

Residential Programmes

on

Advance course on developing Competency of Executive Secretaries, PPS, Personal Assistance & Office Staff

During
13-17 October 2025

at
Puri (Odisha)



GREATER NOIDA PRODUCTIVITY COUNCIL

(Affiliated to National Productivity Council,GoI)

D-2/207, Krishna Apra Royal Plaza

Alpha-1, Commercial Belt, Greater Noida- 201308

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Advance course on developing Competency of Executive Secretaries, PPS, Personal Assistance & Office Staff

Introduction

The fast changing business organization has brought in unprecedented role changes of all the employees working in an organization. Busy senior executives have now much higher expectations from their Secretaries and office staff to conserve their own energy and save precious time, Secretaries and office staff have not only to be perfectly competent in their conventional roles, but have also to actively assist their senior executives. Secretaries have, therefore, to undergo a sea change for achieving the objective of organization.

Programme Objective

In order to professionally develop and well equip executive Secretaries PA and office staff professionally competent this programme has been designed to:

- Prepare Secretaries and office Staff to come up to the expectation of Learning new knowledge about managing office
- Enrich them with the qualities to become an assets for the boss and to the organization, as a whole

Programme Coverage

Emerging role of Executive Secretaries, PA and office staff under changing economic situation.

- Effective Handling of Key Work Area, Developing positive attitude.
- Interpersonal Communication for Office Effectiveness
- Developing team Work in the office
- Developing Positive Human Relations
- Enhancing Personal and Professional Skills.
- Managing the Boss and his office., Performance measurement
- Developing Inter-personal Skills.,
- Problem Solving & Decision Making.
- Managing time & Stress at Workplace,
- E-Business & Digital India

Participant's Profile

Executive Secretaries, Private Secretaries, Personals Assistance Stenographers, Office Staff and those who are to discharge secretaries duties and responsibilities from Govt. department, Ministries, PSUs private sectors banks, Cooperative sector, corporate, board, educational institute, Agriculture Department Autonomous organizations, Service sector will be benefitted by this programe.

Participation Fee

Rs. 65,500/- (Rs. Sixty Five Thousand Five Hundred) plus GST@ 18% . per participant for residential program inclusive of boarding, lodging & program material costs & Visit for experiential learning.

Delegate(s) accompanying with spouse will pay Rs 8000/ for the whole duration which includes stay, bed tea, breakfast , Lunch & Dinner payable to hotel. Children between the age 04-12 will be charged Rs 6000/ and will share the parent's room.

Registration & Payment

Nominations indicating the names(s)of the participants, designations, address, phone & mobile number, etc. along with a crossed cheque / demand draft for the participation favoring Greater Noida Productivity Council, and payable at Gr.Noida.

Our PAN No. is AACAG3904C, GST No. 09AACAG3904C1Z5

For ECS and on line payment, Bank details is as such (if depositing in bank then send us scanned copy of deposit slip)

ICICI Bank, Account No. 628401059872, Omega-1, Gr. Noida 201308

RTGS/NEFT/IFST Code ICIC0006284

Venue And Dates:

- Venue : Puri Any Hotel/ Resort
- Check in : 13 October 2025(11: 00, AM)
- Check Out: 17 October 2025(10: 00, AM)
- Last date : 30 Sept. 2025

Faculty & Methodology

Dr. R.D. Mishra Director, GNPC having 40 years of professional experience as well as eminent speakers from organization/ Industries/Institute will steer the programme.

Methodology of the programme would be participative in nature. The session would be based on conceptual deliberation. case studies, success stories, managements games and group discussions.

About Greater Noida Productivity Council

Greater Noida Productivity Council (GNPC) affiliated to National Productivity Council, which is under the Department of Promotion of Industry and Internal Trade,(DPIIT) Ministry of Commerce & Industry, GoI. GNPC was established with the objectives to propogate the Productivity Culture in the government, Central & State, PSUs Sector organizations in areas such as Industrial Engineering, Quality Management, Human Resources Management, Information Technology, Technology Management, Energy Management, sectors through the interventions of consultancy & the conduct of various modules of training/Workshops in India and abroad. GNPC is also associated with Asian Productivity Organisation (APO) Tokyo Japan in the conduct of consultancy and implementing the scheme of APO in India

Needless to mention apart from organising numerous domestic Training/workshops at different locations of India, for Executives/Non executives & Doctors through Hospital Administration programs, GNPC has conducted International Training /workshop of two weeks on "HR Challenges on Twenty first Century" at USA (SFO & New York), has also conducted nos of residential training program on various topics at Kathmandu (Nepal). GNPC has also organised during April-May 2022 two weeks workshop on "Water Engineering & Management" at Singapore & Australia for the Sr. Officials of Delhi Govt including IAS officers. Recently GNPC organised International Program for Defence personnels during 12-26 November 2024 on the topic "Innovation on Organisational Management" at USA covering learning exposure at places like U'sity of Southern California, Los Angeles, Pentagon, National Defence University, World Bank, IMF at Wasington DC, U'sity of St Johns, UN & Bloomberg a financial company at New York

Enquiry & Registration

Send E-mail for faster response

Email: director@gnpcouncil.org, info@gnpcouncil.org, gnpcouncil@gmail.com

and write to

Dr. R.D. Mishra, Director

Greater Noida Productivity Council

D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt

Greater Noida- 201308 (G.B. Nagar) NCR

Mob: 0120- 4504142, 9415474544

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Alpha-1, Commercial Belt, Greater Noida- 201308

Venue/ Location:

Select Participation on Residential Basis OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)

Select, if Organization is GST Exempted OR Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)

As per GST notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

1. I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.

2. I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by GNPC on behalf of the GST department at a later stage whenever the GST department raises the same to GNPC.

3. I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and GNPC is not responsible for checking the eligibility. *I certify that the above information is correct

Organisation not exempted and having GST registration GST No. (Mandatory) _____ (Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) _____

Organisation TAN No. (Mandatory on TDS deduction)

Signature: _____ Date: _____ and Place: _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

For Organisation which are Not Exempted and having GST registration GST No. (Mandatory) _____