

Webinar on

Secretarial Effectiveness for ES, PPS, PS, PA & Office Staff

WEBINAR TYPE:- Paid

Registration Fee (Including GST):- Rs. 900/-

EXPERT SPEAKER:-

Prof.(Dr.) Karunesh Saxena,
Prof. FMS,
Director CDC,
Director IQAC,
MLS University
(NAAC Accredited "A" grade State University)
Udaipur Rajasthan India

WEBINAR DATE: 30th Sept 2020 at 15:00 Hours | **Duration:**90 Minutes

TOPIC : Secretarial Effectiveness for ES, PPS, PS, PA & Office Staff"

OBJECTIVE

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

BROAD COURSE CONTENTS

- Executive Expectations from a Secretary
- Office System & Productivity
- Teamwork and Co-operation
- Communication and Inter-personnel skills
- Managing Time at Workplace

SPEAKER PROFILE:-

Prof Karunesh Saxena, presently Director IQAC and Director CDC, ML Sukhadia University Udaipur Rajasthan India. He has more than 35 years of Corporate and Academic experience. He has served Dr. H. S. Gour University Sagar(M.P.), Vikram University Ujjain (M.P.), Jammu University, Jammu, IGNOU New Delhi. He has so far guided 41 Research scholars for their PhD work.



Register to learn (Key Learnings' in bullet points):

Thanks & Regards

National Productivity Council
RD, Gandhinagar