

GOVT. OF NCT OF DELHI
DEPARTMENT OF SOCIAL WELFARE
GLNS COMPLEX, DELHI GATE. NEW DELHI-02
(ADMINISTRATION BRANCH)

No.F.44(255)/2017/DSW/Cir/Estt./122

Dated: 20/4/17

CIRCULER

Please find enclosed the copies of the following letters received in this Department for information and further necessary action:

1. No.6(2)/1/UTCS/2016-17/TS-II/4745-4911 -Welfare dated 07.04.2017 received from the Asstt. Director (Trg-II) Directorate of Training (UTCS) regarding the training programme on Management Co9ncept and Application from 15.05.2017 to 16.05.2017.
2. No.2017/92 G dated 27/03/2017 received from the Director, Jaipur Productivity Centre regarding Developments Programme for office Secretaries, Personal Assistants & Office Staff, Focus e-Age from 05/06/2017 to 09/06/2017.
3. No. HRM(RD/D/T/02/2017-18 dated 27/03/2017 received from the Director & Droup Head (HRM) regarding residential porgramme on worklife balance & Street management from 12-16 June, 2017 at Kodaikanal.

Encls: As above.


Supdt. (Admn.II)

No.F.44(255)/2017/DSW/Cir/Estt./122

Dated: 20/4/17

Copy to:

1. System Analyst, DSW for uploading the circular on the Departmental website.
2. Guard file.


Supdt. (Admn.II)

Mail fwd to: DSW & DWCD

Subject: **Fwd: Training Programme for the Month of May 2017.**
 To: pgcdelhi@nic.in, platarata@in.com, pmstibbiacollege@rediffmail.com, pplgpc@gmail.com, pradeeplayals@gmail.com, premananda_p@yahoo.com, principal_shmc@yahoo.com, principalmhmc@gmail.com, prsecycm.delhi@nic.in, psfin@nic.in, pshhealth@nic.in, pshome@nic.in, pslandb.delhi@nic.in, pspig.delhi@nic.in, pspower@nic.in, pspwd@nic.in, pssw@nic.in, pstechedu@nic.in, pstrans@nic.in, psud@nic.in, punjabiacademydelhi@rediffmail.com, r.chander32@yahoo.co.in, rajalcooldude@gmail.com, rakesh.ddma@gmail.com, rsbdel@yahoo.co.in, rsbdelhi@nic.in, rukmaniddmas@gmail.com, sanjay.sindri@yahoo.com, schbranch@kottmail.com, schbranch@hotmail.com, sciencebranch@gmail.com, sciencebranch@gmail.com, seclg@nic.in, secscstdel@nic.in, secservices@nic.in, secy.djb@nic.in, secyar@nic.in, secyart@nic.in, secyderc@nic.in, secyedu@nic.in, secyhealth.delhi@nic.in, secyit@nic.in, secylab-delhi@nic.in, serv@nic.in, sgad@nic.in, shaktikummar85@gmail.com, shivani.jain2008@gmail.com, shivsarin@gmail.com, sindhiacademy@gmail.com, singh.ak159@gmail.com, skajishal261@gmail.com, spd_delhi@rediffmail.com, addl.de.school@gmail.com, splcommpt@nic.in, spsanwal@gmail.com, ssfs.delhi@nic.in, ssgad.delhi@nic.in, ssud@nic.in, stateelectioncomm.delhi@gmail.com, sunilkhattri@gmail.com, surinderdda@gmail.com, tr_eastregion37@yahoo.com, urduacademydelhi@yahoo.co.in, wc_dw@nic.in, yogitabhatia1@gmail.com

Date: 07/04/17 15:06
 From: AD Trg2 UTCS <adtrg2utcs.delhi@nic.in>

29/6

Office of the Secretary (SW/WCD)
 Deptt. of Social Welfare
 Govt. of NCT of Delhi
 07 APR 2017
 1576
 Dr. No.

