

**PROFESSIONAL
FINISHING IN
ADMINISTRATION
AND OFFICE
MANAGEMENT**

**NIRMAN
ACADEMY**

Nirman Academy

Nirman Academy, a pioneering educational entity aligned with the Nirman brand, is dedicated to shaping individuals into impeccably skilled professionals. Rooted in a dynamic ethos of continuous innovation, our methodologies are not just about theories but about tangible results, drawn from rigorous research studies and perpetually refined approaches. Committed to fostering a professional education environment of unparalleled quality and challenge, our official procedures are meticulously crafted to seamlessly align with these lofty aspirations.



Course Details:

Finishing Course in Administration and Office Management

Duration : 3 months + Internship

Eligibility : Any Degree

About the Course

Embark on a transformative journey with Nirman Academy's Finishing Course in Business Administration and Office Management—a deliberate stride cultivated through our continuous exploration across major professional domains. More than a mere response to market dynamics, this course emerges as an imperative, meticulously designed to instil individuals with the premium attributes of a well-rounded professional. As an exclusive offering, it transcends conventional learning, providing a practical journey that equips learners not just to stand on their feet but to become esteemed community members. Beyond traditional classrooms, Nirman Academy's Finishing Course unfolds as a dynamic experience, guiding individuals to grasp essentials through hands-on professional practice, shaping them into indispensable contributors to their communities.

Syllabus & Schedule:

Introduction to Administration and Office Management

Introduction to Office Management – Understanding the meaning and scope of business administration – Principles of management and their application in Organization – Work place or Business Communication Structure, Systems and Processes – Business Strategy Making – Resource Management.

Essential Professional Awareness

Business Communication & Presentation Skills – Operations and Responsibilities in different professional spheres – Customer/Client Relation Skills How to be the face of an Organisation – Frontline Management – Administrative and HR Skills – Time Management and Productivity Skills – Standard and Etiquette of hospitable conduct – Critical and Creative thinking – Decision Making – Problem Solving – Technical Competency – Leadership Building – Research and Development

Advance Skills in Management and Administration

Required Communication & Productivity Skills – Administrative Tasks and Operation – Business Promotion and Marketing – Public Relations – Reporting and Keeping the Updates – Staff Management – Organising Meetings (Agenda, Recording, MOM etc.) – Project Management – Motivated Personal Skills – Strategies Knowing the Market and Needs – How to be fit and Updated – Interview Tips and Preparations.



Essential IT and Performance Skills

Profession related Computer Applications – Word, Excel, Spreadsheets, Database, mail communication Internet Printing and Basics of graphic designing – Graphic Presentation – PowerPoint presentation – Online and Social Media Communication – Advanced IT Skills including AI Communication in professional sphere – Basics of Accounting and Finance dealing and Banking – Basics settlements and keeping essential finance updates and awareness - E commerce.

Beyond Essentials

Organization Visit – Professional Projects and Presentation Tasks – Communication & Life Skills – Ice breaking and Motivation sessions – Training Assistance Approved Certification.



to
newer
heights...

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