



**BSSS
INSTITUTE
of Advanced
Studies**

...in pursuit of Managerial Excellence!



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MDP

Streamlining Office Intelligence and Documentation Dynamics

30th - 31st January, 2026

About BSSS IAS

The BSSS Institute of Advanced Studies (BSSS IAS), an AICTE-approved institution, is engaged in education, research, training, and consultancy activities in the areas of management, sustainable development, rural development, social sciences, etc. It strives to provide a comprehensive platform for growth and empower individuals to thrive in their respective fields. It is one of the best Professional Management Institutions engaged in multidisciplinary activities and has collaborated with Assumption University, Thailand, and Synergy University, Russia, for joint research, training, and management education. The Institute envisions emerging as a top Professional Management Institution in Central India by playing a pivotal role in professional management education in the coming years and adorning a path with an undivided focus on quality education and excellence, thereby placing itself as an institution of national and international importance. Its excellent infrastructure provides an environment conducive to

academic activities, professional deliberations, and social interactions.

BSSS IAS has a strong portfolio of multidisciplinary faculties, experience in national and international consultations and the best training Institute in Central India. As a part of the Executive Training programme, we have proposed many Management Development Programmes which are focused to increase managerial business skills and leadership capabilities of managers who aspire to be among the top leadership in their organizations. BSSS IAS is organising a series of training programmes for corporates and also for govt. employees.

Programme Objectives:

After attending the 2 days Management Development Programme, the participant will be able to:

1. Implement smart documentation practices using digital tools and standardized formats.
2. Design efficient workflows to automate routine administrative tasks and reduce redundancies.
3. Maintain organized, audit-ready records in line with regulatory and institutional norms.
4. Support seamless communication and collaboration across teams using modern office platforms.

Programme Components:

1. Enhancing Office Intelligence in Workplace
2. Smart Documentation & Record-Keeping Practices
3. Digital Documentation & Tracking for Office Administration
4. Process Automation and Workflow Optimization
5. Effective Communication and Inter-Departmental Coordination
6. Data Confidentiality, Security, Compliance & Audit-Readiness
7. Lean Office Practices & Documentation Efficiency
6. Data Visualization using Tableau

Who Should Participate:

Management Development Program on “Streamlining Office Intelligence and Documentation Dynamics” is organized for corporate executives, middle-level managers, operational-level managers, employees of Banks, NBFCs, AMCs, educational institutes, PSUs, private organizations, entrepreneurs, and any individual willing to learn the concepts of financial planning.

Duration - 2 days



Registration Fees

- Offline (Non - Residential) - 4000/-
- Offline (Residential- Double) - 7000/-
- Offline (Residential- Single) - 8000/-

Registration fee (Offline) includes the study material, practice handouts, working lunch, and hi-tea.

Certificate will be issued to participants who have attended the complete Programme.

For further details, please contact:

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