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Introduction This module is intended to equip the trainee with knowledge, skills and attitude that will enable

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him/her perform office administration and management functions effectively.

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People outside the organisation communicate with the office in three main ways: • They visit the office. • They telephone the office. • They write a letter (or send an email) to the office. This section present some tips for the efficient management of these three types of communication. How to manage office visitors

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management procedures and activities required to improve officers' skills in the subject area. Training was provided on how to treat the citizens as customers and how to provide customer oriented services at the LA.

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DIPLOMA IN DISASTER MANAGEMENT. MODULE II. OFFICE ADMINISTRATION AND MANAGEMENT. 1. (a) Outline five ways in which an inappropriate organization structure may limit the effectiveness of an enterprise. (10 marks) (b) Outline five limitations of an Organization and Methods (O & M) study as a technique of measuring office efficiency. (10 marks) 2.

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