## [Project / Seminar Topics on Office Technology and Management with Materials](https://sparklyn.com.ng/office-technology-and-management-otm-project-and-seminar-material#project_seminar_topics_on_office_technology_and_management-with-materials)

**Below is the list of available proposal topics on Office Technology and Management (OTM) that can be selected for proposal write-up submission.**

### [List of Available Topics on Office Technology and Management](https://sparklyn.com.ng/office-technology-and-management-otm-project-and-seminar-material#list_of_available_topics_on_office_technology_and_management)

[**Effect of Poor Office Environment on the Motivation of Workers in an Organisation**](https://sparklyn.com.ng/effect-of-poor-office-environment-on-the-motivation-of-workers-in-an-organisation-4037-d)

[**Secretary as the Image - Maker of a Business Organization (A Case Study of Nigerian Breweries Plc Onitsha and Our Lady’s Industries Nkpor-Agu Anambra State)**](https://sparklyn.com.ng/secretary-as-the-image--maker-of-a-business-organization-a-case-study-of-nigerian-breweries-plc-onitsha-and-our-ladys-industries-nkporagu-anambra-state-4125-d)

[**Contributions of Confidential Secretaries Towards Organizational Development**](https://sparklyn.com.ng/contributions-of-confidential-secretaries-towards-organizational-development-4022-d)

[**Relevance of Confidential Secretaries to Organizational Development**](https://sparklyn.com.ng/relevance-of-confidential-secretaries-to-organizational-development-3985-d)

[**The Impact of Modern Office Machines on Secretaries**](https://sparklyn.com.ng/the-impact-of-modern-office-machines-on-secretaries-4017-d)

[**Survey Into the Degree of Usefulness of Shorthand to Modern Secretaries**](https://sparklyn.com.ng/survey-into-the-degree-of-usefulness-of-shorthand-to-modern-secretaries-4020-d)

[**Public Attitude Towards Secretaries Profession**](https://sparklyn.com.ng/public-attitude-towards-secretaries-profession-3960-d)

[**The Problems Faced by Newly Employed Office Technology and Management Graduates (A Case Study of Federal Polytechnic Nekede Owerri)**](https://sparklyn.com.ng/the-problems-faced-by-newly-employed-office-technology--management-graduates-a-case-study-of-federal-polytechnic-nekede-owerri-2381-d)

[**Development of Job Enrichment Scheme for Secretary (A Case Study of Nigeria National Petroleum Corporation Eleme Port Harcourt)**](https://sparklyn.com.ng/development-of-job-enrichment-scheme-for-secretary-a-case-study-of-nigeria-national-petroleum-corporation-eleme-port-harcourt-4082-d)

[**Evaluation of Guidance and Counselling Programme in Some Selected Schools**](https://sparklyn.com.ng/evaluation-of-guidance-and-counselling-programme-in-some-selected-schools-4059-d)

[**Causes and Remedies to Job Dissatisfaction Among Secretaries**](https://sparklyn.com.ng/causes-and-remedies-to-job-dissatisfaction-among-secretaries-4107-d)

[**The Effect of Information Technology on the Performance of Office Managers**](https://sparklyn.com.ng/the-effect-of-information-technology-on-the-performance-of-office-managers-3980-d)

[**Study on the Effect of Managers Leadership Style on the Secretaries Productivity in Anammco**](https://sparklyn.com.ng/study-on-the-effect-of-managers-leadership-style-on-the-secretaries-productivity-in-anammco-4006-d)

[**Impact of Information Communication Technology on Customer Service Delivery**](https://sparklyn.com.ng/impact-of-information-communication-tech-23962-d)

[**Impact of Training and Development Programmes on Secretary’s Productivity (A Case Study of Civil Service System in Owerri, Imo State)**](https://sparklyn.com.ng/impact-of-training-and-development-programmes-on-secretarys-productivity-a-case-study-of-civil-service-system-in-owerri-imo-state-3997-d)

[**The Effects of Modern Office Automation on the Productivity of Secretaries**](https://sparklyn.com.ng/the-effects-of-modern-office-automation-on-the-productivity-of-secretaries-4179-d)

[**Causes of Occupational Change in Secretarial Profession (A Case Study of Institute of Management and Technology (IMT) Enugu)**](https://sparklyn.com.ng/causes-of-occupational-change-in-secretarial-profession-a-case-study-of-institute-of-management-and-technology-imt-enugu-4103-d)

