



National Productivity Council

Training Programme
on
**Advance Course on Secretarial Effectiveness
&
Office Management**

PROGRAMME CODE: T2425MUM02

10-14 June 2024

(Goa)



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

The rapid transition from Legacy system to Digital work place has necessitated organization to develop skill of its employees. It's imperative for all organisations to enhance efficiency with judicious use of resources. The adoption of new technology and efficient office management by PA, PS and PPS as well as Accounts staff / officials are the need of the hour to meet organizational goal.

NPC with its vast experience and expertise in training has developed the program “**Advance Course on Secretarial Effectiveness and Office Management**” to align employees with the change management, enhance their communication skill (oral and written), building interpersonal relations and manage time to destress life. The training programme will impart knowledge on communication networks and use of ICT to work with cross functional multi-locational team for better coordination work that will enhance commitment & willingness among participants to resolve challenges pertaining to skills and mindset/approach for the effective office management. The participants with the newly acquired knowledge will be motivated to adopt the new technology and organisational change to achieve higher productivity, higher quality, higher safety and reduce costs. The program will enable organizations to resolve the challenges of digital systems and new age office management.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- Understand emerging trends of change in Office and Business Environment
- Learn to resolve issues & challenges in Office/Workplace.
- Adapt to organisational change and the strategies for Office Management
- Effectively Communicate at Workplace
- Working in functional /inter disciplinary teams for achieving Organizational Goals
- Stress management

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training:

- Workplace Change Management - Space, Technology, People

- Motivation & Developing a Positive Attitude
- Communication using ICT
- Stress and Time Management
- Work in Cross Functional Teams at Multi Location
- Importance of Cyber Security

5. METHODOLOGY

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.

6. PARTICIPANTS' PROFILE

PA, PS and PPS as well as Accounts officials / staff from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Programme Code	T2425MUM02	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 65,000/- + 18% GST	Non-Residential Participants ₹ 44,000 /- + 18% GST
For Residential Participants	Check-in at Hotel – 12:00 PM on 10.06.2024 Check-out from Hotel – 11:00 AM on 14.06.2024	

9. 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: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265 • DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI • NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

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.

HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for Receiving of nominations: 27.05.2024

Dr Arundhati Chattopadhyay Regional Director National Productivity Council, 7 th Floor, Novelty Chambers, Grant Road, Mumbai 400007. Mobile: 09869519366 Email: achattopadhyay@npcindia.gov.in	Sh. Gaurav Kadam, Dy. Director Email: kg.ramdass@npcindia.gov.in Mobile No.: +91-8169039962;
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NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Advance Course on Secretarial Effectiveness and Office Management**

Programme Code: **T2425MUM02**

Programme Duration: **10-14 June 2024**

Venue/ Location: **Goa**

Select Participation on Residential Basis

OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted

OR

Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST 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.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility. *I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____
(Kindly provide the GST number of organisation on which GST Invoice to be raised)
Organisation PAN No. (Optional) _____
Organisation TAN No. (Mandatory on TDS deduction)) _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

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.