163
 Date: 11-04-17
 HON. BRANCH

Hg/In/Un
 DSW/
 DWCD

Training Programme for May 2017.pdf (573kB) adtrg2utcs.delhi.vcf (291bytes) adtrg2utcs.delhi.vcf (291bytes)
 adtrg2utcs.delhi.vcf (291bytes)

132/stc/dm
 10/04/17

DIRECTOR SOCIAL WELFARE
 Dr. No. 103
 Date: 10/4/17

Spd./Dir:
 10/4/17

----- Original Message -----

From: "AD Trg2 UTCS" <adtrg2utcs.delhi@nic.in>
 Date: Apr 7, 2017 3:05:34 PM
 Subject: Fwd: Training Programme for the Month of May 2017.

To: dghome@nic.in, dgmdfc.delhi@nic.in, dir.gbph@gmail.com, director.adr@gmail.com, directorihbas@vsnl.net, diredu@nic.in, direnv.delhi@nic.in, dirhiedu@nic.in, divcom@nic.in, dmc_nct@rediffmail.com, dpmaids@gmail.com, dpmunorthwest@gmail.com, dpmunorthwestdelhi@gmail.com, dpmuwest1@gmail.com, dr.anilkumardelhi@gmail.com, drcjoshi@gmail.com, drzskmarak@yahoo.com, dsadmud.delhi@nic.in, dsci.delhi@yahoo.co.in, dsssb-secy@nic.in, dtc_trdeptl@yahoo.in, dtc@bol.net.in, dtchedu@gmail.com, dudanirs@yahoo.co.in, dvigil@nic.in, electionjec@gmail.com, fincomnct@nic.in, fsldelhi@indiatimes.com, gbsss1925009@gmail.com, geo.spatial.delhi@gmail.com, ggsgh@nic.in, gm@dsfdc.org., akbadrsh@yahoo.com, gneddir@gmail.com, msglbh@nic.in, harishk243@gmail.com, hemantkumar.suryawanshi@gmail.com, hindiacademydelhi@gmail.com, jainsushma.04@gmail.com, janakpurijssh@yahoo.com, Jalindersingh1788@gmail.com, jabihprogrammer@gbpec.edu.in, jditedu.delhi@nic.in, jditedu.delhi@nic.in, jslamba.dm@gmail.com, labcom@nic.in, Inhmsoffice@gmail.com, m.s.svbph@gmail.com, mcdtrc@gmail.com, md@dll.gov.in, md-dkvib@nic.in, mekka@rediffmail.com, mgr.comp.dscsc@gmail.com, ms_mnhosp@nic.in, msaaagh@gmail.com, msbjrmh@yahoo.co.in, msbsah@yahoo.co.in, msdcbhds.delhi@nic.in, msdcw.delhi@nic.in, msddmsc@gmail.com, msdduh@yahoo.in, msdfc4.delhi@nic.in, msdhas2010@gmail.com, mshccmh@gmail.com, msjpch2010@gmail.com, mslbs@ymail.com, msmbh@hub.nic.in, msrtmh@gmail.com, mssgmh@rediffmail.com, mssrhch@gmail.com, namoshireeral@gmail.com, neetesh1984@gmail.com, nizami.neelofar@gmail.com, noitdev.delhi@nic.in

AD (A)
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 nitatis
 speed

----- Original Message -----

From: "AD Trg2 UTCS" <adtrg2utcs.delhi@nic.in>
 Date: Apr 7, 2017 3:01:57 PM
 Subject: Training Programme for the Month of May 2017.

