

Email

S. B. Deepak Kumar

Fwd: NPC, Jaipur Launches Residential Training Program at Mt. Abu during 18-22 July, 2022 on "Advance Course on Secretarial Effectiveness: Capacity Building"

From : Shri Naresh Kumar <csdelhi@nic.in>

Tue, Jun 21, 2022 01:32 PM

Subject : Fwd: NPC, Jaipur Launches Residential Training Program at Mt. Abu during 18-22 July, 2022 on "Advance Course on Secretarial Effectiveness: Capacity Building"

To : S. B. Deepak Kumar <secservices@nic.in>



From: "aditi mishra" <aditi.mishra@npcindia.gov.in>

To: "Aditi Mishra" <aditi.mishra@npcindia.gov.in>

Sent: Tuesday, June 21, 2022 12:33:55 PM

Subject: NPC, Jaipur Launches Residential Training Program at Mt. Abu during 18-22 July, 2022 on "Advance Course on Secretarial Effectiveness: Capacity Building"

Dear Madam/Sir,

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing the Productivity Promotion Programmes. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades. NPC is organizing a Residential Training Program on **"Advance Course on Secretarial Effectiveness: Capacity Building"** at **Mount Abu during 18-22 July, 2022**.

Appended is the program Brochure for your kind reference. We are sure that you would take advantage of the programmes and nominate a few officials from your organization. For further information or clarification kindly contact the undersigned.

NATIONAL PRODUCTIVITY COUNCIL

Residential Training Programon

"Advance Course on Secretarial Effectiveness: Capacity Building"

18-22 July 2022 at Mount Abu

INTRODUCTION:

The present-day business and governance are characterized by growing size of Organization, fast changing technology, mounting turbulence in socio-economic environment. Increased complexities of business and administration and the need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it.

Senior executives now, more than ever, need support from their secretaries to achieve the goals of the organization. The expectations in terms of quality, timeliness of output, knowledge about the new and time management are indeed extremely high. The three technologies of computer, communication and office are converging to usher in integrated office systems. Coupled with the recent advances in Internet, these have triggered the new concepts and patterns of management thought as well as methods of organization and managing work.

OBJECTIVES:

- To expose the participants to the new concepts of managing the office in ever changing times.
- To define the new role of a secretary in the changing work environment.

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- To prepare the secretaries to come up to the highest expectations of the boss.

CONTENTS:

- Changing Role of Executive Secretary
- Executive Expectations from a Secretary
- Secretarial Effectiveness
- Office System & Productivity
- Records Generation & Management
- Emerging Concepts/Tools in e-Age
- Teamwork and Co-operation
- Business Communication and Inter-personnel skills
- Managing Time at Workplace

TARGET GROUP:

The programme is designed for officials working across different functional areas of management including Executive Secretaries, Private Secretaries, PPS, Personal Assistants, Stenographers, Junior & Middle level officials attached with sr level executives from administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions, Educational Institutions, Research Institutions, Banks and Service Organization etc.

PARTICIPANT FEE:

The programme fees on residential basis is Rs. 55,500 /- + 18% plus GST Per Participant. The Non-residential participation fees will be Rs. 30500/- + 18% plus GST Per Participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential & nonresidential can be opted as per choice..

FACULTY:

The faculty would include specialists from NPC & invited speakers from organizations of eminence.

METHODOLOGY:

Methodology of the programme would be participative in nature. The sessions would be interactive based on conceptual deliberations, presentation, case studies, success stories, management games and group discussion.

SCHEDULE

Programme Dates	July 18-22, 2022
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	July 18, 2022, AN
Departure day (Check out time from forenoon onwards at Hotel/Resort)	July 22, 2022, FN
Programme Starts at	July 18, 2022, at 4 PM
Programme Closes at	July 22, 2022, at 11 AM

****Early Check-In and Late Check-out is subject to availability of room at hotel and charges thus incurred will have to be settled by the participant directly to the hotel**

REGISTRATION:

Nominations along with participants details, name, designation, organization, contact address, email, phone, mobile no. whether residential or nonresidential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur latest by **11 JULY, 2022** respectively to Programme Director National Productivity Council Regional Directorate - Jaipur SB-96, JLN Marg, Bapu Nagar, Jaipur - 302015, Rajasthan

PAYMENT DETAILS:

Bank Name: State Bank of India,

Branch: Bhawani Sing Road, Babu Nagar, Jaipur 302004
Bank Account No: 40084592614, **Branch Code:** 031477
IFCS/RTGS/NEFT Code: SBIN0031477,
MICR Code: 302002118
PAN No: AAATN0402F
TAN NO: JPRN00099B **GST No:** 08AAATN0402F1Z6

In case of ECS Payment, the payment details should be intimated accordingly

GENERAL INSTRUCTIONS: - GST as per GOI Rules (presently @ 18%) **GST No. of the organization must be provided**

Due to limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time.
 Overstay if any has to be settled by participants directly.

FOR FURTHER DETAILS PLEASE CONTACT:

Ms. Aditi Mishra
 Dy. Director
 National Productivity Council SB-96, JLN Marg, Babu Nagar, Jaipur - 302015, Rajasthan
 Mobile No: 09928226777
 E-Mail: aditi.mishra@npcindia.gov.in, website: www.npcindia.gov.in

Yours Thankfully

Aditi Mishra
 Deputy. Director

National Productivity Council
 (Under M/o Commerce & Industries,
 Department of Industrial Policy & Promotion, GOI)
 SB-96, JLN Marg
 Babu Nagar, Jaipur - 302004
 Phone: 0141-2703573, Fax: 0141-2703573
 web : www.npcindia.gov.in

सादर,

राष्ट्रीय उत्पादकता परिषद्
 वाणिज्य एवं उद्योग मन्त्रालय भारत सरकार के अन्तर्गत
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