

# Skills in Administration

Oct 02 – 03, 2024

Venue: PIM, Karachi

Rs. 31,000/=

Dec 18 – 19, 2024

Venue: PIM, Lahore.

Rs. 31000/=

Aug 05 – 06, 2024

Venue: PIM, Islamabad.

Rs. 31,000/=

## 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

**PIM, Karachi:** Management House, Shakra-e-Iran, Clifton, Karachi 75600

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