[**Positive and Negative Effects of Secretarial Practice in the Banking Sector**](https://sparklyn.com.ng/positive-and-negative-effects-of-secretarial-practice-in-the-banking-sector-4057-d)

[**Beginning Secretaries Challenges in a Modern Office (A Case Study of Owerri Urban Council)**](https://sparklyn.com.ng/beginning-secretaries-challenges-in-a-modern-office-a-case-study-of-owerri-urban-council-2384-d)

[**A Survey of the Problems of Computerization of Office Functions**](https://sparklyn.com.ng/a-survey-of-the-problems-of-computerization-of-office-functions-4119-d)

[**Students Perception of Secretarial Profession in the Era of Information and Communication Technology**](https://sparklyn.com.ng/students-perception-of-secretarial-profession-in-the-era-of-information-and-communication-technology-3995-d)

[**The Effect of Job Design on Secretaries Performance**](https://sparklyn.com.ng/the-effect-of-job-design-on-secretaries-performance-4019-d)

[**Survey of the High Rate of Failure in Shorthand in the Department of Secretarial Studies (A Case Study (IMT) Enugu)**](https://sparklyn.com.ng/survey-of-the-high-rate-of-failure-in-shorthand-in-the-department-of-secretarial-studies-a-case-study-imt-enugu-4131-d)

[**The Role of Modern Office Managers and Irrelevant of Shorthand in the Era of ict**](https://sparklyn.com.ng/the-role-of-modern-office-managers-and-i-23976-d)

[**Effects of Globalization of Information Technology on Office Services**](https://sparklyn.com.ng/effects-of-globalization-of-information-technology-on-office-services-4061-d)

[**Factors That Affect Performance of Secretarial Career in Some Selected Organization in Enugu Capital Territory**](https://sparklyn.com.ng/factors-that-affect-performance-of-secretarial-career-in-some-selected-organization-in-enugu-capital-territory-4122-d)

[**Contributions of Agriculture to Rural Development (A Case Study in Udi Local Government Area Enugu State)**](https://sparklyn.com.ng/contributions-of-agriculture-to-rural-development-a-case-study-in-udi-local-government-area-enugu-state-4069-d)

[**Analysis of Human Resources Management and Employee Performance**](https://sparklyn.com.ng/human-resources-management-and-employee-performance-23463-d)

[**Causes of Conflict Between Secretaries and Bosses in Anambra State Owned Establishment (Ahocol Company Awka)**](https://sparklyn.com.ng/causes-of-conflict-between-secretaries-and-bosses-in-anambra-state-owned-establishment-ahocol-company-awka-4121-d)

[**Human Relations and the Office Manager’s Performance in Selected Firms in Port Harcourt**](https://sparklyn.com.ng/human-relations-and-the-office-managers-performance-in-selec-23464-d)

[**Effect of Communication Barriers in Achieving Organizational Goals in Niger Gas**](https://sparklyn.com.ng/effect-of-communication-barriers-in-achieving-organizational-15477-d)

[**An Investigation Into the Importance of Ethics and Social Responsibilities of a Business Organization in Imo State (A Case Study of Ruba Insurance Company)**](https://sparklyn.com.ng/an-investigation-into-the-importance-of-ethics-and-social-responsibilities-of-a-business-organization-in-imo-state-a-case-study-of-ruba-insurance-company-2369-d)

[**An Appraisal of the Roles and Position of Confidential Secretaries in the Civil Service**](https://sparklyn.com.ng/an-appraisal-of-the-roles-and-position-of-confidential-secretaries-in-the-civil-service-4054-d)

[**Impact of Training on the Effectiveness of Secretaries in Banking Environment**](https://sparklyn.com.ng/impact-of-training-on-the-effectiveness-of-secretaries-in-banking-environment-3971-d)

[**Impact of Information and Communication Technology (ICT) on Office Professionals**](https://sparklyn.com.ng/impact-of-information-and-communication-technology-ict-on-office-professionals-4007-d)

[**Personality as a Predictor of Innovation Behaviour in the Workplace**](https://sparklyn.com.ng/personality-as-a-predictor-of-innovation-24150-d)

[**Modern Office Technologies and Challenges Facing Secretaries in Edo North Secretaries**](https://sparklyn.com.ng/modern-office-technologies-and-challenges-facing-secretaries-in-edo-north-secretaries-3976-d)

[**Human Relations and the Office Manager’s Performance**](https://sparklyn.com.ng/human-relations-and-the-office-managers-performance-23462-d)

