




FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Systematic Problem Solving, Conflict & Change Management	25 th - 29 th September 2018	Goa	Rs. 49800 + 18% GST (Residential) Rs. 29,000 + 18% GST (Non Residential)
Office effectiveness Management with focus on Lean office, 5S and Productivity improvement practices	22 nd - 26 th October 2018	Kathmandu	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

E-5, G.I.D.C. Electronic Estate, Gandhinagar, Gujarat, India-382 028



NATIONAL PRODUCTIVITY COUNCIL

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

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

**“Advance Course on Secretarial Effectiveness:
Focus on Modern IT practices &
Advance Productivity Tools”**

From 20th to 24th August, 2018
at Diu-Somnath



INTRODUCTION

National Productivity Council, Regional Directorate, Gandhinagar, Gujarat is pleased to announce its Residential Training Programme on “Advance Course on Secretarial Effectiveness: Focus on Modern IT practices & Advance Productivity Tools” from 20th to 24th August, 2018 at Diu-Somnath.

Senior executives now, more than ever, need support from their secretaries and subordinate staff to achieve the goals of the organization. The expectations in terms of quality, timeliness of output, knowledge about the new concepts & tools 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. The advance office productivity tools are designed to equip the participants in productivity improvement tools so that organizational efficiency as well as productivity can constantly improve.

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency and effectiveness through active learning imbibed in its training courses, aimed at benefiting both the employers as well as employees. Keeping above in view, the training programme aims at providing an insight to the participants about various tools and techniques on Secretarial effectiveness with Focus on Modern IT practices & Advance Productivity Tools.

BROAD COURSE CONTENTS : *The programme aims at providing.*

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

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
- Introduction to Advance Office Productivity Tools
- Managing Time at Workplace
- Modern Office Productivity tools & techniques
- Benchmarking, Balance Score card, 5s, Kaizen implementation in office
- Case studies, Presentations & panel discussions.

PARTICIPANTS PROFILE

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

PARTICIPATION FEE & PROGRAMME SCHEDULE

Program Code or Order No	NPC / GN / IE / T12 / 220 / 2018-19
The participation fees	Rs. 49,800/- + 18% GST (Residential) Rs. 29,000/- + 18% GST (Non-Residential)
Check In at Hotel/Resort	12 Noon Onwards on 20 th August 2018
Check Out at Hotel/Resort	Before 11 AM on 24 th August 2018
Programme Start on	20-08-2018 at 1430 hrs.
Programme Close on	24-08-2018 at 1100 hrs.

FACULTY & PEDAGODY

The Faculty for the training programme will comprise of senior NPC Experts & 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 : 9th August 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.: **PO No: NPC / GN / IE / T12 / 220 / 2018-19.**

GENERAL INSTRUCTIONS

- Due to limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time & Acceptance of the nominations is/are subject to the seat availability & receipt of the participation fee latest by last date for Nominations.
- The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s). The fee once deposited is Non-refundable, however substitutions are allowed.
- NPC will not bare any charges towards participant's to & fro travel from their residence to training program venue.
- Participants need to be medically fit & free from any medical problem which may impair his ability to attend and complete the training program.
- Participants are requested to assure their own health & safety during training period & NPC will not be liable for medical expenses incurred during training program.
- 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.
- Settlement of additional bills: The hotel has been instructed to open separate folio for each participant. You are requested to directly settle your additional dues regarding family members, laundry, telephone, mini bar, room service, overstay, etc. with hotel directly before check out.
- Any other terms and conditions applied as may be decided by NPC at any point of time.
- Due to GST Guidelines please confirm its applicability for your department. It is advisable to promote E- Payment mode like ECS / NEFT / RTGS.

PAYMENT DETAILS

Fee is to be paid by DD/Cheque in the name of “National Productivity Council”	ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi SB A/C No. 02650100009207; MICR – 110020007; IIFSC No. IOBA0000265
PAN No : AAATN0402F GST No. : 24AAATN0402F1ZC	In case of ECS payment (NEFT/ RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.

CERTIFICATE OF PARTICIPATION

NPC will give certificate of participation to each participant on the conclusion of the programme.