



PONDICHERRY UNIVERSITY
(A Central University)
Directorate of Distance Education



Two Day Training Programme

On

**Office Management System for
the Officers/Employees of the Pondicherry University**

14 & 15th October, 2023



Organised by

**THE DIRECTORATE OF DISTANCE EDUCATION
PONDICHERRY UNIVERSITY**

ABOUT THE TRAINING PROGRAMME

Office Management is the technique of planning, organizing, coordinating and controlling office activities with a view to achieving its objectives and concerned with the efficient and effective performance of the office work. One of the most important positions in an office is the Office Manager who performs general administrative tasks, creates processes that drive effectiveness, guides and motivates personnel, and coordinates communication between departments.

Office Management in any organization plays an important role in running efficiently and also for the growth and development of the organization, especially in an educational system, where learning the nuances of Office Management helps in optimum utilization of the skills, in which the Department they are working. Motivation is equally important in burning the lamps within, for the progress of the department, in particular, and the University, in general.

WHO CAN PARTICIPATE?

- (a) All the promoted Officers/ Employees of the Pondicherry University (As per the List).

TRAINING DATES

- (a) The training is scheduled for 02 days i.e. 14 & 15th Oct, 2023 (Saturday & Sunday).
- (b) There will be 04 (Four) sessions per day of 90 minutes each. The Forenoon session would commence at 10.00am and the Afternoon session would begin at 14.00pm.
- (c) For all the sessions, the participants are requested to be present in the venue by 15 minutes before the commencement of the session.

REGISTRATION

- (a) The registration for the training session is mandatory and all the recently promoted
- (b) All participants must register through the Form attached.
- (c) The duly filled form must be submitted to the Directorate of Distance Education, Pondicherry University along with a passport size photo, at least by **11th Oct., 2022**.
- (d) No registration fee is required for attending the training session.
- (e) Certificate would be issued to all the participants on completion of training programme.
- (f) The participants must give their personal email id and mobile number. All the correspondence will be sent through email only.

TOPICS TO BE COVERED

- (a) Office Management & Professional etiquette.
- (b) Time Management & Interpersonal Management
- (c) Service Writing / Record keeping / Drafting & Noting
- (d) Stress Management & Work-Life Balance
- (e) Effective Communication Skills

VENUE FOR TRAINING

Seminar Hall, Ground Floor,
Cultural cum Conventional Centre,
Pondicherry University.

ADDRESS FOR QUERY, IF ANY

All correspondence to be addressed to the following address:

The Director,
Directorate of Distance Education,
Pondicherry University,
R. V. Nagar, Kalapet, Pondicherry –
605014.
Tel: 0413 – 2654439/440
Email: director.dde@pondiuni.ac.in

Director, DDE