

Introduction to Administrative Office Management

Prepared by: Johann Reginald B. Piquero

Objectives

At the end of the chapter the learner will be able to:

- Know the importance of teamwork in the workplace;
- Identify the advantages and disadvantages of workplace flexibility;
- Understand what is administrative office management;
- Be able to differentiate the AOM from today to yesterday;
- Appreciate the most significant new thrust of AOM;
- Know the objectives of administrative office management;
- Know what is office administrative management;
- Appreciate a career in administrative office management; and
- Identify the responsibilities of AOM.

The new trend in today's businesses is to increase productivity while decreasing costs, so many companies are reducing their staff. One

Administrative Office Management An Introduction

Ian Pickup



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resource on managing the information needs of an organization to facilitate timely relevant and accurate communication
Topical case studies and practical examples illustrate the knowledge and skills required for success in office management
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