

HUMAN CAPITAL ASSOCIATES

(SKILLS & ORGANIZATION DEVELOPMENT CONSULTANTS)

OFFICE MANAGEMENT AND ADMINISTRATION WORKSHOP

March 26 - 29, 2018.

Lagos, Abuja & Port Harcourt

Also Available For In-plant Training

Note: You can register or download our 2018 calendar online @ www.humancapitalassociatesng.com

Programme Overview:

The ever-increasing business dynamics has forced the development of new techniques in office management. The office worker is a vital spoke in the wheel of administration. The function and role of office management is continually developing to take account of the vast growth in mechanization, development in the field of electronic information and communication handling.

FOR WHOM:

Sectional Heads, Branch office Managers, Office Managers, Clerical Officers, Secretaries and Executive Assistants.

LEARNING OBJECTIVES:

At the end of the course, participants will be able to:

- demonstrate improved sense of responsibility for re-examining the strategic importance of their positions for administrative efficiency within their organizations;
- discuss techniques for the effective and efficient management of office resources.
- analyze situations and problems to determine appropriate actions required under pressure from external influences and hierarchical authority;
- demonstrate improved skills of Communication and Documentation
- plan their general workflow and daily activities effectively.

COURSE CONTENT

- *Nature of Business Organization: An Overview
- *Routines functions of an Office Manager
 - Keeping of Accurate Records
 - Provision of business and logistic supports to line managers
 - Travels and protocols management
 - Managing office workspace
- *Effective Communication, Telephone skills;
- *Managing meetings/ Conferences
- *Managing Office Correspondence
- Report writing, o Minutes writing, o Memos, o Technical report
- *Customer Care and Service;
- *Managing Your Boss;
- *Basic Accounting and Bookkeeping Systems
 - Cash Transaction records and management / cost management techniques
- *Procurement and management of company assets
- *Contract and vendor management
- *Office Productivity improvement;
- o Office Work Simplification, o Managing Office Resources
- *Time and Self Management For Personal Effectiveness
- *Records management / indexing, filing of organizational records
- *Health and safety issues in the work environment
- Office Ergonomics
- * Work ethics and positive work attitude.
- * Self Comportment and personal carriage
- * Career Management

RESOURCE PERSONS

Kunle Ogunsola: M.Sc., FCIS, ACA, Head Consultancy Department, Mr. Ogunsola has worked as head, Finance and Administration in various organizations before joining The Chartered Institute of Secretaries and Administrators of Nigeria (ISCAN). He will bring his experience to bear on this programme.

Moroof Ajiroba - AMCIPM, ACA, MBA, A versatile manager, with considerable experience in the field of Finance and Human Resource Management. He has worked as head of finance and admin in many companies that cut across Service Finance and Manufacturing sectors. He has lead team of season professionals to establish Job evaluation and Personnel Policy for companies at various level. As a consultant he has equally written as well as supervise review of Employee Hand Book for companies parastatals and agencies. He is a faculty member of Human Capital Associates, he will bring his experience to bear on this programme.

WORKSHOP FEE:

N120,000 per participant, VAT - N6,000

Note: this covers Workshop Fee, Full Breakfast, Lunch, course materials and certificate of attendance.

Payment should be made in favour of Human Capital Associates.

Payment can equally be made into our Accounts:

Account Name : Human Capital Associates

Keystone Bank Ltd. Account No:1005378262

Union Bank Of Nig. Plc Account No: 0006208533

LOCATIONS

- 1 - HCA Learning Centre.**
Acme House 2nd Floor,
23, Acme Road, Ogba, Ikeja, Lagos
March 26 - 29, 2018,
- 2 - Royal Tropicana Hotel, Abuja**
March 26 - 29, 2018,
- 3 - MAAS Central Hotel, Port Harcourt**
March 26 - 29, 2018,
Open Course Fee:N120,000
In-plant Fee Negotiable

FOR BOOKING/INQUIRIES:

Please Contact:

Office Lines:0814-574-5664
0811-749-1970
Otunba: 0806-622-3343
Philip: 0802-917-0491
0806-893-3608
0805-136-5946

Note: Human Capital Associates reserves the right to alter dates, content, venue and trainer.

Human Capital Associates : Acme House 2nd Floor, 23 Acme Road, Ogba, Ikeja - Lagos

Abuja Corporate Office Suite: 6, Shalom Plaza, Gudu District. Abuja, Nigeria.

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Office Lines : 234-8117491970, 234-8145745664 , Other Lines: 08029170491, 08068933608, 08051365946,08184727337

Note: Please confirm participation in writing or call Human Capital Associates lines for reservation.

Programme commences 9:00a.m.each day with Breakfast

...BRIDGING THE GAP BETWEEN THEORY & PRACTICE

Member Nigeria Institute for Training & Development

Member Oil & Gas Trainers Association of Nigeria