

Email

S. B. Deepak Kumar

Fwd: Residential Training Programmes on "Gender Sensitization & Sexual Harassment at Work Place" and "Improving Effectiveness of Private Secretaries/ Personal Assistants" at Puri, Odisha

From : Shri Vijay Kumar Dev <csdelhi@nic.in>

Mon, Nov 15, 2021 04:49 PM

Subject : Fwd: Residential Training Programmes on "Gender Sensitization & Sexual Harassment at Work Place" and "Improving Effectiveness of Private Secretaries/ Personal Assistants" at Puri, Odisha

2 attachments

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



From: "RD_Bhubaneshwar Group" <bhubaneshwar@npcindia.gov.in>

Sent: Monday, November 15, 2021 3:47:03 PM

Subject: Residential Training Programmes on "Gender Sensitization & Sexual Harassment at Work Place" and "Improving Effectiveness of Private Secretaries/ Personal Assistants" at Puri, Odisha

Greetings from National Productivity Council !!!!!

Dear Sir / Madam,

"National Productivity Council (NPC), is a premier techno-managerial consultancy and training organization under Ministry of Commerce and Industry, Government of India, has the distinction of conducting focused, interactive techno-managerial training programmes.

We are glad to announce the following two different **Residential Training Programmes** in the month of January , 2022.

Sl. No	Programme Name	Date	Venue
1	Gender Sensitization & Sexual Harassment at Work Place	18 th to 20 th January, 2022	Puri, Odisha
2	Improving Effectiveness of Private Secretaries / Personal Assistants		

The programmes would be highly interactive in nature.

Organizations may nominate a few of your employees at the earliest, as accommodation is limited and nominations will be accepted on a first-come-first-serve basis, only.

Thanking You,

Yours Faithfully,

(G. Saravanan)
Regional Director

NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)
A/7, Surya Nagar, Bhubaneswar - 751003, Orissa
Tel : 0674 2397381/ 26, Fax : 2397380
email : npcbbs@bsnl.in
Visit us : www.npcindia.gov.in

Encl: Programme Brochure

(Please Note: Both programmes are separate and not related with each other)

Mr Yogesh
24.11.21

SS (Services) - II

17.11.21
23.11.21
23.11
SOCCN
22.11

Brochure.pdf
829 KB

Azadi Ka
Amrit Mahotsav

य और उद्योग

राष्ट्रीय उत्पादकता परिषद्
(वाणिज्य और उद्योग मन्त्रालय, भारत सरकार के अन्तर्गत)
क्षेत्रीय कार्यालय :
A/7 सूर्यनगर,
भुवनेश्वर - 751003, उडिसा
दूरभाष : (0674) 237381, 2397326
फैक्स : (0674) 2397380



NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)

Regional Office :
A/7, SURYA NAGAR,
BHUBANESWAR- 751003, ODISHA
Phone : (0674) 2397381, 2397326
Fax : (0674) 2397380
E-mail : npcbbs@bsnl.in, bhubaneswar@npcindia.gov.in

Ref No. 4049/ 21-22/RD, BBSR

Date:05/11/2021

Dear Sir / Madam,

Sub.: Residential Training Programmes on

1. "Gender Sensitization & Sexual Harassment at Work Place" at Puri during 18th to 20th January, 2022
2. "Improving Effectiveness of Private Secretaries/ Personal Assistants" at Puri during 18th to 20th January, 2022

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Saravanan

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Regional Director

Encl: Programme Brochure

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मु. का : उत्पादकता भवन, लोदी रोड, नई दिल्ली - 110003
H.O. at : Uptadakata Bhavan, Lodi Road, New Delhi - 110003
Visit us at : www.npcindia.gov.in

RESOURCE PERSONS AND ANDRAGOGY:

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

Nominations May be Sent along with participant contact details (mobile no., email) to:

The Director

National Productivity Council

A/7, Surya Nagar, Bhubaneswar – 751003

Phone: 0674 – 2397381, 2397326, Fax: 0674 – 2397380

E-mails: bhubaneshwar@npcindia.gov.in, pk.samantara@npcindia.gov.in

PROGRAMME COORDINATOR

Shri Praveen Kumar Samantara, Asst. Director, Mob No.-8139999423

PAYMENT MODES

Through DD

Drawn infavor of "National Productivity Council", Bhubaneswar.

