



Online Certification programme on Effective Office Management Skills for Entrepreneurial Success July 27 and 28 ,2021

THE NATIONAL INSTITUTE FOR ENTREPRENEURSHIP
AND
SMALL BUSINESS DEVELOPMENT (NIESBUD)

Ministry of Skill Development and Entrepreneurship, Govt. Of India
A-23, Sector-62, Institutional Area, Noida - 201309, UP, India

FEE : Rs 2000/- Plus 18% GST



**FOR REGISTRATION & PAYMENT DETAILS
PLEASE LOG ON : WWW.NIESBUD.NIC.IN
(FORTHCOMING PROGRAMMES)**

For Further details please contact
Programme team:

Ms. Rekha Bharadwaj, Ph:9810525583
Mr. Aleemuddin , Ph:9027127763

Background

These are unprecedented times of challenge, especially with the outbreak of COVID -19. Responding to these challenging times calls for the vigorous development of the unlimited potential that resides within people -moving them away from a state of helplessness to bringing out their ability to innovate, take risk and constantly break through seemingly difficult walls of obstacles to become People in the organization who create value by achieving organizational goals with a standard of excellence.

NIESBUD has designed a programme titled “Effective Office Management skills for Entrepreneurial Success “ to impart knowledge on Management Skills that encourage employees to develop habits to be productive at work .

The programme has an ‘inside-out” approach in which the participants would explore themselves which could facilitate the process of stimulating, harnessing and directing the power within each person to perform their jobs with greater efficiency.

Objective:

To impart knowledge to participants on:

Critical Management skills for higher efficiency and effectiveness in the workplace .

Coverage

- I. Soft skills for succeeding
- II. Internalizing the drive for Achievement Motivation
- III. Effective Communication skills
- IV. Decision making and Problem solving skills
- V. Developing Productive habits
- VI. Principles of effective office management

Methodology

Online classes

The sessions will use principles of adult learning thus they will be Participatory in nature ,involving the participants in their learning process.

The screenshot displays a Zoom meeting in progress. The primary focus is a presentation slide with the following text:

Entrepreneurship for Small Business - Training Promoters (ESEP) (15th to 20th Nov 2020)

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The interface also shows a grid of participants, a chat window on the right, and a taskbar at the bottom.

Duration 2 days

Who can attend

This 2 days online training programme is for people who wish to improve their contribution to the organization and work with the mindset of an entrepreneur :

- ▶ Junior management
- ▶ Office staff
- ▶ Students ,
- ▶ Individuals interested in increasing their knowledge of management skills

Timings :

11 AM to 4.30 PM



About NIESBUD

The National Institute for Entrepreneurship and Small Business Development is a premier organization of the Ministry of skill and Entrepreneurship Development, engaged in training, consultancy, research, etc. In order to promote entrepreneurship and skill development. The major activities of the institute include training of trainers, management development programmes, entrepreneurship-cum-skill development programmes, entrepreneurship development programmes and cluster intervention. NIESBUD has provided training to 12, 24,433 persons as of march 31, 2020 through 46,438 different training programmes since inception. This includes 5,011 international participants hailing from more than 145 countries throughout the globe.

Welcome to the NIESBUD Online Programme

