

Ref No.: 5167

Date: 11.04.2018

Sub: Residential Training Programme on :

- 1. Modern Office Management and Performance Management at Ooty (Tamilnadu) during June 18-22, 2018 and**
- 2. Improving Leadership, Managerial and Administrative Skills at Puri (Odhisha) during July 09-13, 2018.**

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training courses.

As you are aware office manager is responsible for planning, organizing and controlling the office work, processes and evaluating the outcome. The role of office manager and office administrator has changed drastically over years as it is very important for an office manager/office administrator to get maximum office/employee productivity by effective utilization resources. In today's economic climate, office managers and organizations face unprecedented pressure not only to achieve goals and meet expectations of citizens but also to deliver productivity and efficiency. The proper measurement of organizational performance, productivity and efficiency is therefore an essential part for general welfare of all groups in society and nation.

Similarly, managing an organization and improving its performance on continuous basis requires efficient and effective Leaders, Managers and Administrators especially in today's complex work environment and highly competitive scenario. Also high customer expectations and global economy has posed numerous challenges for the organizations to improve their image and performance. It is essential for the top management/Senior Managers/Officers to know modern management practices in order to identify, develop and sustain their competitive advantage.

In order to develop employees in the above mentioned areas these two programmes are designed and will provide insight to these topics, thereby helping them to improve their productivity. Brochures containing detailed information about the programmes (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in these programmes. The programmes are residential and fee is inclusive of board and lodge. The number of seats is limited and nominations will be accepted on first-cum-first-served basis.

Thanking you,

Yours truly,



(G.Saravanan)
Regional Director

PROGRAMME FEE :

Rs. 47,900/- (Forty Seven Thousand Nine Hundred Only) plus applicable GST (At present @ 18%) per participant.

Note: In case of Central Government, State Government and UT administration, they are exempted from IGST for training programme payment.

The spouse and children are allowed to stay alongwith the participant. However, charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participant to the hotel directly in cash. The requisite participation fee must be sent alongwith nomination.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 18.06.2018(AN) and return on 22.06.2018(FN). Complete stay arrangement including breakfast, lunch & dinner for the participants have been made in the hotel and charges are included in the programme fee.

NOMINATIONS :

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 026501000009207

IFCS/RTGS/NEFT Code: IOBA 0000265

MICR Code: 110020007

PAN No. : AAATN0402F

GST No : 04AAATN0402F1ZE

Bank Name : Indian Overseas Bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first basis. Last date of nomination is 11.06.2018

ENQUIRIES AND MAILING ADDRESS :

NATIONAL PRODUCTIVITY COUNCIL

SCO-40, Sector – 7C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

Mobile: 07888724793

E-mail:npc-chd@chd.nic.in; sk.vimal@npcindia.gov.in

Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMME ON

MODERN OFFICE MANAGEMENT AND PEFORMANCE MANAGEMENT

AT

Ooty (Tamilnadu)

(June 18-22, 2018)



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

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

SCO 40, Sector 7 C, Madhya Marg, Chandigarh

Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in

PROGRAMME OBJECTIVES :

- To discuss about Modern Office Management practices.
- To discuss about roles and responsibilities of Office Manager/Office Administrator.
- To discuss importance and various aspects of Performance Management System.
- To acquaint participants with tools & techniques of Performance Measurement System, HR aspects of Performance Measurement System so as to get maximum output from employees.

CONTENTS :

- Introduction to Modern Office Management.
- Office Automation and Communication Tools in Office Management.
- Modern Practices in Team Building, Time Management, Communication and Change Management.
- 5S and Kaizen implementation in Office.
- Effective Supervision and Administration in Office.
- RTI and its relevance in Modern Office Management.
- Key Provisions of RTI Act, 2005 and Issues in implementing RTI Act, 2005.
- Knowledge Management.
- Overview of Performance Measurement System.
- Developing Key Performance Indicators(KPIs).
- Planning, Target Setting and Setting Standards.
- Competency Assessment.
- Performance Evaluation Competencies Assessment.
- Progress Review.
- HR Aspects of Performance Measurement System.
- Performance Management System: Lessons learnt so far.

PARTICIPATION :

Chief Executives, Senior & Middle level Officers, Managers, Head of Departments from Central & State Government Departments, Boards, Corporations, Cooperatives, Public Sector Undertakings, Banks, Public Finance Institutions, Educational Institutions and Senior Managers from Private Sectors.

METHODOLOGY :

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role-plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION :

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course

VENUE & DATES:

Ooty (Tamilnadu)

June 18 - 22, 2018

Programme starts on 18.06.2018 at 16:30 Hrs

Check-in: 18.06.2018 (AN) and Check-out: 22.06.2018 (FN) (Four Nights)