

**RESIDENTIAL TRAINING PROGRAMME  
ON  
MODERN OFFICE MANAGEMENT  
AND  
MODERN HR PRACTICES  
(FOCUS: HR, IT AND RTI)**

at

**MANALI**

**Hotel Golden Tulip (Sarovar Portico), Manali**

**22-26<sup>TH</sup> DECEMBER, 2014**



**NATIONAL PRODUCTIVITY COUNCIL**

**NATIONAL PRODUCTIVITY COUNCIL**

(Under Ministry of Industry & Commerce, Govt. of India)

SCO 40 (1st Floor), Sector - 7 C, Madhya Marg,

Chandigarh

## **PROGRAMME OBJECTIVES**

### **MODERN OFFICE MANAGEMENT:**

- To discuss the concept of Modern Office Management.
- To explain the critical issues concerning the development and management of technology - Human Interface for improving office productivity.
- To discuss tools and techniques of Modern Office Management and explain methodology for implementing the same in the organisation.
- To describe key provisions of RTI Act, 2005 and discuss important judgments of Central Information and different State Commissions

### **MODERN HR PRACTICES**

- To equip the participants about modern HR practices to get maximum productivity from employees
- To discuss alignment of HR Strategy with organizational objectives
- To discuss strategy to shape manpower for future challenges

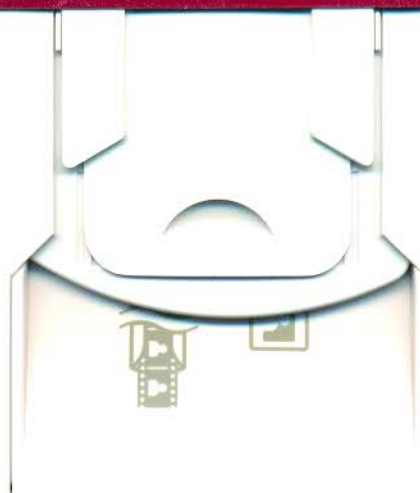
## **CONTENTS**

### **MODERN OFFICE MANAGEMENT:**

- Introduction to Modern Office Management
- Office Automation and Communication Tools in Office Management
- Modern Practices on Team Building, Time Management, Communication and Change Management
- 5S and KAIZEN Implementation in the Office
- Effective Supervision and Administration in the Office
- RTI and Its relevance in modern office management
- Key provisions of RTI Act, 2005
- Issues in implementing RTI Act, 2005
- Important judgments of Central Information and different state commissions

### **MODERN HR PRACTICES**

- An introduction to modern HR Practices
- Creating good organizational culture
- Effective communication
- Personality Development
- Team Building
- Motivation
- Leadership,



- Time and stress management
- Interpersonal relations,
- Conflict resolution,
- Employee performance management
- Knowledge Management

#### **PARTICIPATION**

- Officers/Officials from Ministries, Central & State Government Departments, Boards, Corporations, Cooperatives, Public Sector Undertakings, Banks, Financial institutions, Educational Institutions, Societies, Autonomous Organisations etc.
- **Public Information Officers (PIOs), State Public Information Officers (SPIOs), Assistant Public Information Officers (APIOs), Appellate Authority and other related officers** from Central & State Government Departments, Ministries, Boards, Corporations, Cooperatives, Public Sector Undertakings, Financial institutions, Educational Institutions, Societies, Autonomous Organisations etc.
- Officers/Managers/Staff/Handling office functions, HR Managers, Personnel Manager, Administrative officer, Trainers and Professionals.

#### **METHODOLOGY**

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role plays, case studies and success stories will be used for knowledge sharing.

#### **CERTIFICATION**

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course.

#### **VENUE**

##### **MANALI (H.P)**

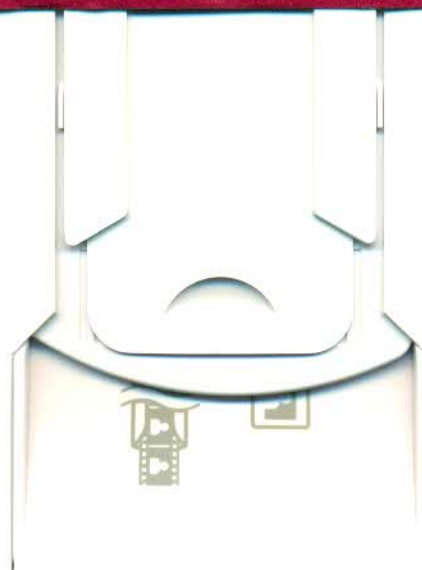
**Hotel Golden Tulip (Sarovar Portico), Club House Road, Manali (H.P)**

#### **DATES**

**22-26<sup>TH</sup> DECEMBER, 2014**

**Check-in: 22.12.2014 (F.N)**

**Check-out: 26.12.2014 (F.N) (FOUR NIGHTS)**





### PROGRAMME FEE

**Rs. 36,900/- (Rupees Thirty six thousand nine hundred only) plus 12.36% service tax per participant.** Accompanying spouse and Children will have to pay to the hotel directly in cash towards boarding & lodging. The requisite participation fee must be sent alongwith nomination.

### PHYSICAL ARRANGEMENTS

The participants will have to make their own travel arrangements to reach the venue of the programme on 22.12.2014 (FN) and return on 26.12.2014 (FN) Complete stay arrangements including breakfast, lunch & dinner for the participants have been made in the hotel and charges are included in the programme fee.

### NOMINATION AND PAYMENT

All nominations must accompany cheque /DD in favor of National Productivity Council payable at Chandigarh. For making payment through RTGS, the bank details are as under :

IOB Bank A/C No. 028401000023514  
IFCS/RTGS/NEFT Code : IOBA 0000284  
MICR Code: 160020001  
PAN No. : AAATN0402F  
TAN No.: PTLN 11007D  
Service Tax Registration No. : AAATN0402FST014  
Bank Name : Indian Overseas Bank Sector 7-C, Chandigarh

**The number of seats is limited and nominations will be accepted on first-cum - first basis. All nominations should reach NPC on or before 15-12-2014.**

### ENQUIRIES AND MAILING ADDRESS

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