

NATIONAL PRODUCTIVITY COUNCIL

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

REGIONAL DIRECTORATE

4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005

Phones : 0512-2224860, 2224176

Fax : 0512-2224177

E-mail : npckanpur@bsnl.in, kanpur@npcindia.gov.in

Website : www.npcindia.gov.in



राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

क्षेत्रीय निदेशालय

चतुर्थ तल, कबीर भवन, जी.टी. रोड, कानपुर-208005

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Ref. No. : HR/WC/PA/5-6/2018

Date : 01 August, 2018

Subject : Residential Training Programmes on:

- (1) "Developing Work Culture through Attitudinal Change" at Nainital during 22-26 October, 2018
- (2) Modern Office Management for Executive Secretaries, PA, PS & Office Staff" at Goa during 26-30 November, 2018

Dear Sir,

We are pleased to announce Two Residential Training Programmes one on "Developing Work Culture through Attitudinal Change" at Nainital during 22-26 October, 2018 and the other on "Modern Office Management for Executive Secretaries, PA, PS & Office Staff" at Goa during 26-30 November, 2018.

These programmes have been designed for the benefit of organizations in Government Sector, Public Sector, Private Sector, Co-operatives and Service Sector including Banks, Insurance Cos., Education Sector, colleges/universities/institutions, etc.

We trust, you would like to avail this opportunity by nominating couple of employees from appropriate levels from your organization in order to get the benefit in totality.

We are enclosing the brochure which gives details about topics to be covered along with its financial implications.

The Programme is specially designed to equip participants to improve their self-performance vis-a-vis organizational performance in order to improve the productivity, quality and service delivery and finally profitability of their organizations.

Thanking you,

Yours faithfully,

(Rameshwar Dubey)

Regional Director

Encl.: Brochure

H.Q. : UTPADAKTA BHAWAN, LODI ROAD, NEW DELHI - 110 003

Offices at : Bengaluru, Bhubaneswar, Chandigarh, Chennai,
Delhi, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna

PARTICIPATION FEE

Fee per participant per programme is as follows :

- Rs. 47,500/- (Rupees Forty Seven Thousand Five Hundred only) + GST @ 18% for Nainital programme and Rs. 47,500/- (Rupees Forty Seven Thousand Five Hundred only) + GST @ 18% for Goa programme on actual fee per participant per programme. Stay will be provided on single occupancy basis. These charges are towards professional fees, board, lodge, course material and industrial / sightseeing visits & GST.
- Delegate coming with spouse will pay an additional Rs. 1500/- (Rupees One Thousand Five Hundred Only) per day towards stay, bed tea, breakfast, lunch, dinner etc. directly to the Hotel and share the same room.
- Delegate coming with Children having the age between 06-12 years will be charged additional Rs. 1000/- (Rupees One Thousand only) per child per day payable directly to the Hotel and share the parent's room.

NOMINATIONS

The organizations may please send the nominations, stating the name, designation; their mobile and contact no. with full address, alongwith required demand draft favouring **National Productivity Council** ten days before start date of the programme positively to the following address. Replacement of enrolled participants will be honoured. Total no. of seats per programme are 30 only. First come first serve criteria will be followed.

National Productivity Council

4th Floor, Kabir Bhawan

(U.P.S.H.C. Ltd.'s Building)

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E-mail: npckanpur@bsnl.in, kanpur@npcindia.gov.in, Visit us at: www.npcindia.gov.in

INQUIRIES

Rameshwar Dubey

Regional Director

S. K. Nigam

Co-ordinator, (Mob.: 8005175832)

OUR OTHER PROGRAMMES ARE AS FOLLOWS

- Performance Management & 3Ps - PQH Model during 17-21 Dec., 2018 at Goa
- Advance Course on Performance Management & 3Ps - PQH Model during 31 Dec., 2018 to 04 Jan, 2019 at Lakshadweep
- Performance Management for Executive Secretaries, PA, PS & Office Staff during 04-08 Feb, 2019 at Kaziranga (Assam)

