

# Residential Programmes

on

## “Capacity Building On Administrative Skills For Higher Productivity”

**During- 21-25 April 2025**

at

**Mount Abu (Rajasthan)**



### 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

Mob: 0120- 4504142, 9415474544

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#### Introduction

Administrative skills are qualities that help you complete tasks related to managing a business. This might involve responsibilities such as filing paperwork, meeting with internal and external stakeholders, presenting important information, developing processes, managing conflicts, answering employee's questions and more. This is coupled with present day hospital governance which is characterized by growing size of organizations, fast changing technology, and mounting turbulence in socioeconomic environment & provide customer satisfaction, increased complexities of business and administration, the need for accurate and timely information for decision-making have considerably increased the importance of the administrative team managing it.

#### Programme Objective

- ▣ To expose the participants to the new concept of managing the organisation in e-age.
- ▣ To define the new role of administrative staff in the changing work environment.

#### Programme Coverage

1. Managerial challenges for maximum performance
2. Purchase procedure with Gem guidelines
3. CCS rules and its implications
4. Payment sanctions rule and pay fixation criterion
5. Modified Assured Career Progression(MACP) guidelines
6. RTI and its implications on Office Work.
7. Legal Issues and its resolution
8. Grant in aid and its accountability
9. Preventive vigilance & vigilance rule for transparency in working.
10. National Pension Scheme vs. Old Pension Scheme
11. Managing Conflict for higher performance
12. Developing competency in Leadership Skills
13. Managing and working in a Team
14. Managing Time & Stress at Work
15. Case Study & Syndicate discussion for stimulating brain storming.

#### Participant's Profile

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Agriculture Department Co- operative Sector, Universities, Academic Institutions etc. This programme is also suitable for Research institutions, Agriculture department, GST department, Income tax Department, service and autonomus organizations.

#### Participation Fee (Residential)

Rs 60,500/-(Sixty thousands five hundred) plus GST @ 18 % per participants, 4 night & 5 days stay with all meals, Seminar fee, reading material, including sightseeing visits for Experiential learning.

#### Registration & Payment

Nomination Indicating the name (s) of the participants, designation, address, mobile no. & e-mail id, etc. along with a crossed cheque / demand draft for the participation favoring Greater Noida Productivity Council and payable at Greater 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:

Any Hotel/ Resort at Mount Abu (Rajasthan)

**During- 21-25 April 2025**

**Check in: 21 April 2025 11:00 am Onward**

**Check Out: 25 April 2025 before 11:00 am**

#### Faculty:

- Dr. R.D.Mishra, Director with GNPC, with having 40 Years of professional experience, as well as experts from Institutions and Organization will steer the program.
- Sh. V.P.Sharma , M.Sc, LL.B, Faculty of GNPC having experience of more than 40 years on the above related subjects.
- Highly Experienced Legal faculty also.

#### 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

#### Enquiry & Registration

Send E-mail for faster response

Email: gnpcouncil@gmail.com, director@gnpcouncil.in

and write to

Dr. R.D. Mishra, Director

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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.