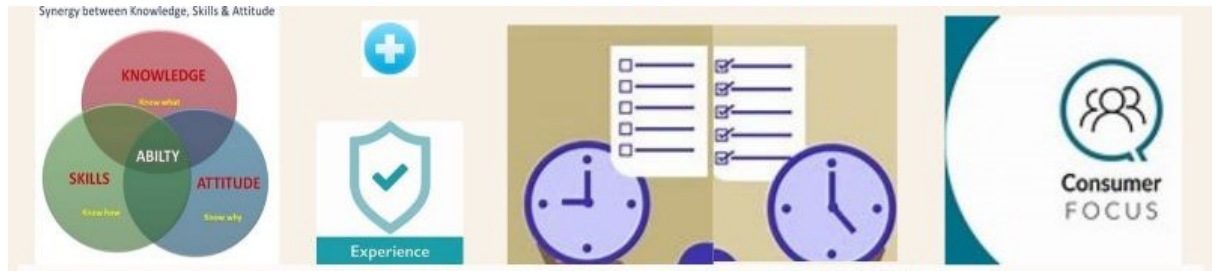


## MODERN OFFICES AND EFFECTIVE HANDLING OF KEY WORK AREAS



Webinar Title:MODERN OFFICES AND EFFECTIVE HANDLING OF KEY WORK AREAS

Registration Fee (including GST):- Rs.99/-

About Webinar Program(Brief One para): - \_\_\_\_\_

- Liberalization and Globalization of our economy has stimulated high level of competition, vast and rapid changes in the work environment both internally and externally. This has also contributed to increasing requirement for all the employees in every organization to perform well.
- Foremost it is important to understand it's the customer, who is most important to us and it's for the customers that our organization has been formed to serve.
- Then, it's imperative to understand the synergy between knowledge, skills and attitude.
- In-addition to above, it is also absolute necessary to consciously do Time Management.

Webinar Course Coverage (Specify Module details) :- \_\_\_\_\_

- Modern Digital Offices
- Productivity, Key Result Areas
- Customer Focus
- Wastes in Offices
- Principles of Effective Work
- Time Management

Register to learn (Key Webinar' in bullet points): \_\_\_\_\_

- Equip the participants with the concepts of productivity, modern digital offices
- Enable the participants to understand wastes in day-to-day working and handle key work areas effectively

Thanks & Regards

NPC Team

Course conducted by Group/ Regional DirectorateName:-RD, KANPUR

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