



Five-Days **Online** Value Added Course



ON

BASIC SKILLS OF OFFICE MANAGEMENT

ORGANIZED UNER THE AEGIS OF RUSA (SOFT SKILLS)

August 8 - 13, 2022



Course Highlights

Personal and Professional Development
Work Ethics
Planning and Controlling Office Work
Effective Communication
Writing Effectively
Manners and Etiquettes at the Work Place
Meetings: Planning, Arranging and Managing

Organized by

Department of Public Administration
Department of English & Cultural Studies
Panjab University, Chandigarh

Course Coordinators

Dr. Bhawna Gupta
Dr. Meenu Gupta

REGISTER NOW



<https://forms.gle/gQZ2e6UR5ACykQn77>

CERTIFICATE WILL BE GIVEN ON SUCCESSFUL COMPLETION OF THE COURSE