effectively
- **Develop** your subordinates for bigger challenges through delegation
- **Obtain** best deals for your organization by negotiating professionally

WHO MUST ATTEND?

Course is designed for first line managers / assistant managers/ officers, who are looking after the administration department and facing issues in day to day management of their work and workers.

COURSE CONTENTS:

- Making Decisions Rationally
- Delegating Effectively
- Negotiating Professionally
- Managing Discipline & Problem Employees

FOR DETAILS AND REGISTRATION

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