To: acharyashreehospital15@gmail.com, adcdev.delhi@nic.in, add.dir.edu@gmail.com, addl.de.school@gmail.com, addlde@yahoo.com, akbadrsh@yahoo.com, ambdl@nic.in, anitasatia12@yahoo.co.in, anjali.ddma@gmail.com, arorakunwarrajal@yahoo.in, asfin@nic.in, asjhospital@rediffmail.com, asrev.delhi@nic.in, binduaggarwal123@rediffmail.com, bocwhq.del@gmail.com, bpibs.delhi@nic.in, catsambulance@yahoo.com, cbpayurved@gmail.com, cbpayurved@yahoo.co.in, cbpgcc@gmail.com, ccdscsc@bol.net.in, cdevelop@nic.in, cdmoeastdelhi@gov.in, cdmocentralcd@gmail.com, cdmonehdhs.delhi@nic.in, cdmonehdhs.delhi@nic.in, cdmoshahdara.delhi@nic.in, cdmoshahdara@gmail.com, cdmosouth@gmail.com, cco_delhi@eci.gov.in, cexcise@nic.in, cfood@nic.in, chdagr@nic.in, chdpcc@nic.in, chpgc@nic.in, cmd_dtc@yahoo.com, cmdldc.delhi@nic.in, cmo_nz@nic.in, cmo_wz@nic.in, cmosw-dhs-delhi@nic.in, cnbc2003@yahoo.co.in, comind@nic.in, commtpt@nic.in, cravat@nic.in, clt.delhi@nic.in, dagri@sansad.nic.in, dccentral@nic.in, dceast@nic.in, dcexcise@nic.in, dcfohq.dfire@nic.in, dcnd@nic.in, dcne@nic.in, dcnorth@nic.in, dcoaadmpao@nic.in, dcshahdara2014@gmail.com, dcsk_2006@yahoo.com, DCSK_2006@yahoo.com, dcsouth@nic.in, dcsw@nic.in, dcwest@nic.in, dde_nwa@rediffmail.com, ddedistrictsouth@gmail.com, ddeeast@yahoo.co.in, ddmacentral@gmail.com, ddmanewdelhi@gmail.com, ddmanorthpc@gmail.com, ddnwb2010@gmail.com, ddswa999@yahoo.co.in

MS. Nandan

999@yahoo.co.in, deepaknirvan21@gmail.com, delhisanskritacademy@gmail.com, delpol@vsnl.com, dfc4.delhi@nic.in,
delhi@nic.in

Please find attached letter for Training Programme for the Month of May 2017.

Assistant Director Trg -II
Tel O : 011-22388504
Tel: 9650789641
Tele Fax: 011-22388504

Training in Managerial Competence

Assistant Director Trg -II
Tel O : 011-22388504
Tel: 9650789641
Tele Fax: 011-22388504

Training in Managerial Competence

Assistant Director Trg -II
Tel O : 011-22388504
Tel: 9650789641
Tele Fax: 011-22388504

Training in Managerial Competence

No.F.6(2)/1/UTCS/2016-17/TS-II/4745-4911

Date: 07-04-17

To

All HODs / Local/ Autonomous Bodies and Corporations,
Government of NCT of Delhi

Sub: Training Programme on Management Concept and Application

A Training Programme on Management Concept and Application which is to be held from 10.04.2017 to 11.04.2017 has been postponed.

Accordingly, the Directorate of Training will now conduct the four days training programme on **Management Concept and Application** under Managerial Competence from 15.05.2017 to 16.05.2017 from 09.30 am to 04.30 pm. It is requested that the departments may nominate 4-5 suitable officers for the said training.

Name of the Training	Dates of the Training	Last date for receipt of nominations
Management Concept and Application	15.05.2017 to 16.05.2017	11/05/2017

TARGET BENEFICIARIES OF THE COURSES

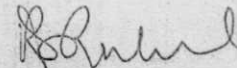
The Course has been designed to benefit those who are working in the Government of NCT of Delhi, its local/autonomous bodies, public sector undertakings and have a regular interface with the public.

The Detailed Training Module / Learning Units are available on our website at utcs.delhigovt.nic.in. The navigation to the courses is as detailed below:-

Select 'Training' >> Select 'Training Programs' >> Select Orientation courses' >> Select 'Training Programmes on Managerial Competence' >> Select or Click on Learning Units and then select the desired course for a detailed training module/learning unit

OTHER INSTRUCTIONS for the participants:

1. Participants may contact the undersigned for any information/clarification on training course.
2. Filled up Nomination forms of nominated officials may be forwarded by department / may be filled by participants at the time of registration at 9.45 a.m. on the first day.
3. Training is usually from 10.00 a.m. to 4.30 p.m. Refreshments and lunch are included in the training.
4. Contact number of the participants may kindly be sent with the nomination letter.
5. Bio data form is available on the department's website www.utcs.delhigovt.nic.in under 'Training'.
6. Contact/correspondence may be made on Phone No. 22303843, Fax No. 22308556 / 22303843 / 22303844 and through Email address adtrg2utcs.delhi@nic.in



