



MANAGEMENT DEVELOPMENT & PRODUCTIVITY INSTITUTE

INPLANT COURSE TIMETABLE



COURSE TITLE: OFFICE MANAGEMENT & ADMINISTRATION
CLIENT: GRIDCO & GHANA SHIPPERS' AUTHORITY
PERIOD: 10TH AUGUST – 14TH AUGUST, 2026
COURSE COORDINATOR: ISAAC ODOOM (MR.)

FIVE DAYS

TIME	MONDAY, 10 TH AUGUST 2026	FACILITATOR
09:00 - 10:00 A.M	Course Opening and Programme Overview	AKC/IO
10:00 - 10:30 A.M	Snack break	
10:30 - 01:00 P.M	Overview of Office Management & Administration	AKC
01:00 - 01:15 P.M	Stretch break	
01:15 - 02:30 P.M	Overview of Office Management & Administration	AKC
02:30 P.M	Lunch	(Joint OM, ML, HR)
TIME	TUESDAY, 11 TH AUGUST 2026	
09:00 - 10:00 A.M	Work Ethics & Professionalism	IO
10:00 - 10:30 A.M	Snack/Coffee Break	
10:30 - 01:00 P.M	Work Ethics & Professionalism	IO
01:00 - 01:15 P.M	Stretch Break	
01:15 - 02:30 P.M	Customer Care	IO
02:30 P.M	Lunch	(Joint OM & HR)
TIME	WEDNESDAY, 12 TH AUGUST 2026	
09:00 - 10:00 A.M	Effective Communication	JY
10:00 - 10:30 A.M	Snack/Coffee Break	
10:30 - 01:00 P.M	Effective Communication	JY
01:00 - 01:15 P.M	Stretch Break	
01:15 - 02:30 P.M	Managing your Boss	JY
02:30 P.M	Lunch	
TIME	THURSDAY, 13 TH AUGUST 2026	
09:00 - 10:00 A.M	Business Correspondence	AKC
10:00 - 10:30 A.M	Snack/Coffee Break	
10:30 - 11:30 A.M	Minutes Writing Skills	AKC
11:30 - 01:00 P.M	Report Writing Skills	AKC
01:00 - 01:15 P.M	Stretch Break	
01:15 - 02:30 P.M	Records Management	AKC
02:30 P.M	Lunch	
TIME	FRIDAY, 14 TH AUGUST 2026	
09:00 - 10:00 A.M	Productivity Improvement Techniques	Dr. KB
10:00 - 10:30 A.M	Snack break	
10:30 - 01:00 P.M	Productivity Improvement Techniques	Dr. KB
01:00 P.M	Course Evaluation / Closing	AKC/IO
	Refreshment /Lunch	(Joint for All)