[**Study of Job Prospects of Secretaries in Some Selected Business Organization**](https://sparklyn.com.ng/study-of-job-prospects-of-secretaries-in-some-selected-business-organization-4166-d)

[**The Changing Role of Secretary and Its Implication on Productivity**](https://sparklyn.com.ng/the-changing-role-of-secretary-and-its-implication-on-productivity-2378-d)

[**Effect of Industrial Crisis on Productivity of Workers**](https://sparklyn.com.ng/effect-of-industrial-crisis-on-productivity-of-workers-4176-d)

[**Study of Effects of Frustration on Nigerian Secretaries (A Case Study of Coal Corporation Enugu)**](https://sparklyn.com.ng/study-of-effects-of-frustration-on-nigerian-secretaries-a-case-study-of-coal-corporation-enugu-4160-d)

[**Evaluation of Training Today's Secretary for Higher Productivity Issues in Some Nigerian Universities**](https://sparklyn.com.ng/analysis-of-problems-in-training-todays-secretary-for-higher-productivity-in-selected-academic-institutions-in-nigeria-2359-d)

[**Emerging Challenges Facing Office Technology and Management of Students in Information Technology Era**](https://sparklyn.com.ng/emerging-challenges-facing-office-technology-and-management-of-students-in-information-technology-era-4113-d)

[**Effect of Stress on Secretaries Job Performance**](https://sparklyn.com.ng/effect-of-stress-on-secretaries-job-performance-3977-d)

[**Record Management and Effective Job Performance in an Organization**](https://sparklyn.com.ng/record-management-and-effective-job-performance-in-an-organization-4174-d)

[**Benefits of Information Technology on the Job Performance of Secretaries Employed in Federal Polytechnic**](https://sparklyn.com.ng/benefits-of-information-technology-on-the-job-performance-of-secretaries-employed-in-federal-polytechnic-3986-d)

[**Difficulties Encountered by Office Manager in Handling Modern Office Equipment**](https://sparklyn.com.ng/difficulties-encountered-by-office-manager-in-handling-modern-office-equipment-2352-d)

[**Causes and Effect of Ineffective Communication in the Banking Industry of Nigeria**](https://sparklyn.com.ng/causes-and-effect-of-ineffective-communication-in-the-banking-industry-of-nigeria-4127-d)

[**Secretary and the Effects of New Office Technologies on Record Keeping Management (A Case Study of Some Selected Establishments in Enugu State)**](https://sparklyn.com.ng/secretary-and-the-effects-of-new-office-technologies-on-record-keeping-management-a-case-study-of-some-selected-establishments-in-enugu-state-4170-d)

[**Evaluation of the Performance and Problem of Secretaries (A Case Study of Enugu State University of Science and Technology ESUT Enugu)**](https://sparklyn.com.ng/evaluation-of-the-performance-and-problem-of-secretaries-a-case-study-of-enugu-state-university-of-science-and-technology-esut-enugu-4062-d)

[**Emerging Technologies Required in Teaching and Learning Office Technology and Management**](https://sparklyn.com.ng/emerging-technologies-required-in-teachi-24934-d)

[**Management of Pension Schemes in Enugu Public Service**](https://sparklyn.com.ng/management-of-pension-schemes-in-enugu-public-service-4074-d)

[**Impact of Secretaries on Nigerian Labour Market**](https://sparklyn.com.ng/impact-of-secretaries-on-nigerian-labour-market-4123-d)

[**Critical Analysis of Teamwork as a Tool for Organizational Development by Office Manager**](https://sparklyn.com.ng/critical-analysis-of-teamwork-as-a-tool-for-organizational-development-by-office-manager-4144-d)

[**Secretarial Profession and Public Perception**](https://sparklyn.com.ng/secretarial-profession-and-public-perception-4075-d)

[**The Impact of Information and Communication Technology (ICT) on Office Manager’s Job Performance in Selected Public Service Sector (A Case Study of Owerri Municipal, Imo State)**](https://sparklyn.com.ng/the-impact-of-information-and-communication-technology-ict-on-office-managers-job-performance-in-selected-public-service-sector-a-case-study-of-owerri-municipal-imo-state-2373-d)

[**The Impact of Internet Software Packages on the Performance of Modern Secretaries**](https://sparklyn.com.ng/the-impact-of-internet-software-packages-on-the-performance-of-modern-secretaries-4070-d)

[**Human Resources Management and Employee Performance (A Case Study of Pabod Breweries Limited in Port Harcourt)**](https://sparklyn.com.ng/human-resources-management-and-employee-performance-a-case-s-23465-d)

