

# *Residential Programmes*

*on*

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

**During  
03-07 September 2024  
at  
Goa**



## **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

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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 programme.

## Participation Fee

Rs. 58,500/- (Fifty Eight Thousand Five Hundred Only) +GST@18 (Equivalent to Rs. ,69,030) per person witch is inclusive of boading, lodging & programme 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, Sector-50, Noida 201308  
RTGS/NEFT/IFST Code ICIC0006284

## Venue And Dates:

- ❑ Venue : GoaAny Hotel/ Resort
- ❑ Check in : 03 Sept 24 (11: 00, AM Onward)
- ❑ Check Out: 07 Sept 24 (Before 11: 00, AM)
- ❑ Last date : 25 August 2024

## 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

GNPC is a nonprofit making organization registered under the societies registration act, 1860 (Registration No. 034160/15) and is affiliated to National Productivity Council Government of India. The constitution of Greater Noida Productivity Council comprises of a tripartite agreement among employers, employees and government representatives. The council is devoted to enhance Productivity in Industrial as well as service oriented organizations through high-tech scientific applications and major focus on Technical and Managerial consultancy, Productivity Improvement, Lean Manufacturing, In- company training on various technical and non-technical topics for improving living standards of people in country. Greater Noida Productivity Council also undertakes to organize Residential Programmes on different topics for senior, middle and Junior level executives at different locations in India and Abroad

The major areas of services offered are:

1. Process Management
2. Human Resource Management
3. TQM and Quality Management
4. Energy Management
5. Plant Engineering
6. Energy Management
7. Environment Management

Send E-mail for faster response

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and write to

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## 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, UP Agriculture Department BEL, KSPCB, Bangalore, GB Pant Hospital Delhi, Safdarjang Hospital Delhi, Dr. Ambedkar Hospital Delhi, UP Health System Development Corporation, Gujrat Chemical & Fertilizer, M.R. Medical Collage, Gulbarga, Karnatka etc.