

Rural Development Academy, Bogura Training Calendar

5	Title of Training Course	Office Management and Skill Development Training Course			
	Proposed by	Md. Al Mamun, Deputy Director, RDA, Bogura Md. Tanjil Anwary, Assistant Director, RDA, Bogura			
	Objectives	<ol style="list-style-type: none"> 1. To learn the technique of planning, organizing, coordinating and controlling office activities; 2. It will help the management to plan its operations intelligently and to put them in action competently; and 3. To improve communication, improve productivity, to reduce stress and improve decision making. 			
	Target Participants	RDA faculty and staff			
	Duration	3 Days	No of batch	One (01)	
	No. of Participants	50	Male	-	Female -