NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Government of India)
ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

“Advance Course on Modern Office and Productivity Management”

From 18th to 22nd June, 2018
at Manali
INTRODUCTION

As you are aware that Office management is the administrative handling, controlling & maintaining a balance process of work inside the office of an organization, the office management is therefore responsible for planning, organizing and controlling the processes and the evaluating the outcome.

The role of office manager and office administrator has changed drastically over the years as it is very important for an office manager/office administrator to get maximum office and employee productivity by effective utilization of space, manpower, equipment & other resources and also creating good work environments that every employee contributes maximum according to his/her potential. Modern office management has become a prime concern of each and every employee who does the work but also gets the work done by his/her subordinate. The "Office of future" with three forces Computer, Communication and Human Resources has triggered the emergence of new concept and pattern.

In today's economic climate, Regulatory authorities, Public & Service Sector organizations face unprecedented pressure – not only to achieve the goals set by governments and meet the expectations of citizens – but also to deliver increased productivity and efficiency. Modern Office and Productivity Management is therefore much more than merely telling a person what to do with better management practices than until it is done. Rather, it is an integral part of the manager and the employee's job. The proper measurement of organizational performance, productivity and efficiency is therefore an essential part of the reform for the general welfare of all groups in society as well as the nation.

OBJECTIVE

The programme aims at providing:

- To discuss about Modern Office Management Practices
- To discuss about roles and responsibilities of office Manager/Office administrator
- To discuss implementation of advance management techniques for improving managerial effectiveness for better office management.
- To improve leadership, managerial and administrative skills among the participants.

COVERAGE

- Introduction to modern office management
- Office automation and communication tools in offices management
- Modern Practices in team building, Time Management, Communication & Change Management
- Leadership, managerial and administrative skills
- 5S & Kaizen Implementation in office
- Effective supervision and Administration in office
- Knowledge Management
- Role of IT in Govt. Office Applications
PARTICIPANTS PROFILE
All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions etc.

PARTICIPATION FEE & PROGRAMME SCHEDULE

<table>
<thead>
<tr>
<th>Program Code or Program Order No</th>
<th>NPC / GN / IE / T12 / 213 / 2018-19</th>
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<tbody>
<tr>
<td>The participation fees</td>
<td>Rs. 49,800/- + 18% GST (Residential)</td>
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<td>Rs. 29,000/- + 18% GST (Non-Residential)</td>
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<td>Check In at Hotel/Resort</td>
<td>12 Noon Onwards on 18th June 2018</td>
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<tr>
<td>Check Out at Hotel/Resort</td>
<td>Before 11 AM on 22nd June 2018</td>
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FACULTY & PEDAGOGY
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.

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 8th June 2018
The nominating authority should ensure that the nominations are sent with Nominating authorities & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. in letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: P.O No: NPC / GN / IE / T12 / 213 / 2018-19

GENERAL INSTRUCTIONS
➔ The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s), Course material, Site visits and Faculty Charges.
➔ The fee once deposited is Non-refundable, however substitutions are allowed.
➔ Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
➔ NPC will not bear any charges towards participant's to and fro travel from their residence to training program venue.

PAYMENT DETAILS

Fee is to be paid by DD/Cheque in the name of “National Productivity Council”

PAN No : AAATN0402F
GST No. : 24AAATN0402F1ZC

ECS Payment details:
Indian Overseas Bank,
70, Golf Link Branch, New Delhi
SB A/C No. 02650100009207;
MICR – 110020007;
IIFSC No. IOBA000265
In case of ECS payment (NEFT/ RTGS), the payment detail may kindly be intimated along with UTR number accordingly to programme coordinator.
# FORTHCOMING TRAINING PROGRAMMES

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<tr>
<th>Programme</th>
<th>Dates</th>
<th>Venue</th>
<th>Fee Proposed</th>
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<tr>
<td>Digital Transformation through eGovernance &amp; ICT</td>
<td>23rd - 27th July 2018</td>
<td>Leh-J&amp;K</td>
<td>Rs. 49800 + 18% GST (Residential) &lt;br&gt; Rs. 29,000 + 18% GST (Non Residential)</td>
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<tr>
<td>Advanced Course on Secretarial Effectiveness: Focus on Modern IT Practices &amp; Advanced Productivity Tools</td>
<td>20th - 24th Aug. 2018</td>
<td>Diu-Somnath</td>
<td>Rs. 49800 + 18% GST (Residential) &lt;br&gt; Rs. 29,000 + 18% GST (Non Residential)</td>
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For further details of program, please visit: [www.npcindia.gov.in](http://www.npcindia.gov.in)

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## CONTACT DETAILS:

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👤 **Shri Shirish Paliwal,**<br>Regional Director - Phone: 079-23287345<br>E-mail: shirish.p@npcindia.gov.in

## CORRESPONDENCE ADDRESS

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