



SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

Ref. No.: SIERD/T-25, T-26 & T-27/2017
Date: 12.05.2017

The Principal
College of Technology and Engineering
Udaipur – 313001
(Rajasthan)

Prog. No. T-25 : Workshop on "Developing Professional Competencies and Skills in Office Management Including Public Speaking, Personality Development, Time Management, Effective Communication Skills, and etc." From 24th to 26th July 2017, at Hyderabad.

Prog. No. T-26 : Workshop on "Income Tax, Budgeting, Accounting & Financial Management in Central Govt. Department & Autonomous Bodies" From 21st to 23rd August 2017, at Kolkata

Prog. No. T-27 : Workshop on "HUMAN RESOURCE MANAGEMENT (Manpower Planning, Recruitment, Performance Appraisal & Performance Management, Psychometric Tests and Career Development" from 24th to 26th August 2017, at Puri.

Dear Sir/Madam,

Enclosed please find Brochures on the above Workshop to be organized by us. Ours is an organization with specialization in training of human resource, which is an essential ingredient of all organizations. Our main aim has always been to provide the best training inputs and training technique to the participants so that they also become capable of providing the necessary guidance.

Keeping the above in view, we invite your kind attention of the programme coverage of our training as given in enclosed Brochures. We request you to avail of this opportunity of getting your management functionaries trained by reputed specialists for recurring effective support in day to day management. We, therefore, request you to nominate concerned personnel not only from the Head Office but also from your regional & zonal offices for participation.

Our Institute (SIERD), is organizing Training Programs on various subjects for the benefit of the officers working in Govt. Departments, Public Sector Undertakings, Autonomous Bodies etc. for a considerable time. The programme are conducted on a highly participative basis by highly experienced professional faculties organisations having an indepth experience on the subject both as a Trainer and a career Bureaucrat.

We request you to forward nominations for the above programme from your organizations as per the nomination form at Appendix / overleaf where the details of course fee etc. have been indicated. Assuring you of our best Service.

We shall be glad to have the nomination from your Organisations.

With best regards.

Note : Kindly do inform us about nomination through E-mail / Fax / or Speed-Post to avoid inconveniences of delay in Courier & Ordinary Post.

End: The programme Brochure

Yours faithfully

Neeraj Kumar
Neeraj Kumar
Coordinator (SIERD)