[**Assessment of Competencies Required by Secretaries in Secondary Schools**](https://sparklyn.com.ng/assessment-of-competencies-required-by-secretaries-in-secondary-schools-4141-d)

[**Enterprise Resource Planning (ERP) System for Medium Office**](https://sparklyn.com.ng/enterprise-resource-planning-erp-system-24919-d)

[**Electronic Records Management Competencies Requirement of Office Technology and Management Graduates in Nasarawa State**](https://sparklyn.com.ng/electronic-records-management-competencies-requirement-of-office-technology-and-management-graduates-in-nasarawa-state-2344-d)

[**A Study of Effect Office Environment on the Secretary’s Job Performance**](https://sparklyn.com.ng/a-study-of-effect-office-environment-on-the-secretarys-job-performance-2364-d)

[**The Impact of ICT on the Job Performance of Workers in Selected Tertiary Institutions**](https://sparklyn.com.ng/the-impact-of-ict-on-the-job-performance-of-workers-in-selected-tertiary-institutions-4085-d)

[**Self Organization and Time Management Skills Needed by Modern Secretaries for Successful Job Performance in the Banking Industry**](https://sparklyn.com.ng/self-organization-and-time-management-skills-needed-by-modern-secretaries-for-successful-job-performance-in-the-banking-industry-4058-d)

[**The Role of Industrial Training Scheme on the Development of Manpower in Selected Business Establishment**](https://sparklyn.com.ng/the-role-of-industrial-training-scheme-on-the-development-of-manpower-in-selected-business-establishment-4041-d)

[**Survey of Work Incentives Offered to the Employees Ama Breweries Limited**](https://sparklyn.com.ng/survey-of-work-incentives-offered-to-the-employees-ama-breweries-limited-4146-d)

[**Impact of Office Environment on the Job Performance of Office Workers**](https://sparklyn.com.ng/impact-of-office-environment-on-the-job-performance-of-office-workers-4066-d)

[**Socio-Economic and Technological Systems of Modern Business and their Effects on the Job of the Secretary**](https://sparklyn.com.ng/socioeconomic-and-technological-systems-of-modern-business-and-their-effects-on-the-job-of-the-secretary-4045-d)

[**The Effect of Sophisticated Office Equipment on Secretary Performance in Selected Owerri Municipal Government Establishments**](https://sparklyn.com.ng/the-impact-of-modern-office-equipment-on-the-secretarys-performance-in-selected-government-establishments-in-owerri-municipal-2368-d)

[**An Investigation Into the Strategies for Improving Management / Staff Relationship in Tertiary Institutions**](https://sparklyn.com.ng/an-investigation-into-the-strategies-for-improving-management--staff-relationship-in-tertiary-institutions-4038-d)

[**Stress Management by Secretaries in the Office (A Case Study of Banks in Owerri Municipal Local Government Area)**](https://sparklyn.com.ng/stress-management-by-secretaries-in-the-office-a-case-study-of-banks-in-owerri-municipal-local-government-area-2348-d)

[**English Language Skills Needed by Secretarial Students in Higher Institutions**](https://sparklyn.com.ng/english-language-skills-needed-by-secretarial-students-in-higher-institutions-4149-d)

[**An Assessment of the Problems and Prospects of Information and Communication Technology (ICT) and It’s Effect on Secretaries**](https://sparklyn.com.ng/an-assessment-of-the-problems-and-prospects-of-information-and-communication-technology-ict-and-its-effect-on-secretaries-4117-d)

[**Motivation and Communication Process in an Organization**](https://sparklyn.com.ng/motivation-and-communication-process-in-an-organization-4165-d)

[**Impact of ICT on Office Professionals**](https://sparklyn.com.ng/impact-of-ict-on-office-professionals-4081-d)

[**The Problems and Prospects of ICT to the Secretary**](https://sparklyn.com.ng/the-problems-and-prospects-of-ict-to-the-secretary-4114-d)

[**Effects of Lack of Adequate Training Facilities on the Production Secretaries (A Case Study of Institute of Management and Technology IMT Enugu)**](https://sparklyn.com.ng/effects-of-lack-of-adequate-training-facilities-on-the-production-secretaries-a-case-study-of-institute-of-management-and-technology-imt-enugu-4139-d)

[**The Dearth of Technological Equipment and Effect on Secretarial Job Performance**](https://sparklyn.com.ng/the-dearth-of-technological-equipment-and-effect-on-secretarial-job-performance-3968-d)

