



## **Online Training Programme on**

### **“Enhancing Secretarial Effectiveness: Capacity Building”**

**(01 - 02 November, 2021)**

**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 **“Enhancing Secretarial Effectiveness: Capacity Building”** on **01.11.2021 and 02.11.2021**.

The present-day business and governance are characterized by growing uncertainty, fast changing technology, mounting turbulence in socioeconomic environment. Increased complexities of business and administration and the need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it. Senior executives now, more than ever, need support from their secretaries to achieve the goals of the organization. The expectations in terms of quality, timeliness of output, knowledge about the new and time management are indeed extremely high. The three technologies of computer, communication and office are converging to usher in integrated office systems. Coupled with the recent advances in Internet, these have triggered the new concepts and patterns of management thought as well as methods of organization and managing work.

#### **Programme Objectives:**

- To expose the participants to the new concepts of managing the office in ever changing times.
- To define the new role of a secretary in the changing work environment.
- 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:** Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, 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, management games and group discussion.

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

**Date & Timings:** 01<sup>st</sup> November 2021 (Monday) – 02.00 pm to 05.00 pm

02<sup>nd</sup> November 2021 (Tuesday) – 02.00 pm to 05.00 pm

**Participation Fee:** Rs 5900/- + GST(18%)

(\*For those employed in MSME Course fee – Rs 3900/-+GST(18%))

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 25.10.2021. 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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