

Greater Noida Productivity Council

(A Local Body of National Productivity Council)
101, Highway Tower-II, Sec. 62,
Noida, 201309, G.B. Nagar (U.P.)
Tel:- 9415474544, 0120-4914119
Email: gnpcouncil@gmail.com
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Web: www.gnpcouncil.com



ग्रेटर नोएडा उत्पादकता परिषद

(स्थानीय निकाय राष्ट्रीय उत्पादकता परिषद के अधीनस्थ)
रजि० आ० बी- 255, सेक्टर-50, नोएडा-201308
कारपोरेट आ० 101, हाईवे टावर-2, सेक्टर-62
नोएडा 201309, गौ० बु० नगर (यू.पी.)
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Web: www.gnpcouncil.com

Ref. No. GNPC/RP/2017-18

Date..... **2nd July 2017**

The Principal/Director

College of Technology & Engineering,
University Rd, Ganesh Nagar, Udaipur,
Rajasthan 313001

Dear Sir,

Sub: Residential Programmes during Aug.- Nov. 2017

Greater Noida Productivity Council (GNPC) is a non profit making autonomous Techno-Managerial organization registered under societies registration act 1860 and is a local body of National Productivity Council. The mandate of Greater Noida Productivity Council is to promote Productivity culture in India through providing consultancy services apart from organizing residential and in company programmes.

we are pleased to announce following residential programmes which is as such;

- ★ **Prog. No. 1: Managing Stress and evaluating its Environmental Impact On the Org. & Individuals during 21-25, Aug. 2017 at Poovar Island Resort (Kerla)**
- ★ **Prog. No. 2: Modern Office Administration & Management Focus: Lean Office & E- Governance during Sept. 18-22, 2017, Leh (J&k)**
- ★ **Prog. No. 3: Advance Course in Developing Executive Secretaries Personal Assistance & Office Staff during Oct. 24-28, 2017, Panjim (Goa)**
- ★ **Prog. No. 4: Transforming office through Effective Management: Focus HR, RTI & e-Governance during 20-24 November 2017 at Panjim (Goa)**

The objective of above programmes is to develop competencies of Executives and Employees of the organizations to equip latest art of managing work for improving productivity & work culture.

We trust you would like to avail opportunity by nominating few delegates in above programmes.

Encl. : Brochure



Your's Faithfully

R.D. Mishra

(Dr. R.D. Mishra)

Ph.D. (Mgmt, BHU), MBA, M.Sc.

Director

Greater Noida Productivity Council

Frm.-Director & Head

National Productivity Council

Faculty & Methodology

Dr. R.D. Mishra Director, GNPC having 36 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.

Participation Fee for all four above programme

For Prog. No. 1 Rs. 48,500/- plus GST 18% as applicable per participant.
For Prog.No. 2 to 4 Rs. 45,500/- plus GST 18% as applicable which is inclusive of boarding, lodging & programme material costs. For accompanying spouse and/or children (between 3-12 years) the charges would be approximately Rs. 6000/- & Rs. 4000/- respectively for the entire duration of the programme.

Registration

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 Noida.

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, Sector-50, Noida 201308
RTGS/NEFT/IFST Code ICIC0006284

Our PAN No. is AACAG3904C, GST No. 09AACAG3904C1Z5

Enquiry & Registration

Send E-mail for faster response
Email: gnpccouncil@gmail.com, gnpccprogramme@gmail.com
and write to

Dr. R.D. Mishra, Director

Greater Noida Productivity Council

101, Highway Tower-II, Sector- 62, Noida 201309

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About Greater Noida Productivity Council

GNPC is a non-profit making organization registered under the societies act, 1860 and is affiliated to National Productivity Council, New Delhi as local body. 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. GNPC Undertakes tailor made In-company training programmes on various technical and non-technical topics. GNPC also undertakes Residential Programmes on different topics for senior, middle and Junior level executives in India and abroad

Organisations sponsored in our previous programmes

Currency Note Press, Ex-Im Bank of India, THDC, North Gujarat 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 BEL, KSPCB, Bangalore, GB Pant Hospital Delhi, Safdarjang Hospital Delhi, Dr. Ambedkar Hospital Delhi, UP Health System Development Corporation, Gujarat Chemical & Fertilizer, M.R. Medical Collage, Guibarga, Karnataka etc.