(R.S. Ruhil)

ASSISTANT DIRECTOR (TRG-II)

Ph : 8527147511

24/10

राष्ट्रीय उत्पादकता परिषद

अधिष्ठापित एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत
उत्पादकता भवन, 5-6 इंस्टीटयूशनल एरिया,
लोदी रोड़, नई दिल्ली-110 003



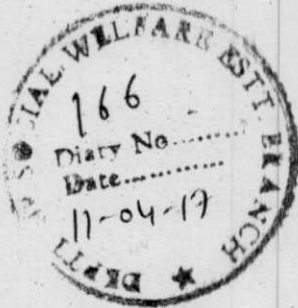
NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce and Industry, Govt. of India)
Utpadakta Bhavan, 5-6 Institutional Area,
Lodi Road, New Delhi - 110 003

No. HRM(RD/D)/T/02/2017-18

Date 27/03/17

Director
Department of Social Welfare
Govt. of N.C.T. of Delhi
GLNS Complex Delhi Gate
New Delhi 110001



Subject : Residential programme on "Worklife Balance & Stress Management" from 12-16 June, 2017 at Kodaikanal.

Dear Sir/Madam,

NPC has continuously endeavored to upgrade and assist the organizations in enhancing their efficiency & effectiveness through active learning imbibed in its training courses aimed at benefiting both the employers as well as employees. These learnings then could be constructively translated within organizations for increasing the Productivity, Quality and Profitability

Thus, once again with the multifold objectives of gaining further insights and knowledge we have designed the residential program on "Worklife Balance & Stress Management" from 12-16 June, 2017 at Kodaikanal. wherein we invite your active participation. The accompanying brochure provides further detail about the program.

We are sure that the program will be very useful. You may like to sponsor some of your officials to participate in this program. Seats are very limited therefore, you may like to send your nominations at the earliest.

Looking forward to your early response.

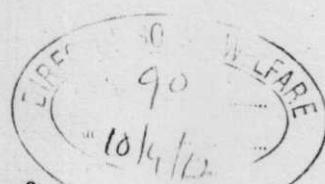
Yours faithfully,

Umashankar Prasad

(Umashankar Prasad)

Director & Group Head(HRM)

SAJ. D/S.
10/4/17
12/04/17
10/04/17



Encl: Programme Brochure

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17/4
MS. Navar

Phone : 011-24690331-3, Fax : 91-11-24615002, Email : npcinfo@npcindia.gov.in, Web-Site : www.npcindia.gov.in

OFFICE AT : Banglore • Bhubaneshwar • Chandigarh • Chennai • Delhi • Gandhinagar • Guwahti • Hyderabad • Jaipur • Kanpur • Kolkata • Mumbai • Patna

FACULTY & PEDAGODY

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

The nominating authority should ensure that the nomination is sent with Nominating authority & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. in letter without fail by 30th May 2017 to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: PONO: NPC/IIQ/HRM/1/02/2017-18

GENERAL INSTRUCTIONS

- Please book the tickets after receiving confirmation from our end.
- The residential Participation fee covers the Professional Fees towards training, Board & Lodge of the Participant(S) and site visits. The Non residential fee covers the Training charges & working lunch only.
- The spouse/Family members are welcome on nominal charge per person per day covering the cost of B&L and site visits, payable directly to Hotel before check-out.
- The fee once deposited is Non-refundable, however substitution are allowed.
- Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nomination.

