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Workshop on office management held at CUET

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Chittagong University of Engineering and Technology vice-chancellor professor Mohammad Rafiqul Alam hands over a certificate to an official after a training programme at the seminar room of the university on Friday. — Press release

A five-day training workshop on 'office management and skill development' was concluded on Friday at the seminar room of the Department of Mechanical Engineering on Chittagong University of Engineering and Technology, said a press release on Saturday.

The training workshop was organised by the Institutional Assurance Cell of CUET with the aim of enhancing the skills of the officers and employees of different levels of the university in the field of office management.

CUET vice-chancellor professor Mohammad Rafiqul Alam distributed certificates among the trainees. Institutional Assurance Cell director professor Asaduzzaman presided over the event while the cell additional director professor Md Sanaul Rabbi and deputy director (public relations) Mohammad Fazlur Rahman were present, among others.

Around 220 officers and employees participated at the training workshop.

The workshop provides training on secretariat guidelines, document management, meeting and official communication, office management and record management, government employees (conduct) rules, national integrity strategies, citizen service delivery promises, etc.



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