[**ict Competencies Required by Office Managers in Financial Institutions**](https://sparklyn.com.ng/ict-competencies-required-by-office-managers-in-financial-institutions-2377-d)

[**An Assessment of the Use of Radio and Other Means of Information Dissemination**](https://sparklyn.com.ng/an-assessment-of-the-use-of-radio-and-other-means-of-information-dissemination-4142-d)

[**The Impact of Human Relations Skills on the Job Performance of Secretaries**](https://sparklyn.com.ng/the-impact-of-human-relations-skills-on-the-job-performance-of-secretaries-4083-d)

[**An Evaluation of Word Processing Package**](https://sparklyn.com.ng/an-evaluation-of-word-processing-package-4109-d)

[**Emerging Technologies in Office Technology and Management**](https://sparklyn.com.ng/emerging-technologies-in-office-technology-and-management-23847-d)

[**Comparative Study of Bilingual and Mono Lingual Secretarial Students**](https://sparklyn.com.ng/comparative-study-of-bilingual-and-mono-lingual-secretarial-students-4097-d)

[**Motivational Tools and the Productivity of Office Professionals**](https://sparklyn.com.ng/motivational-tools-and-the-productivity-of-office-professionals-4033-d)

[**Evaluation of the Performance of a Professional Secretary and a Computer Operator in an Organization**](https://sparklyn.com.ng/evaluation-of-the-performance-of-a-professional-secretary-and-a-computer-operator-in-an-organization-4039-d)

[**The Challenges Facing the Newly Employed Secretaries in Selected Ministries**](https://sparklyn.com.ng/the-challenges-facing-the-newly-employed-secretaries-in-selected-ministries-4050-d)

[**Role of Modern Office Managers and Irrelevant of Shorthand in the Era of Information Communication Technology**](https://sparklyn.com.ng/role-of-modern-office-managers-and-irrel-23977-d)

[**Study of the Role and Performance Effectiveness of Professional Secretaries in Selected Government Metropolis**](https://sparklyn.com.ng/study-of-the-role-and-performance-effectiveness-of-professional-secretaries-in-selected-government-metropolis-3964-d)

[**The Challenges Facing Female Office Managers in an Office (A Case Study of Federal Polytechnic Nekede)**](https://sparklyn.com.ng/the-challenges-facing-female-office-managers-in-an-office-a-case-study-of-federal-polytechnic-nekede-2345-d)

[**Information and Communication Technology (ICT) Effect on the Business Environment of Today**](https://sparklyn.com.ng/the-impact-of-information-and-communication-technology-on-todays-business-environment-2361-d)

[**Human Relations Skills Required of Office Technology and Management Graduates in Business Organization**](https://sparklyn.com.ng/human-relations-skills-required-of-office-technology-and-management-graduates-in-business-organization-4027-d)

[**Impact of Modern Office Equipments on Secretarial Staff**](https://sparklyn.com.ng/impact-of-modern-office-equipments-on-secretarial-staff-4175-d)

[**Computer Skills and Knowledge Secretaries Must Possess**](https://sparklyn.com.ng/computer-skills-and-knowledge-secretaries-must-possess-2382-d)

[**The Role of Data Preservation in Enhancing the Efficiency of Secretarial Function in the Banking Sector in Aguata North Local Government Area of Anambra State**](https://sparklyn.com.ng/the-role-of-data-preservation-in-enhancing-the-efficiency-of-secretarial-function-in-the-banking-sector-in-aguata-north-local-government-area-of-anambra-state-4104-d)

[**Impact of Environmental Resources on Academic Performance of Office Technology and Management Student in Polytechnics**](https://sparklyn.com.ng/impact-of-environmental-resources-on-aca-24067-d)

[**The Usefulness of English Language in the Training of Secretaries**](https://sparklyn.com.ng/the-usefulness-of-english-language-in-th-24872-d)

[**Impact of Computer System on Performance of Secretaries**](https://sparklyn.com.ng/impact-of-computer-system-on-performance-of-secretaries-4172-d)

[**Training and Development as an Agent of Increase in Productive Capacity**](https://sparklyn.com.ng/training-and-development-as-an-agent-of-increase-in-productive-capacity-3992-d)

### [Click here to view more proposal topics](https://sparklyn.com.ng/office-technology-and-management-otm-project-and-seminar-material)

### For other departmental proposal topics - [Click here](https://sparklyn.com.ng/project-and-seminar-materials)

### All Right Reserved | Sparklyn Services © 2022