PAYMENT DETAILS

- Fee is to be paid by DD/Cheque in the name of "National Productivity Council" Payable at New Delhi
- PAN No: AAATN0402F, Service Tax Registration No. CE/DL-1/03/N/C/2001.
- ECS Payment details : Indian Overseas Bank , 70, Golf Link Branch, New Delhi , SB A/C No. 026501000009207 ; MICR - 110020007 ; IFSC No. IOBA0000265.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Participation Fee Per Person
Negotiation & Conflict Resolution Strategies	Leh	10-14 July, 2017	47,000/- +S.Tax Residential
		17-21 July, 2017	37,000/- +S.Tax Non-Residential
Benchmarking for Performance Excellence	Munnar	17-21 July, 2017	48,000/- +S.Tax Residential
		28th Aug- 1st Sep, 2017	38,000/- +S.Tax Non-Residential
Effective Office Management & RTI	Ooty	28th Aug- 1st Sep, 2017	47,000/- +S.Tax Residential
		1st Sep, 2017	37,000/- +S.Tax Non-Residential

For further details of programme, please visit : npcindia.gov.in

CONTACT DETAILS:

Smt. Vidhu Jindal, Technical Asst. - 011-24607305, M: 9899-92114
E-mail: vidhu.jindal@npcindia.gov.in
Shri Manish Sharma, Deputy Director - HRM Group, Tel: 011-24607338,
M: 9687605896; E-mail: manish.sharma@npcindia.gov.in
Shri Umashankar Prasad, Director & Head- HRM Group, Tel: 011-24607337;
E-mail: us.prasad@npcindia.gov.in

Correspondence Address : National Productivity Council, Pratapada Bhavan,
5-6 Institutional Area, Lodhi Road, New Delhi - 110003, EPAB Lines 24690331.

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Life Balance & Stress
erein we invite your active
tail about the program



NATIONAL PRODUCTIVITY COUNCIL
Announces Residential Programme on

WORKLIFE BALANCE & STRESS MANAGEMENT
12th-16th June, 2017 at Kodak in:

INTRODUCTION

A 'work life' balance refers to an employee's ability to maintain a healthy balance between their work roles, their personal responsibilities, and family life. Achieving a work-life balance is the new ideal for employees, because an imbalanced life results in stress and fatigue, loss of control and even strained relationships. At present, work environment has become more stressful because of diverse role expectations, cut throat competition, globalization and technological innovations. Such changes have created several complications on both the domestic and professional fronts of the employees. As stress affects the outcome of productivity, monitoring and managing job stress is extremely important. The individual has to explore his values, aspirations, and goals to understand what he expects from work and life and then develop the suitable ways of balancing work and life. Effective stress management, on the other hand, helps you break the hold stress has on your life, so you can be happier, healthier, and more productive. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and fun—and the resilience to hold up under pressure and meet challenges head on.

This program has been designed to create a balance between work and life. You will learn how to identify and understand your best emotional response to stress, how to better communicate under stress, make better decisions, and reduce burn-out in even the most challenging situations. It will help understand the ways to reduce stress and increase efficiency and balance in work life.

BROAD COURSE CONTENTS

- Understand the benefits of a work-life balance
- Recognise the signs of an unbalanced life
- Understand stress and recognise the symptoms in yourself and others.
- Have the awareness, knowledge and strategies to deal with stress more effectively.

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, MNCs and Private Sector, Universities, Academic Institutions etc.

PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

Fee on Residential basis : Rs. 47,000/- Plus applicable Service Tax (at present @15%) per participant.

Fee on Non Residential basis : Rs. 37,000/- Plus applicable Service Tax (at present @15%) per participant.

Check In at Hotel/Resort : 12 Noon Onwards on 12th June, 2017

Check Out at Hotel/Resort : Before 12 Noon on 16th June, 2017

2616

जयपुर उत्पादकता केन्द्र
41, एम टैक्स कॉलोनी-2,
पोस्ट मालवीय नगर,
जगतपुरा रोड, जयपुर- 302 017



Jaipur Productivity Centre
41, Income Tax Colony - 2, P.O. Malviya Nagar,
Jagatpura Road, Jaipur - 302 017
Fax : 0141-2750473 Ph.: 09414271490, 09610111392
Website : www.jpcjaipur.org
E-mail : jpcjaipur@rediffmail.com

No.2017/92 G
March 27, 2017

TY:
JPC consulta
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JAIPUR PK

THE DIRECTOR
DEPARTMENT OF SOCIAL WELFARE
GOVERNMENT OF N C T OF DELHI
GLNS COMPLEX,
DELHI GATE
NEW DELHI- 110002
NCT OF DELHI

Dear Sir / Madam,

You would be glad to know that Jaipur Productivity Centre, Jaipur is organising its 92nd Residential "Development Programme for Office Secretaries, Personal Assistants & Office Staff, Focus: e-Age" from June 05-09, 2017 at Hotel Shiva Continental, Mussoorie.