Managing Stress and evaluating its Environmental Impact On the Organization & Individuals

21-25, Aug. 2017 at Poovar Island Resort (Kerla)
and

Modern Office Administration & Management Focus:

Lean Office & E- Governance

Sept. 18-22, 2017, Leh J&K

and

Advance Course in Developing Executive Secretaries

Personal Assistance & Office Staff

Oct. 24-28, 2017, Panjim Goa

and

Transforming office through Effective Management:

Focus HR, RTI & e-Governance

20-24 November 2017 at Panjim (Goa)



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Prog. No. 1: Managing Stress and evaluating its Environmental Impact On the Organization & Individuals

21-25, Aug. 2017 at Poovar Island Resort (Kerla)

Introduction

All living being feel Stress, dead do not. Stress is defined as "a state of psychological and physiological imbalance resulting from the disparity between situational demand and the individual's ability and motivation to meet those needs." Dr. Hans Selye, one of the leading authorities on the concept of stress, described stress as the rate of all wear and tear caused by life. Stress is unavoidable and can be either positive or negative. This programme is specially designed to provide tools & Techniques to Executives and employees at all levels, manage their stress and Evaluate its Environmental Impact on organization & Individual.

Content:

- Changing Global socio-economic environment and its impact on life.
- Understanding stress and its causes.
- Stress and its effect on life., Sleeplessness & its effect on stressful life.
- Managing Stress : Relaxation techniques, yoga concept and Pranayam.
- Managing Time and its strategies, Emotional Intelligence and managing Stress
- Managing Conflict and Stress, Measuring its effect on individual

Participant's Profile:

This programme will be useful for all levels of officials & Employees from Government Departments, Public Sectors, Private and Co-operative Sectors, Banks, Insurance Cos, Financial Institutions, Pollution control boards, Service sector, Autonomous organizations, Educational Institutions, Research organizations, Health care Organizations, MS, Doctors, Paramedical Staff including NGO's.

Participation Fee (Per Person)

Rs. 48,500/- + 18% Applicable GST (Last Date of Nomination 10th Aug. 2017)

Prog. No. 2: Modern Office Administration & Management Focus: Lean Office & E- Governance
Sept. 18-22, 2017 at (Leh J&K)

Introduction

Office is the real nerve of any organization. The efficiency and effectiveness of any organization can be directly linked to the manner in which an office operates and performs its functions and the ability of its employees to follow system and procedure, accordingly the efficiency and effectiveness of persons handling office work in an organization can be judged by their ability to dispose of work with speed and accuracy. Effective office management course will be supplemented with HR RTI & e-governance

Content:

- Changing role office under present situation, Office systems and productivity.
- Modern office and its advantage, Lean office: Concept & Application
- Team work & conflict management, Developing positive interpersonal relation
- e-Governance & its applications, Balance score card for performance management
- Bench marking in the office, RTI its tools & techniques, e-governance in office
- Digital India Implementation in Office, Managing leadership for change
- Balance Score Card for measuring office Performance.

Participant's Profile:

Executives/ office personnel associated with office from various functions of central, state government, PSU, private sector, co-operative sectors, corporation, Boards, Banks, financial institutions service & autonomous organizations, hospitals etc. will be benefitted from this programme.

Participation Fee (Per Person)

Rs. 45,500/- + 18% Applicable GST (Last Date of Nomination 10th Sep. 2017)

Prog. No. 3: Advance course on developing Competency of Executive Secretaries, PPS Personal Assistance & Office Staff (Special reference to e-business)

Oct. 24 - 28, at Panjim (Goa)

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 exceptions 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.

Programme Coverage

- Emerging role of Executive Secretaries, PA in the office
- Effective Handling of Key Work Area, Developing positive attitude
- Managing time & Stress at Workplace, Developing team Work in the office
- Enhancing Personal and Professional Skills.
- Managing the Boss and his office., Performance measurement
- Developing Inter-personal Skills., Problem Solving & Decision Making
- Personality development & growth., Developing work culture in the office

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, autonomous organizations, service sector will be benefitted by this programme.

Participation Fee (Per Person)

Rs. 45,500/- + 18% Applicable GST (Last Date of Nomination 15th Oct. 2017)

Prog. No. 4: Transforming office through Effective Management: Focus HR, RTI & e-Governance
20-24 November 2017 at Panjim (Goa)

Introduction

Office is the real nerve of any organization. The efficiency and effectiveness of any organization can be directly linked to the manner in which an office operates and performs its functions and the ability of its employees to follow system and procedure, accordingly the efficiency and effectiveness of persons handling office work in an organization can be judged by their ability to dispose of work with speed and accuracy. Effective office management course will be supplemented with HR RTI & e-governance

Content:

- Changing role office under present situation, Office systems and productivity.
- Modern office and its advantage, Lean office & its implementation
- Team work & conflict management, Developing positive interpersonal relation
- e-Governance & its applications, Office Leadership & its Styles
- Balance score card for performance management, Bench marking in the office
- RTI its tools & techniques, e-governance in office
- Office etiquettes & manners including personality reflection

Participant's Profile:

Executives/ office personnel associated with office from various functions of central, state government, PSU, private sector, co-operative sectors, corporation, Boards, Banks, financial institutions service & autonomous organizations, hospitals etc. will be benefitted from this programme.

