राष्ट्रीय २०१९(१)/प्रमुख अभि. /निदेशक /लोगिति /2018 /7002(४) /सिंपाक 16. 11. 2013

संग्रह दिन

प्राचीन मुख्य अभियंता(भ.),
लोगिति, एमएसओ गवन,
नई दिल्ली ।

प्राचीन मुख्य अभियंता(पति).
लोगिति, एमएसओ गवन,
नई दिल्ली ।

अवधि: Residential Development Programme for Office Secretaries, Personal Assistants & Office Staff. Focus: Age from January 01, 2019 at Hotel Tajpura Grand & Vasundhara Grama (Locus).

उपरोक्त विषय पर प्राप्त पत्र की प्रतिलिपि राष्ट्रीय के जा रही है । आपको अनुसार है कि उपरोक्त प्रशिक्षण हेतु इस्तेमाल अधिकारियों के नामांकन इस कार्यालय को सिंपाक 15-12-2018 तक भेजवाएं।

राष्ट्रीय अधिकारी नामांकन अधिकारी

प्रतिलिपि: लोगिति वैल्साइट
Dear Sir / Madam,

You would be glad to know that Jaipur Productivity Centre, Jaipur is organising its 112th Residential "Development Programme for Office Secretaries, Personal Assistants & Office Staff, Focus: e-Age" from January 07-11, 2019 at Hotel Lapaz Gardens, Vasco-da-Gama (Goa).

The programme aims to enrich the qualities required for office staff to become asset for the organisation and to provide the participants exposure in the areas of computer usefulness in office work as well as prepare them to come up to the highest expectations of senior executives.

The brochure giving programme details and methodology is enclosed for your kind perusal. The participation fee of Rs.42000/- plus GST @18% per participant (Rs. Forty Two Thousand plus GST @18%) is inclusive of boarding and lodging arrangement, cost of the reading material, stationery etc.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The nomination form is also enclosed with the brochure. The programme is designed for a group size of about 25 and the nominations would be accepted on first-cum-first served basis. The last date of the nomination along with the participation fee is December 24, 2018.

Information about our programmes can also be downloaded from our website www.jpcjaipur.org. Kindly feel free to write to us in case any further clarification is required.

Thanking you and looking forward to an early response,

Yours sincerely,

(C.M.Khurana)
Director

Encl; a.a
Productivity for Growth and Prosperity
JAIPUR PRODUCTIVITY CENTRE

Jaipur Productivity Centre (JPC) is an autonomous not-for-profit organization established to promote productivity culture in India. JPC provides consultancy, training and undertakes research in the areas of productivity.

Our major activity is to promote productivity consciousness in Government Departments / Organizations, Public Sector Undertakings (PSUs), Corporate, Banks, Small & Medium Industries, Co-operative Societies, Research Organizations and Educational Institutions etc. through Training & Consultancy in Managerial Skills, Management Innovation, Modernization, Human Resource Development (HRD) and e-Governance.

We undertake the training and consultancy in the following areas:

**CONSULTANCY**
- Organisational Process Re-engineering
- System & Procedure Analysis
- Manpower Assessment & Planning
- Designing Productivity Norms
- TQM, Quality Circles, Kaizen, 5-S
- Six Sigma and Data Analytics

**TRAINING**
- HRD customized programmes
- Project Management
- Systematic Problem Solving
- Organisational Effectiveness
- Effective Office Secretary
- E-Governance
- Stress & Time Management
- Zero Base & Outcome Budgeting
- TQM, Quality Circles & Six Sigma

Detailed Information of our activities is available on our website: www.jpcjaipur.org

**Forthcoming Residential Programmes**

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transformational Leadership &amp; Change Management</td>
<td>December 17-21, 2018 at Udaipur</td>
</tr>
<tr>
<td>Development Programme for Executive Secretaries, Personal Assistants &amp; Office Staff</td>
<td>January 7-11, 2019 at Goa</td>
</tr>
<tr>
<td>Stress &amp; Time Management for Managerial Effectiveness</td>
<td>February 11-15, 2019 at Goa</td>
</tr>
<tr>
<td>Effective Office Administration &amp; Management, Focus: RTI &amp; Digital India</td>
<td>March 11-15, 2019 at Jaipur</td>
</tr>
<tr>
<td>Development Programme for Executive Secretaries, Personal Assistants &amp; Office Staff</td>
<td>April 08-12, 2019 at Ooty (T.N.)</td>
</tr>
</tbody>
</table>

* Participation Fee is Rs.42000/- plus GST @18.00% thereafter per participant
* Last date for registration is 14 days before commencement of each programme.