The programme aims to enrich the qualities required for office staff to become asset for the organisation and to provide the participants exposure in the areas of computer usefulness in office work as well as prepare them to come up to the highest expectations of senior executives.

The brochure giving programme details and methodology is enclosed for your kind perusal. The participation fee of Rs.42500/- plus service tax @ 15.00% (Rs. Forty Two Thousand and Five Hundred plus service tax @ 15.00% only) is inclusive of boarding and lodging arrangement, cost of the reading material, stationery etc.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The nomination form is also enclosed with the brochure. The programme is designed for a group size of about 25 and the nominations would be accepted on first-cum first served basis. The last date of the nomination along with the participation fee is **May 22, 2017**.

Kindly feel free to write to us in case any further clarification is required.

Thanking you and looking forward to an early response,

Yours sincerely,

C.M.Khurana
(C.M.Khurana)
Director

Sp. H's -
10/4/17
119/Sp. H's
10/04/2017
DAAS

DIRECTOR SOCIAL WELFARE
Div. No 89
Date 10/2/17
DAAS
11/4/17
Sp. H's

DIRECTOR SOCIAL WELFARE ESTI
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Diry No
Date 11-04-17
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- HRD cl Project System Organi Effectiv E-Gov Stress Zero B TOM, C
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Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O.Malviya Nagar
JAIPUR 302017

JAIPUR PRODUCTIVITY CENTRE

Jaipur Productivity Centre (JPC) is an autonomous not-for-profit organization established to promote productivity culture in India. JPC provides consultancy, training and undertakes research in the areas of productivity.

Our Major activity is to promote productivity consciousness in Government Departments / Organizations, Public Sector Undertakings (PSUs), Corporate, Banks, Small & Medium Industries, Co-operative Societies, Research Organizations and Educational Institutions etc. through Training & Consultancy in Managerial Skills, Management Innovation, Modernization, Human Resource Development (HRD) and e-Governance.

We undertake the training and consultancy in the below mentioned areas.

CONSULTANCY

- Organisational Process Re-engineering
- System & Procedure Analysis
- Manpower Assessment & Planning
- Designing Productivity Norms
- TQM, Quality Circles, Kaizen, 5-S
- Six Sigma and Data Analytics

TRAINING

- HRD customized programmes
- Project Management
- Systematic Problem Solving
- Organisational Effectiveness
- Effective Office Secretary
- E-Governance
- Stress & Time Management
- Zero Base & Outcome Budgeting
- TQM, Quality Circles & Six Sigma

Detailed information of our activities is available on our website: www.jpcjaipur.org

Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O. Malviya Nagar
JAIPUR 302017

Programmes	Dates
Effective Office Administration & Management, Focus :-e-Governance & Digital India	March 06-10, 2017 At Jaipur
Development Programme for Office Secretaries, Personal Assistants & Office Staff, Focus: e-Age	April 10-14, 2017 At Ooty (T.N.)
Knowledge Management	April 24-28, 2017 At Mussoorie
Transformational Leadership & Change Management	May 15-19, 2017 At Mussoorie
Development Programme for Office Secretaries, Personal Assistants & Office Staff, Focus: e-Age	June 05-09, 2017 At Mussoorie
Stress & Time Management for Managerial Effectiveness	July 03-07, 2017 At Udaipur

* Participation Fee is Rs.42500/- plus service tax @ 15.00 % thereafter per participant

* Last date for registration is 14 days before commencement of each programme.