NPC's PAN No. : AAAATN0402F

GSTIN NO. : 21AAATN0402F3ZG

Through Electronic Fund Transfer

STATE BANK OF INDIA

OUAT Campus, Siripur, Bhubaneswar-751003

SB A/c No.: 40020636385

MICR Code - 751002013

IFSC Code – SBIN0003341

PARTICIPATION FEE

The course fees is Rs.39,000/- plus GST (@18%) i.e. Rs.46,020/- (Rupees forty six thousand twenty only) per participant. Payment may be made by cheque/DD drawn in favour of National Productivity Council. The fee covers participation charges, accommodation, course material, all meal expenses and site visits which are part of the programme schedule. Charges for spouse, children, etc. shall be borne by participants at actual and shall be directly paid to the hotel. Any other extra charges, apart from those covered by the participant fee shall be borne by the participants.

RESIDENTIAL TRAINING PROGRAMMES ON

GENDER SENSITISATION & SEXUAL HARASSMENT AT WORK PLACE

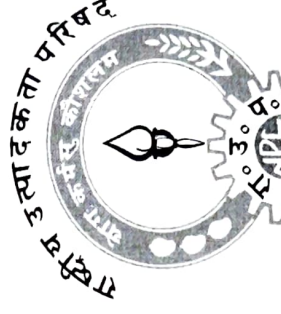
&

IMPROVING EFFECTIVENESS OF PRIVATE SECRETARIES/ PERSONAL ASSISTANTS

at

Puri

18th January-20th January, 2022



NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council

(Under Department for Promotion of Industry & Internal Trade,
Ministry of Commerce & Industry, Govt. of India)

A/7, Surya Nagar, Bhubaneswar -751 003

Visit us: www.npcindia.gov.in

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1. INTRODUCTION: GENDER SENSITISATION & SEXUAL HARASSMENT AT WORK PLACE

There has been growing realisation that Inclusiveness is a prerequisite to complete internal alignment of the organisation to respond to the ever changing business environment. Gearing up to the emerging opportunities and staying in a competitive business environment requires more responsiveness and sensitisation about the presence and role of women in the work place.

In this context, it is extremely important for an organization to sensitise its employees and its HR function about gender inclusiveness in consonance with the social & legal framework.

OBJECTIVE

The programme aims at equipping the participants for prevention and redressal of sexual harassment in organisations and to equip organisations to prevent sexual harassment.

It will also equip top management in designing a system of handling complaints related to sexual harassment incidents as per Vishaka guidelines and Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

This programme will enable creation of a healthy organisational culture and to chalk out strategies for prevention of sexual harassment as well as behavioural do's and don'ts related to such matters.

COVERAGE

This Programme will cover the concepts, provisions & practices on the following:

- Introduction and Significance of Gender Sensitisation
- Understanding Gender Stereotypes: their Formation and Differences
- Vishaka Judgement: Strategies for Prevention and Redressal in Organisations
- Overview of Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
- Formulations and adoption of Sexual harassment Policy
- Creating a positive work environment
- Implementation and monitoring of the policy
- Basic Self-defense techniques
- Question and Answer sessions

2. INTRODUCTION: IMPROVING EFFECTIVENESS OF PRIVATE SECRETARIES/ PERSONAL ASSISTANTS

In the emerging era of competitive business environment, the role of Chief Executives and Managers will be of critical importance in the success of business organizations. The effectiveness of these Managers to a large extent depends on the Secretarial support provided to them. This programme has been specifically designed for Private Secretaries/ Personal Assistants/ Stenographers to impart knowledge and guidance which will be of practical value leading to higher effectiveness.

COVERAGE

This Programme will cover the concepts, provisions & practices on the following:

- Planning Techniques for Secretarial activities
- Effective Records Management
- Developing a Positive Attitude
- Public Relations
- Time Management
- Business Communication
- Integrated Process Management using IT tools
- e-governance

PARTICIPANT PROFILE

Employees working in Central & State Government Departments, Central and State PSUs, Banks ,financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions, large/medium/small sized private organization etc.

DATES & VENUE



LAST DATE FOR REGISTRATION

10th January, 2022 on first come first served basis.

Note: Please Note that both the training programmes are separate programmes