



MANAGEMENT DEVELOPMENT & PRODUCTIVITY INSTITUTE INPLANT COURSE TIMETABLE



COURSE TITLE: OFFICE MANAGEMENT & ADMINISTRATION
CLIENT: GRIDCO
PERIOD: 31ST AUGUST – 4TH SEPTEMBER, 2026
COURSE COORDINATOR: JAMES YENDAW (MR.)

FIVE DAYS

TIME	MONDAY, 31 ST AUGUST 2026	FACILITATOR
09:00 - 10:00 A.M	Course Opening and Programme Overview	DG/AKC
10:00 - 10:30 A.M	Snack break	
10:30 - 01:00 P.M	Overview of Office Management & Administration	IO
01:00 - 01:15 P.M	Stretch break	
01:15 - 02:30 P.M	Overview of Office Management & Administration	IO
02:30 P.M	Lunch	
TIME	TUESDAY, 1 ST SEPTEMBER 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	WEDNESDAY, 2 ND SEPTEMBER 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, 3 RD SEPTEMBER 2026	
09:00 - 10:00 A.M	Work Ethics and Professionalism	IO
10:00 - 10:30 A.M	Snack/Coffee Break	
10:30 - 11:30 A.M	Work Ethics and Professionalism	IO
11:30 - 01:00 P.M	Customer Care	IO
01:00 - 01:15 P.M	Stretch Break	
01:15 - 02:30 P.M	Customer Care	IO
02:30 P.M	Lunch	
TIME	FRIDAY, 4 TH SEPTEMBER 2026	
09:00 - 10:00 A.M	Productivity Improvement Techniques	AKC
10:00 - 10:30 A.M	Snack break	
10:30 - 01:00 P.M	Productivity Improvement Techniques	AKC
01:00 P.M	Course Evaluation / Closing Refreshment /Lunch	DG/AKC