Fortcoming Non-Residential Workshops

TQM & Six Sigma	March 27-28, 2017 At Jaipur
Process Management	May 08-09, 2017 At Jaipur

* Participation Fee is Rs.12000/- plus service tax @ 15.00% per participant

* Last date for registration is 14 days before commencement of each workshop

92nd Residential

**DEVELOPMENT PROGRAMME
FOR OFFICE SECRETARIES,
PERSONAL ASSISTANTS &
OFFICE STAFF (Focus: e-Age)**

At
Mussoorie

June 05-09, 2017

JPC
जयपुर उत्पादकता केन्द्र

JAIPUR PRODUCTIVITY CENTRE
JAIPUR

जयपुर उत्पादकता केन्द्र
Productivity for Growth and Prosperity

INTRODUCTION

The present day business and governance is characterised by growing size of organisations, fast changing technology, mounting turbulence in socio-economic environment. Increased complexities of business and administration, 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 and staff to achieve the goals of the organisation. The expectations in terms of quality, timeliness of output, knowledge about the new and time management are indeed very 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 organising and managing work.

OBJECTIVE:

- To expose the participants to the new concepts of managing the office in e-age.
- To define the new role of office staff in the changing work environment.
- To expose the participants in area of new e-age tools and Digital India.
- To prepare the office staff to come up to the highest expectations of the boss.

CONTENTS:

- Changing Role of Office
- Executive Expectations from office staff
- Secretarial / Personal Effectiveness
- Records Generation & Management
- Emerging Concepts/tools in e-Age
- Digital India/ IOT
- Conflict Management
- Teamwork and Co-operation
- Business Communication and Inter-personnel skills
- Managing Time at Workplace
- Stress Management

FACULTY:

Senior JPC consultants and experts from the field would conduct the training programme.

PARTICIPANTS PROFILE

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level office staff from Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous bodies, Banks, Research and Service organisation etc.

VENUE & DURATION :

Hotel Shiva Continental, Mussoorie
June 05-09, 2017
Check-in: 05.06.2017 (FN)
Check-out: 09.06.2017 (AN)

PARTICIPATION FEE

Rs.42500/- plus service tax @ 15.00% (Rs. Forty Two Thousand and Five Hundred plus service tax @ 15.00% only) per participant inclusive of Course Material, Boarding and Lodging arrangements during the programme.

The Demand Draft / Cheque should be drawn in favour of Jaipur Productivity Centre, Jaipur
For accompanying spouse, charges would be approximately Rs.5500/- for the whole duration, payable to the hotel

Permanent Account No. AABTJ3316K
Service Tax Regn. No. AABTJ3316KSD002

LAST DATE FOR REGISTRATION

The last date for the receipt of nomination along with the fee is **May 22, 2017**

ENQUIRIES:

The Programme Director (DP)
Jaipur Productivity Centre
41, Income Tax Colony - 2,
Jagatpura Road, P.O. Malviya Nagar
Jaipur - 302017

Fax: 0141-2750473
Phone: 09414271490, 09610111392
e-mail: jpcjaipur@rediffmail.com
cmkhrana.jpr@gmail.com

Productivity for Growth and Prosperity

NOMINATION FORM
92nd RESIDENTIAL
DEVELOPMENT PROGRAMME FOR OFFICE
SECRETARIES, PERSONAL ASSISTANTS
& OFFICE STAFF (Focus: e-Age)
June 05-09, 2017

SPONSORING ORGANISATION :	
ADDRESS:	
Fax:	
Phone:	
E-mail:	
PARTICIPANTS DETAILS (Name & Designation)	ADDRESS (E-mail, Mobile)
1.	
2.	
3.	
4.	
FEE: Rs.42500/- plus service tax @ 15.00 % per participant Demand Draft to be drawn in favour of "Jaipur Productivity Centre, Jaipur"	
D.D.No.	Date:
Amount:	Bank:
PLEASE MAIL TO:	
Programme Director (DP) Jaipur Productivity Centre 41, Income Tax Colony - 2, Jagatpura Road, P.O. Malviya Nagar, JAIPUR-302017 Fax No.:(0141) 2750473 Phone: 09414271490 / 0961011392 e-mail: jpcjaipur@rediffmail.com cmkhrana.jpr@gmail.com	