



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

“Advance Course on Modern Office and Productivity Management”

From 18th to 22nd June, 2018
at Manali



INTRODUCTION

As you are aware that Office management is the administrative handling, controlling & maintaining a balance process of work inside the office of an organization, the office management is therefore responsible for planning, organizing and controlling the processes and the evaluating the outcome.

The role of office manager and office administrator has changed drastically over the years as it is very important for an office manager/office administrator to get maximum office and employee productivity by effective utilization of space, manpower, equipment & other resources and also creating good work environments that every employee contributes maximum according to his/her potential. Modern office management has become a prime concern of each and every employee who does the work but also gets the work done by his/her subordinate. The "Office of future" with three forces Computer, Communication and Human Resources has triggered the emergence of new concept and pattern

In today's economic climate, Regulatory authorities, Public & Service Sector organizations face unprecedented pressure – not only to achieve the goals set by governments and meet the expectations of citizens – but also to deliver increased productivity and efficiency. Modern Office and Productivity Management is therefore much more than merely telling a person what to do with better management practices than until it is done. Rather, it is an integral part of the manager and the employee's job. The proper measurement of organizational performance, productivity and efficiency is therefore an essential part of the reform for the general welfare of all groups in society as well as the nation.

OBJECTIVE *The programme aims at providing:*

- To discuss about Modern Office Management Practices
- To discuss about roles and responsibilities of office Manager/Office administrator
- To discuss implementation of advance management techniques for improving managerial effectiveness for better office management.
- To improve leadership, managerial and administrative skills among the participants.

COVERAGE

- Introduction to modern office management
- Office automation and communication tools in offices management
- Modern Practices in team building, Time Management, Communication & Change Management
- Leadership, managerial and administrative skills
- 5S & Kaizen Implementation in office
- Effective supervision and Administration in office
- Knowledge Management
- Role of IT in Govt. Office Applications

PARTICIPANTS PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions etc.

PARTICIPATION FEE & PROGRAMME SCHEDULE

Program Code or Program Order No	NPC / GN / IE / T12 / 213 / 2018-19
The participation fees	Rs. 49,800/- + 18% GST (<i>Residential</i>) Rs. 29,000/- + 18% GST (<i>Non-Residential</i>)
Check In at Hotel/Resort	12 Noon Onwards on 18 th June 2018
Check Out at Hotel/Resort	Before 11 AM on 22 nd June 2018

FACULTY & PEDAGODY

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 focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS : 8th June 2018

The nominating authority should ensure that the nominations are sent with Nominating authorities & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. in letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: **P.O No: NPC / GN / IE / T12 / 213 / 2018-19**

GENERAL INSTRUCTIONS

- The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s), Course material, Site visits and Faculty Charges.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- NPC will not bear any charges towards participant's to and fro travel from their residence to training program venue.

PAYMENT DETAILS

<p>Fee is to be paid by DD/Cheque in the name of “National Productivity Council”</p> <p>PAN No : AAATN0402F GST No. : 24AAATN0402F1ZC</p>	<p>ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi SB A/C No. 026501000009207; MICR – 110020007; IIFSC No. IOBA0000265</p> <p>In case of ECS payment (NEFT/ RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.</p>
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FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Digital Transformation through eGovernance & ICT	23 rd - 27 th July 2018	Leh-J&K	Rs. 49800 + 18% GST (Residential) Rs. 29,000 + 18% GST (Non Residential)
Advanced Course on Secretarial Effectiveness: Focus on Modern IT Practices & Advanced Productivity Tools	20 th - 24 th Aug. 2018	Diu-Somnath	Rs. 49800 + 18% GST (Residential) Rs. 29,000 + 18% GST (Non Residential)

For further details of program, please visit : www.npcindia.gov.in



CONTACT DETAILS:



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CORRESPONDENCE ADDRESS

NATIONAL PRODUCTIVITY COUNCIL

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