

Ref No.: 5168

Dated 11.05.2018

Sub: Residential Training Programme on " Modern Office Management and Modern Project Management Techniques" at LEH (J & K) during AUGUST 20-24, 2018

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training course during **AUGUST 20-24, 2018 at LEH (J & K)**.

We are aware that an Office Management is the administrative handling, controlling & maintaining a balanced process of work inside the office of an organization- The office manager is responsible for planning, organizing and controlling the office work, processes and evaluating the outcome. The role of office manager and office administrator has changed drastically over years as it is very important for an office manager/office administrator to get maximum office/employee productivity by effective utilization of space, manpower, equipment & other resources and also creating good work environment so that every employee contributes maximum according to his/her potential.

Modern Office Management has become a prime concern of each and every employee who not only does the work but also gets the work done by his/her subordinates. This training programme has been designed to equip the participants with modern office management tools so that Office is managed efficiently and office productivity is maximum.

Project Management is a discipline for planning, leading, organizing and controlling a well-defined collection of work activities applied against a specific scope that yields a well-defined final product or process. The environment in which a project is executed is becoming complex day by day. Modern project management techniques are required to achieve the project goals and objectives within the specified time frame and budget constraints. This programme has been designed keeping in view to enhance competence of project managers by imparting knowledge and skills about latest project management tools and techniques so that quality, timeliness and efficiency of project is ensured.

A brochure containing detailed information about the programme (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The number of seats is limited and nominations will be accepted on first-cum-first-served basis.

Thanking you,

Yours truly,



(G.Saravanan)
Regional Director

PROGRAMME FEE :

Rs. 46,900/- (Forty six thousand nine hundred only) plus applicable GST (at present 18% tax per participant)

Note: In case of Central Government, State Government and UT administration, they are exempted from IGST for training programme payment.

The spouse and children are allowed to stay alongwith the participant. However, charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participant to the hotel directly in cash. The requisite participation fee must be sent alongwith nomination.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 20.08.2018 (AN) and return on 24.08.2018 (FN). Complete stay arrangements including breakfast, lunch & dinner have been made in the hotel and charges are included in the programme fee.

NOMINATIONS :

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 02650100009207
IFCS/RTGS/NEFT Code: IOBA 0000265
MICR Code: 110020007
PAN No. : AAATN0402F
GST No : 04AAATN0402F1ZE

Bank Name : Indian Overseas Bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first basis. Last date of nomination is 13.08.2018

ENQUIRIES AND MAILING ADDRESS :

NATIONAL PRODUCTIVITY COUNCIL

SCO-40, Sector - 7C, Madhya Marg, Chandigarh - 160019

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

Mobile: 8802866347

E-mail : npc-chd@chd.nic.in;

Website : www.npcindia.gov.in

ashish.k.v.vesma@npcindia.gov.in

**RESIDENTIAL TRAINING
PROGRAMME**

ON

MODERN OFFICE MANAGEMENT

ON

**MODERN PROJECT MANAGEMENT
TECHNIQUES**

AT

LEH (J & K)

(AUGUST 20-24, 2018)



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

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

SCO 40, Sector 7 C, Madhya Marg, Chandigarh

Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in

PROGRAMME OBJECTIVES :

MODERN OFFICE MANAGEMENT:

- To describe Modern Office Management concepts and practices
- To discuss strategy and issues in implementing Modern Office Management Tools
- To discuss about roles and responsibilities of Office Manager/Office Administrator
- To share modern office management practices

MODERN PROJECT MANAGEMENT TECHNIQUES:

- To describe concepts and techniques of Project Management tools and techniques
- To discuss components of project management
- To share Quality Management and Team Management concepts in a project
- To discuss roles of project manager and behavior models of project managers
- To describe Project Cost Management
- To share latest development in Project Management Practices
- To discuss software related to Project Management

CONTENTS :

Modern Office Management:

- Introduction to Modern Office Management concepts
- Office Automation and Communication Tools in Office Management
- Modern Practices in Team Building, Time Management, Communication and Change Management
- 5S and Kaizen implementation in Office
- Effective Supervision and Administration in Office
- Knowledge Management
- Strategy and issues in implementing Modern Office Management Tools

Modern Project Management Techniques:

- Introduction to Modern Project Management and its Tools
- Components of Project Management
- Project Planning, Project organization and control

- Team Management during a project
- Essential skills and behavior models of Project Managers
- Project scheduling, Project Monitoring and Evaluation
- Project Cost Management
- Project Management software
- Latest Project Management Practices
- Strategy and issues and challenges in effective project management

PARTICIPATION :

All Officers/officials and Managers from Central & State Government Departments, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings, Banks, Public Finance Institutions, Educational Institutions and Managers from Private Sectors.

METHODOLOGY :

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role-plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION :

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course

VENUE: LEH (J&K)

DATES: AUGUST 20-24, 2018

Check-in: 20.08.2018(A.N)

Check-out: 24.08.2018(F.N) (FOUR NIGHTS ONLY)

The Session will start on 20.08.2018 at 16.30 hours