**Forthcoming Non-Residential Workshops**

<table>
<thead>
<tr>
<th>TQM &amp; Six Sigma</th>
<th>November 22-23, 2019 at Jaipur</th>
</tr>
</thead>
<tbody>
<tr>
<td>Process Management</td>
<td>January 21-22, 2019 at Jaipur</td>
</tr>
</tbody>
</table>

* Participation Fee is Rs.12000/- plus GST @ 18.00% per participant
* Last date for registration is 14 days before commencement of each workshop.

DEVELOPMENT PROGRAMME FOR OFFICE SECRETARIES, PERSONAL ASSISTANTS & OFFICE STAFF (Focus: e-Age)

```
At Goa
January 07-11, 2019
```
The present day business and governance is characterised by growing size of organisations, fast changing technology, mounting turbulence in socio-economic environment. Increased complexities of business and administration, the need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it.

Senior executives now, more than ever, need support from their secretaries and staff to achieve the goals of the organisation. The expectations in terms of quality, timeliness of output, knowledge about the new and time management are indeed very high. The three technologies of computer, communication and office are converging to usher in integrated office systems. Coupled with the recent advances in Internet, these have triggered the new concepts and patterns of management thought as well as methods of organising and managing work.

**OBJECTIVE:**

- To expose the participants to the new concepts of managing the office in e-age.
- To define the new role of office staff in the changing work environment.
- To expose the participants in area of new e-age tools and Digital India.
- To prepare the office staff to come up to the highest expectations of the boss.

**CONTENTS:**

- Changing Role of Office
- Executive Expectations from office staff
- Secretarial / Personal Effectiveness
- Records Generation & Management
- Emerging Concepts/tools in e-Age
- Digital India/ IOT
- Conflict Management
- Teamwork and Co-operation
- Business Communication and Inter-personal skills
- Managing Time at Workplace
- Stress Management

**PARTICIPANTS DATA:**

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level office staff from Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous bodies, Banks, Research and Service organisation etc.

**FACULTY:**

Senior JPC faculty and experts from the field would conduct the programme.

**DURATION & VENUE:**

Hotel Lapaz Gardens, Vasco de Gama (Goa)
January 07-11, 2019
Check-in: 07.01.2019(FN)
Check-out: 11.01.2019(AN)

**PARTICIPANT FEE:**

Rs.42000/- plus GST @18% (Rs. Forty Two Thousand plus GST @18%) per participant inclusive of Course Material, Boarding and Lodging arrangements during the programmes.

The Demand Draft / Cheque should be drawn in favour of Jaipur Productivity Centre, Jaipur.

For accompanying spouses, charges would be approximately Rs.6000/- for the whole duration, payable to the hotel

PAN: AABTJ3316K
GSTIN: 08AA8TJ3316K1ZK

**LAST DATE FOR REGISTRATION:**

The last date for the receipt of nomination along with the fee is December 24, 2018

**ENQUIRIES:**

The Programme Director (DP)
Jaipur Productivity Centre
41, Income Tax Colony – 2,
Jasapura Road, P.O. Malviya Nagar
Jaipur -302017
Fax: 0141-2750473
Phone: 09414271430, 09511011369
E-mail: jpcjaipur@rediffmail.com
cmkhurasan@yahoo.com

**Sponsoring Organisation:**

Address:
Fax:
Phone:
E-mail:

**Participants Details**

<table>
<thead>
<tr>
<th>Name &amp; Designation</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

**FEE:**

Rs.42000/- plus GST @18% per participant

Demand Draft to be drawn in favour of "Jaipur Productivity Centre, Jaipur"

D.D.No.:
Date:
Amount:
Bank:

Bank details for payment by RTGS

A/c Name:
Bank:
Branch:
Account No:
Type of A/c:
MICR Code:
IFSC Code: