



**Online Training Programme**  
**on**  
**“Effective Office Administration”**  
**(14-15 December 2020)**

**NATIONAL PRODUCTIVITY COUNCIL** is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. It was Founded in 1958 as tripartite, non-profit organization with equal representation from the government, employers, and workers’ organisations apart from technical and professional institutions on its governing council to promote productivity culture in India. NPC provides **Consultancy, Training** and undertakes **Research** in the areas of productivity besides implementing the Productivity Promotion Programmes of the Tokyo based **Asian Productivity Organisation (APO)**, an inter-governmental body of which the Indian Government is a founding member. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades.

As learning and skill upgradation is a continuous process and should never stop. In view of travel and other restrictions due to COVID-19, a two-day online workshop is being organized by NPC on **“Effective Office Administration** on **14.11.2020 and 15.11.2020.**

The present-day business and governance are characterized by growing uncertainty, fast changing technology, mounting turbulence in socioeconomic environment. This course describes the performance outcomes, skills and knowledge required to manage an office effectively, as well as the ability to complete administrative duties and enhance required soft skills. Upon completion, participants will have a thorough understanding of organisational goals, team management and personal and team development. In addition, this practical course will provide participants with the tools and strategies needed to ensure they can effectively produce business documents, plan and organise meeting and presentations, communicate and negotiate efficiently.

**Programme Objectives:**

- Understand methods to enhance team development.
- Develop interpersonal communication skills
- Write effective organisation emails, letters and meeting minutes and reports
- Problem Solving Techniques
- Identify organisation goals, structure and culture fit – **Change Management**
- Manage conflict through negotiation
- To expose the participants in area of new HR tools.
- To prepare the secretaries to come up to the highest expectations of the boss.

**Participant Profile:** Budding & Seasoned entrepreneurs, Junior & Middle level officials from Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous bodies, Banks and Service Organization etc.,

**Methodology:** The programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories and group discussion.

**Faculty:** NPC faculty and experts from the field would conduct the programme

**Date & Timings:** 14<sup>th</sup> December 2020 (Monday) – 11.00 am to 02.00 pm

15<sup>th</sup> December 2020 (Tuesday) – 11.00 am to 02.00 pm

**Participation Fee: Rs 4100/- + GST**

Relevant link for registration will be sent to all the participants 1 day before the workshop. Participants will also be provided prior assistance for requisite technical support. Study material and case studies will be provided to the participants in advance. Participants will also be awarded with digitally signed certificate after successful completion of the workshop. Participants will be allowed to raise their queries, however participants can also send their specific questions in advance for optimum utilization of available time. Participants can send their respective work on case studies (if any) after the workshop which will be evaluated by the faculty member and comments will be provided to the participants subsequently.

**Nominations may be sent through:**

1. Participants sponsored by organisations may enroll themselves by email to the undersigned and providing participants' name, designation, Company Name, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination.

For making payment through NEFT, details are as under: ECS Details (For Fee payment):

**Bank Name:** Indian Overseas Bank,  
**Branch:** 70 Golf Link, New Delhi,  
**Bank Account No:** 026501000009207,  
**IFCS/RTGS/NEFT Code:** IOB-A0000265,  
**PAN No:** AAATN0402F  
**TAN NO:** JPRN00099B  
**GST No:** 08AAATN0402F1Z6

2. In case of participants, registering in individual capacity they may register themselves on our website <https://www.npcindia.gov.in/NPC/User/webinarpage> and make necessary payments on the link attached.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is 13.12.2020. You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

For further information or clarification kindly contact:

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