

# *Residential Programmes*

on

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

**During**  
**08-12 September 2026**  
**at**  
**Sri Vijaya Puram (A&N)**



## **GREATER NOIDA PRODUCTIVITY COUNCIL**

(Affiliated to National Productivity Council,GoI)

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Alpha-1, Commercial Belt, Greater Noida- 201308

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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 expatiation of Learning new knowledge about managing office
- ▣ Enrich then 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

## 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, Govt. GNPC was established with the objectives to propagate 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

E-mail: [info@gnpcouncil.org](mailto:info@gnpcouncil.org), [gnpcouncil@gmail.com](mailto:gnpcouncil@gmail.com), [director@gnpcouncil.org](mailto:director@gnpcouncil.org)

Web: [gnpcouncil.org](http://gnpcouncil.org)

and write to

**Dr. R.D. Mishra, Director**

**Greater Noida Productivity Council**

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

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

**Mob: 0120- 4504142, 9415474544**

## 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 programe.

## Participation Fee

Rs. 65,500/- (Rs. Sixty Five Thousand Five Hundred) plus GST@ 18% . per participant for residential program inclusive of boarding, lodging & program material costs & Visit for experiential learning.

Delegate(s) accompanying with spouse will pay Rs 10,000/ 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 8000/ 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 Gr.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:

- ▣ Venue : Any Hotel/ Resort at Port blair
- ▣ Check in : 08 September 2026 (11: 00, AM)
- ▣ Check Out: 12 September 2026 (10: 00, AM)
- ▣ Last date : 25 August 2026

## 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.

Expert faculty on the subject will steer the program.