

Residential Programmes

on

**MODERN OFFICE MANAGEMENT FOCUS ON;
ADMINISTRATIVE SKILLS & E- GOVERNANCE**

DURING: NOVEMBER 04-08 NOVEMBER 2024

AT GANGTOK (SIKKIM)



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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MODERN OFFICE MANAGEMENT FOCUS ON; ADMINISTRATIVE SKILLS & E- GOVERNANCE

Introduction

Modern office management is a crucial element in managing day-to-day activities like financial planning, maintenance of employee and company records. The management of the modern office is responsible for obtaining and administrative accomplishments with strategy. Office management is the technique of planning, organizing, coordinating and controlling office activities with a view to achieve business objectives and is concerned with efficient and effective performance of the office work. The success of a business depends upon the efficiency of its office.

Administrative skills are the qualities that help you perform tasks related to managing a business. These skills are important for many roles, including office managers, receptionists, executive assistants, and office assistants.

E-governance is the use of information and communication technologies (ICTs) to improve government operations and services. The goal is to make government more efficient, transparent, and accessible to citizens and businesses.

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 discuss in details regarding on going Administrative rules for office effectiveness.

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
- ✓ Importance and Implication of administrative Rules & Skills for office effectiveness
- ✓ Tools & techniques of E-governance
- ✓ Digital India Implementation in Office
- ✓ Knowledge Management and its Implications
- ✓ Case study presentations and discussions

Participant's Profile

The above program is suitable for office staff, particularly, Office Superintendent, Personal Secretaries, Personal Assistants, accounts personnel, and persons associated with any type of office work with any organizations Govt Sector, Hospitals, Private organizations, Insurance, Banking, Cooperatives Service Sectors etc. Any person doing office work/ Administrative work irrespective of department are also suitable to attend program.

Participation Fee (Residential)

Rs.58,500- (Fifty Eight Thousand Five Hundred Only)

+GST@18 (Equivalent to 69,030-) per person

which is inclusive of boading, lodging, program material cost.

GST exemption for government organization should submit a self declaration form.

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 Gangtok (Sikkim)

Check in: 04 November 2024 from 11:00 am Onward

Check Out: 08 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

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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.