

Residential Programmes

on

MODERN OFFICE MANAGEMENT FOCUS ON; LEAN OFFICE & POSH ACT

DURING: JULY 14-18, 2025
AT GOA



Greater Noida Productivity Council

(Affiliated to National Productivity Council, GoI)

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

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

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Introduction

Office is the real nerve of any organization. The efficiency and effectiveness of any organization can be directly linked to the manner in which an office operates and performs its functions and the ability of its employees to follow system and procedure, accordingly the efficiency and effectiveness of persons handling office work in an organization can be judged by their ability to dispose of work with speed and accuracy. Effective office management course will be supplemented with HR RTI & e-governance

Right to Information (RTI) is act of the Parliament of India to provide for setting out the practical regime of the right to information for citizens.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act) is a law in India that protects women from sexual harassment in the workplace. It was enacted by the Ministry of Women and Child Development.

The three major elements of the PoSH Act are prevention, prohibition, and redressal of sexual harassment at the workplace. Who is responsible for the PoSH Act? The employer or the person in charge of managing the workplace is responsible for enforcing the PoSH Act.

Programme Objective

- ✓ To expose the participants to the concepts of modern office management and managing it in changing times, Lean office & e-Governance
- ✓ To discuss new management tools and techniques on office.
- ✓ To Learn office HR tools & about RTI: its concept & approach.

Programme Coverage

- ✓ Changing role office under present situation.
- ✓ Office systems and productivity.
- ✓ Modern office and its advantage.
- ✓ Lean office improvement proofing etc. in office
- ✓ Team work & conflict management
- ✓ Developing positive Interperson relation in the office
- ✓ Posh Act 2013 & its Implication
- ✓ Balance score card for performance management
- ✓ Bench marking in the office
- ✓ RTI its tools & techniques, e-gocverance in office
- ✓ Digital India Implementation in Office
- ✓ Knowledge Management and its Implications
- ✓ Case study presentations and discussions

Participant's Profile

Executives/ office personnel associated with office from various functions of central, state government, PSU, private sector, co-operative sectors, corporation, Boards, Banks, financial institutions service & autonomous organizations, hospitals etc. will be benefitted from this programme.

This programme is more suitable for office personnel of various state Government agriculture department, IT department & GST departments etc.

Participation Fee (Residential)

Rs. 65,500 (Sixty Five Thousand Five Hundred Only)
+GST@18 (Equivalent to Rs. 77,290/-) per person
with is inclusive of boading, lodging & programme material cost
Non residential participation fee: Rs. 40,500/- +18% GST

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 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 Goa

Check in: 14 July 2025 from 11:00 am Onward

Check Out: 18 July 2025, before 11:00 am

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 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.org
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.