

Residential Programmes

on

**MODERN OFFICE MANAGEMENT FOCUS ON;
LEAN OFFICE, RTI & E- GOVERNANCE.**

**DURING: AUG. 13-17 OCTOBER 2025
AT PURI (ODISHA)**



GREATER NOIDA PRODUCTIVITY COUNCIL

(Affiliated to National Productivity Council, Gol)

D-2/207, Krishna Apra Royal Plaza

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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

The National e-Governance Plan (NeGP) is an initiative of the Government of India to make all government services available to the citizens of India via electronic media. NeGP was formulated by the Department of Electronics and Information Technology (DeitY) and Department of Administrative Reforms and Public Grievances (DARPG). The Government approved the National e-Governance Plan, consisting of 27 "Mission Mode Projects" (MMPs) and Tencomponents, on 18 May 2006. This is an enabler of Digital India initiative, and UMANG (Unified Mobile Application for New-age Governance) in turn is an enabler of NeGP.

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.

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
- ✓ e-Governance & its applications
- ✓ 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/- (Rs. Sixty Five Thousand Five Hundred) plus GST@ 18% . per participant for residential program inclusive of boarding, lodging & program material costs & Hospital Visit 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 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:

Any Hotel/ Resort at Puri (Odisha)

Check in: 13 October 2025 from 11:00 am Onward

Check Out: 17 October 2025 before 11:00 am

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, Gol. 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

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