



NATIONAL PRODUCTIVITY COUNCIL

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

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

“Advance Course on Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff”

From 21st to 25th May, 2018
at Gangtok.



INTRODUCTION

In the digital age of fast changing technology, increased customer / beneficiaries' expectations result in the need for accurate and timely information for decision-making. This has considerably increased the importance of the office and the team managing it. Senior executives now, more than ever, need support from their secretaries and subordinate staff to achieve the goals of the organisation. The expectations in terms of quality, timeliness of output, knowledge about the new concepts, tools and time management are indeed very high. This training programme is aimed at equipping the office staff with requisite behavioral & technical/digital skills to enhance their efficiency and effectiveness in catering to e-governance/e-business needs.

OBJECTIVE

- To expose the participants to the new concepts of managing the office in ever changing times.
- To develop behavioural skills, the ability to manage self and the effectiveness of oneself for organisation.
- To prepare the secretaries and office staff to come up to the highest expectations of the bosses

BROAD COURSE CONTENTS

- Changing Role of Executive Secretary in Digital Age
- Executive Expectations from a Secretary
- Secretarial Effectiveness
- Office System & Productivity
- Emerging Concepts/ ICT tools in Digital Age
- Teamwork and Co-operation
- Communication and Inter-personnel skills
- Managing Time at Workplace

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 / 210 / 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 21 st May 2018
Check Out at Hotel/Resort	Before 11 AM on 25 th May 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 : 11th May 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 / 212 / 2018-19**

GENERAL INSTRUCTIONS

- The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s) and site visits.
- The fee once deposited is Non-refundable, however substitutions are allowed.
- NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the schedule duration should arrange the same at their own cost.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.

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><small>In case of ECS payment (NEFT/ RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.</small></p>
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FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Advance Course on Modern Office and Productivity Management	18 th - 22 nd June 2018	Manali	Rs. 49800 + 18% GST (Residential) Rs. 29,000 + 18% GST (Non Residential)
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)

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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