



National Productivity Council

**Training Programme
on
Secretarial Effectiveness and Modern Office
Management**

PROGRAMME CODE: TP/23-24/62

**09-13 OCTOBER 2023
(PURI)**



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

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 specially designed for Private Secretaries/ Personal Assistants/ Stenographers to impart knowledge and guidance which will be of practical value leading to their skill & competency enhancement.

LEARNING OBJECTIVES

This training program prepares participants to:

- Equip themselves with present environment of work culture
- Behavioural aspects of the programme will make them vibrant and energetic
- Learn about the various facets of the office management and productivity

3. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

- Role of Secretarial Staff
- Planning Techniques for Secretarial Activities
- Effective Records Management
- Developing a Positive Attitude
- Public Relations
- Time Management
- Business Communication
- Managing & Organizing the Events & Conferences
- Effective IT Tools
- Basic of Human Resource Management

4. METHODOLOGY

The methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions. The programme will employ a blend of lectures with audio-visual aids which will be handled by highly experienced faculties of NPC as well as from outside.

5. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations.

6. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

7. PROGRAMME FEE & VENUE

Programme Code	<i>TP/23-24/62</i>	
Program Venue	Puri (To be conducted in any empanelled Hotels of NPC)	
Programme Fee	Residential Participants ₹ 55000 /- + 18% GST	Non-Residential Participants ₹ 30500 /- + 18% GST
For Residential Participants	Check-in at hotel - 09 Oct, 2023 (AN) Check-out from Hotel – 13 Oct, 2023 (FN)	

8. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none">ECS Payment Details: State Bank of India, Orissa University Agriculture and Tech Campus Siripur, Bhubaneswar Branch; A/cNo. 40020636385, IFSC Code. SBIN0003341DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at BHUBANESWARNPC'S PAN No: AAATN0402F, NPC'S GSTIN: 21AAATN0402F3ZG

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

- **NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.**

9. HOW TO APPLY

- Please apply in the prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Training Coordinator

National Productivity Council

A/7, Surya Nagar, Bhubaneswar-751003

Training Co-Ordinator: Mr. Roshan Kujur, Dy. Director

Email Id: roshan.kujur@npcindia.gov.in, bhubaneshwar@npcindia.gov.in

Tel: 0674-2397380, Mob-+91 9163864196

- **Last date for Receiving of nominations: (29th September 2023)**

10. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- ❖ The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- ❖ NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- ❖ Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded Certificate of Participation on successful completion of programme.
- ❖ Any other terms and conditions apply as may be notified by NPC at any point of time.
- ❖ Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- ❖ Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- ECS Payment Details: State Bank of India, Orissa University Agriculture and Tech Campus, Siripur, Bhubaneswar Branch; A/cNo. 40020636385, IFSC Code. SBIN0003341
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number.
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Bhubaneswar.
- Programme Fees per Participant plus GST to be paid in advance.
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

IMAGE RELATED TO PROGRAMME THEME



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi – 110003

Tel: +91-11-24607319

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