

Check in & Check out Timings:

Check In at Hotel/Resort 10th September 2018 (AN)

Check Out at Hotel/Resort 14th September 2018 (FN)

Registration of participants at programme venue:

04:00 PM, 10th September, 2018

VENUE:

NPCs Empanelled Hotel at Puri, Odisha. Details will be shared in due course with the confirmed nominated participants.

Programme Coordinator:

Shri Kishor Bhusal, Asst. Director, Mob: 9503602526

Shri Praveen Samantara, Asst. Director, Mob: 8139999423

PAYMENT MODES

Through DD

Drawn in favour of “National Productivity Council”,
New Delhi,

NPC's PAN: AAATN0402F
GST No.: 21AAATN0402F3ZG

Through Electronic Fund Transfer

INDIAN OVERSEAS BANK
70, Golf Link, New Delhi – 110 003
SB A/c No. : 026501000009207
MICR Code : 110020007
IFSC Code : IOBA0000265

THE BROCHURE ITSELF MAY BE TREATED AS
INVOICE

(In case of ECS payment (NEFT/ RTGS), the payment details may kindly be intimated along with UTR number through email)

Programme on

IMPROVING EFFECTIVENESS OF PRIVATE SECRETARIES/ PERSONAL ASSISTANTS

At

PURI, ODISHA

10th – 14th SEPTEMBER, 2018

Organized by



NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)
A/7, Surya Nagar, Bhubaneswar -751 003
Visit us: www.npcindia.gov.in

INTRODUCTION

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 specifically designed for Private Secretaries/ Personal Assistants/ Stenographers to impart knowledge and guidance which will be of practical value leading to higher effectiveness.

OBJECTIVE

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

COVERAGE

- Role of PS/ PA
- Planning Techniques for Secretarial activities
- Effective Records Management
- Developing a Positive Attitude
- Public Relations, Teamwork and Co-operation.
- Time Management
- Business Communication
- Integrated Process Management using IT tools
- e-governance

FACULTY

The Faculty for the training programme will comprise of senior NPC Experts and 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.

COURSE FEE

❖ Residential Participants:

Rs.40,000/- (Rupees forty thousand only) plus GST currently @18 % per participant. The fee covers participation charges, accommodation, course material, all meal expenses and one day site visit which are part of the programme schedule. Charges for spouse, children etc. shall be borne by participants at actual and shall be directly paid to the Hotel. Any other extra charges, apart from those covered by the participant fee shall be borne by the participants. 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.

❖ Non Residential Participants:

Rs.25,000 (Rupees twenty five thousand only) plus GST currently @18% per participant. The fee covers participation charges, course material, working lunch, working tea/coffee expenses and one day site visit which are part of the programme schedule.

5 % discount on participation fee for three or more nominations from the same organization along with participation fees before the last date for nomination.

LAST DATE FOR NOMINATION:

27th AUGUST, 2018

The nominating authority should ensure that the nominations are sent with Nominating authorities and Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. without fail, to facilitate proper communication.

NOMINATIONS MAY BE SENT TO:

The Director

National Productivity Council

A/7, Surya Nagar,

Bhubaneswar – 751 003 Odisha

Tel: 0674 2397381, 0674 2397326, 0674 2397380

Email: npcbbs@bsnl.in, kh.bhusal@npcindia.gov.in