

Residential Programmes

on

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

**DURING: NOVEMBER 26-30, 2024
AT PURI (ODISHA)**



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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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 Ten components, 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
- ✓ Casestudy presentations and discussions

Participant's Profile

Leadership edge requires developing emotional intelligence for organization success. Therefore, this programme will be useful for all levels of Executives / Managers from Public and Private Sector, Central and State Government Departments, Public Utility and Service Organization, Banks / Financial Institution, Hospitals, Public

Participation Fee (Residential)

Rs. 58,500/- (Fifty Eight Thousand Five Hundred Only)
+GST@18 (Equivalent to Rs. 69,030/-) per person
which 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-1Gr., Noida 201308
RTGS/NEFT/IFST Code ICIC0006284

Venue And Dates:

Any Hotel/ Resort at Puri (Odisha)

Check in: 26 November 2024 from 11:00 am Onward

Check Out: 30 November 2024, 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

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

E-mail: director@gnpcouncil.in,
director@gnpcouncil.org, training@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.