

Bhutan MDP  
Advanced Office Management  
23rd April - 2nd May, 2018

Day. No	Date	Time	No of Sessions	Topic	Faculty
1	23rd April, 2018 (Monday)	0945 - 1000		Welcome Address & Introduction of Programme	Mr. Ashok Advani
		1000 - 1130	1	Understanding people & Organisation Understanding people in Organisations Motivation & Commitment at Work Organisational Culture	Prof. Abdul Qadir
		1130 - 1145		Tea Break	
		1145 - 1315	1	Opening your Mind to Change What is Change & Response to Change Key Messages Managing Change	Prof. M S Kumar
		1315 - 1415		Lunch Break	
		1415 - 1545	1	Interpersonal Relationships	Prof. Shalini Verma
2	24th April, 2018 (Tuesday)	0945 - 1115	1	MS Office for Effective Office Management	Prof. Renuka Mahajan

		1115 - 1130		Tea Break	
		1130 - 1300	1	Disruptive Technology & Impact on Work Efficiency	Prof. Lalit Sharma
		1300 - 1400		Lunch Break	
		1400 - 1530	1	Inventory & Management	Prof. Ankur Chauhan
3	25th April, 2018 (Wednesday)	0945 - 1115	1	Becoming Aware of your Anger Strategies to Manage your Anger Ego Cleansing	Prof. Pragya Gupta
		1115 - 1130		Tea Break	
		1130 - 1300	1	Managing Resouces Effectively in an Organisation Managerial Skills Administrative Effectiveness	Prof. Deepak Singh
		1300 - 1400		Lunch Break	
		1400 - 1530	1	Interpreting Body Language Greeting & Responding Positively	Prof. Shalini Verma
4	26th April, 2018 (Thursday)	0945 - 1115	1	What is Personality? Building Personality to Create Winning Presence Improving Self-Esteem at Workplace	Prof. Shalini Srivastava
		1115 - 1130		Tea Break	

		1130 - 1300	1	Effective Communication Communication Process & Barriers	Prof. Ashok Advani
		1300 - 1400		Lunch Break	
		1400 - 1530	1	Importance of Listening at Workplace Being Assertive in Communication	Prof. Ashok Advani
5	27th April, 2018 (Friday)			Industry visit	
6	28th April, 2018 (Saturday)			Local Sightseeing	
7	29th April, 2018 (Sunday)			Rest day	
8	30th April, 2018 (Monday)			Agra visit	
9	1st May, 2018 (Tuesday)			Visit to Corporate office	

10	2nd May, 2018			Local sightseeing	
	(Wednesday)				
11	3rd May, 2018			Rest day	
	(Thursday)				