Participation Fee (Per Person)

Rs. 45,500/- + 18% Applicable GST (Last Date of Nomination 10th Nov. 2017)

Faculty & Methodology

Dr. R.D. Mishra Director, GNPC having 36 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.

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 Noida.

our pan no. is **AACAG3904C & Service Tax No. AACAG3904CSD001**

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, Sector-50, Noida 201308
RTGS/NEFT/FAST Code ICIC0006284

Enquiry & Registration

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Organisations sponsored in our previous programmes

Currency Note Press, Ex-Im Bank of India, THDC, North Gujarat University, Ministry of Health & Family Welfare, New Delhi, South Eastern Coalfields Ltd, DoPT, ICAR, KRIBHCO, UP Agri Dept, RCF Ltd, NTPC, IOL Bongaigaon, RBI, WAPCOS Ltd, NDMC, YASHAD Pune, HINDALCO HILL BEL, KSPCB, Bangalore, GB Pant Hospital Delhi, Safdarjang Hospital Delhi etc

**Greater Noida Productivity Council
Pleased to Offer**

Calendar

of
Residential Training Programmes

2017-2018



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Calendar of Programme (2017-2018)

S. No.	Title of Programme	Duration	Location	Fee per person
(1)	Advance Course in Developing Executive Secretaries, Personal Assistance & Office Staff	March. 20-24, 2017	Mussoorie Uttarakhand	Rs. 42,500/- +15% S.T.
(2)	Effective Office Administration & Management Focus: RTI, e-Governance & Digital India	April. 17-21, 2017	Shimla Himachal	Rs. 42,500/- +15% S.T.
(3)	3P: Productivity and Performance Through People	May 02-06, 2017	Mussoorie Uttarakhand	Rs. 42,500/- +15% S.T.
(4)	Advance Course in Developing Executive, Secretaries, Personal Assistance & Office Staff	May 22-26, 2017	Mussoorie Uttarakhand	Rs. 42,500/- +15% S.T.
(5)	Finance for Executives & Functional Managers: Focus Management Control & Budgeting system for Performance Review	June 05-09, 2017	Gangtok (Sikkim)	Rs. 42,500/- +15% S.T.
(6)	Developing Transformational Leadership and Team Work for Higher Performance	June 19-23, 2017	Dalhousi (Himachal)	Rs. 45,500/- +15% S.T.
(7)	Managing Stress and evaluating its Environmental Impact On the Organization & Individuals	Aug 22-26, 2017	Poovar Island Resort Thiruvandrum (Kerala)	Rs. 48,500/- +15% S.T.

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Calendar of Programme (2017-2018)

S. No.	Title of Programme	Duration	Location	Fee per person
(8)	Modern Office Administration & Management Focus: Lean Office & E- Governance	Sept. 18-22, 2017	Leh J&K	Rs. 45,500/- +15% S.T.
(9)	Advance Course in Developing Executive, Secretaries, Personal Assistance & Office Staff	Oct. 24-28, 2017	Panjim Goa	Rs. 45,500/- +15% S.T.
(10)	Transforming office through Effective Management; Focus on HR, RTI & e-Governance	Nov. 20-24, 2017	Panjim Goa	Rs. 45,500/- +15% S.T.
(11)	Performance Management System Through Balance Score Card & ICT	Dec. 18-22, 2017	Panjim Goa	Rs. 45,500/- +15% S.T.
(12)	Project Financing Through Financial Management & Corporate Social Responsibility	Jan. 16-20, 2018	Panjim Goa	Rs. 45,500/- +15% S.T.
(13)	Achieving Organizational Excellence Through HR Strategies & ICT	Feb. 20-24, 2018	Port Blair (A & N Island)	Rs. 48,500/- +15% S.T.
(14)	Transformational Leadership, Team Building & JP Relation for Achieving Excellence	Mar. 18-22, 2018	Ooty Tamil Nadu	Rs. 48,500/- +15% S.T.