

# *Residential Programmes*

on

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

**During  
15-19, December 2024  
at  
Port Blair (A&N)**



**Organized by  
Greater Noida Productivity Council**  
*(Affiliated to National Productivity Council)*

D-2/207, Krishna Apra Royal Plaza, Alpha-1, Commercial Belt  
Greater Noida-201308 (G.B. Nagar) NCR  
Tel: 0120-4504142, Mob: 9415474544  
E-mail: [director@gnpcouncil.org](mailto:director@gnpcouncil.org), [gnpcouncil@gmail.com](mailto:gnpcouncil@gmail.com),  
Web: [gnpcouncil.org](http://gnpcouncil.org)

# 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 programme.

## Participation Fee

Rs. 65,500/- (Sixty Five Thousand Five Hundred Only) +GST@18 (Equivalent to Rs. 77,290/-) per person which is inclusive of board, lodge & program material cost & Industrial Visit.

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 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 : Port Blair (A&N)
- ▣ Check in : 15 December (11: 00, AM)
- ▣ Check Out: 19 December (10: 00, AM)
- ▣ Last date : 20 November 2024

## Faculty & Methodology

Dr. R.D. Mishra Director, GNPC having 37 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 (GNPC)

Greater Noida Productivity Council (GNPC) is a techno-managerial Consultancy organisation, affiliated to National Productivity Council, Gol, is promoting productivity culture in all the segment of societies like Industrial, service Sector, Manufacturing, Education, Cooperative, Banking, Water utility, Agriculture, sectors of economy etc. GNPC provides Consultancy and Training in the areas of Human Resources Management, Industrial Engineering & undertakes research besides Productivity promotion programs of the NPC, & Asian Productivity Organisation, Japan.

## Organisations sponsored in our previous programmes

Currency Note Press, Ex-Im Bank of India, THDC, North Gujrat University, Ministry of Health & Family Welfare, New Delhi, South Eastern Coalfields Ltd, DoPT, ICAR, KRIBHCO, UP Agri Deptt, RCF Ltd, NTPC, IOL Bongoigaon, RBI, WAPCOS Ltd, NDMC, YASHAD Pune, HINDALCO, HLL BEL, KSPCB, Bangalore, GB Pant Hospital Delhi, Safdarjang Hospital Delhi, Delhi Govt. etc.

### For Enquiry

Send E-mail for faster response

E-mail: [director@gnpcouncil.in](mailto:director@gnpcouncil.in), [director@gnpcouncil.org](mailto:director@gnpcouncil.org),  
[gnpcouncil@gmail.com](mailto:gnpcouncil@gmail.com), Web: [gnpcouncil.org](http://gnpcouncil.org)

and write to

Dr. R.D. Mishra, Director

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