Residential Training Programmes

On

Developing Work Culture through Attitudinal Change

22-26 October, 2018 at Nainital

&

**Modern Office Management for Executive Secretaries,
PA, PS & Office Staff**

26-30 November, 2018 at Goa



Conducted By :



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NPC, RD, Kanpur, GSTIN : 09AAATN0402F1Z4, NPC PAN : AAATN0402F

Developing Work Culture through Attitudinal Change

INTRODUCTION

Work culture plays an important role in extracting the best out of employees and making them productive in the organization for a longer duration. The fast changing business environment has brought in unprecedented role changes of all the employees working in an organization affecting its work culture. An organization is said to have a strong work culture when the employees follow the organization's rules and regulations and adhere to the existing guidelines through attitudinal change. When workplace attitudes are more positive, organizations benefit in the form of higher productivity and better customer service, as well as higher organizations' performance.

PROGRAMME - OBJECTIVE

This programme has been designed to :

- Prepare the participants for developing work culture and positive attitude for self-development and for the development of the organization.
- Develop work practices for empowering the employees for better support and making them act consistently.
- Improve communications between management and staff in both directions.

PROGRAMME - COVERAGE

- Developing Work Culture in organizations through PQH Model
- Balancing Work and Family for better work culture
- Developing Positive attitude towards work
- Developing Inter-personal Skills
- Developing Team Work in the Office
- Developing Positive Human Relations at Workplace

PARTICIPANT PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and Financial Institutions, Board, Administrative Bodies, Co-operative Sector, MNCs, Universities/Colleges, Education Sector and Private Sector etc.

FACULTY & METHODOLOGY

Senior Faculty Members from NPC & Management Consultants from other Institutions will conduct the programme. Besides Interactive Presentation Sessions, Group Discussions, Case Studies, Role Plays, Group Games, Exercises and Informative Films will be used to stimulate learning.

PLACE AND DATES

Place : **Nainital** Date : **22-26 October, 2018**

Check in : **22 Oct, 2018 (11:00 AM)** Check out : **26 Oct, 2018 (11:00 AM)**

Modern Office Management for Executive Secretaries, PA, PS & Office Staff

INTRODUCTION

The fast changing business organization has brought in unprecedented role changes of all the employees working in an organization. Busy senior executives have now much higher expectations from their Secretaries and Office Staff to conserve their own energy and save precious time. Secretaries and office staff have not only to be perfectly competent in their conventional roles, but also have to actively assist their senior executives on many other fronts in their new support roles. Professional capabilities, approach and attitude of Secretaries have, therefore, to undergo a sea change.

PROGRAMME - OBJECTIVE

This programme has been designed to :

- Prepare Secretaries and Office Staff to come up to the expectations of executives;
- Enrich them to become an asset for the boss and organization, as a whole;
- Impart better appreciation of their new roles and responsibilities; and
- Provide them exposure in the areas of potential professional growth.

PROGRAMME - COVERAGE

- Emerging Role of Executive Secretaries, PA and Office Staff
- Effective Handling of Key Work Areas
- Managing the Boss and his Office
- Managing Time and Stress at Workplace
- Developing Inter-personal Skills
- Developing Team Work in the Office
- Developing Written and Verbal Communication
- Developing Positive Human Relations and attitude (PQH Model) at Workplace

PARTICIPANT PROFILE

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Office Staff and those who discharge secretarial duties and responsibilities, will be benefitted by this programme.

FACULTY & METHODOLOGY

Senior Faculty Members from NPC & Management Consultants from other Institutions will conduct the programme. Besides Interactive Presentation Sessions, Group Discussions, Case Studies, Role Plays, Group Games, Exercises and Informative Films will be used to stimulate learning.

PLACE AND DATES

Place : **Goa** Date : **26-30 November, 2018**

Check in : **26 November, 2018 (11:00 AM)** Check out : **30 November 2018 (11:00 AM)**