To
The HOD/ Heads of Personnel/ Admin/ Vigilance/ HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/ CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

One Week Interactive Live Training Programme on
“Office Management & Office Procedure for Executive
Secretaries, PA/PS & Office Staff”
From 26– 30 April 2021

Sir/Madam,

Greetings from Systematic Institute of Economic Research & Development (SIERD) New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned online training program.

In the prevailing COVID 19 – Corona Virus pandemic scenario, the Institute has decided to conduct online Training Programmes, the details of which are in the succeeding paragraphs. We assure you of an amazing journey of success & look forward to your nominations for the online workshops. We can conduct the same quality online workshops as customized programs for your employees.

Please be assured that as an Institute, the well-being of the participants is of utmost importance. We seek your support and cooperation in this matter. Let us all, together as a community, work towards creating a healthier and safer environment.

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 expectations 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 also have to actively assist their senior executives on many other fronts in their new support roles. Professional capabilities, approach and attitude of Secretaries have, therefore, to be undergo an sea change.

WHO SHOULD ATTEND:-

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Office Staff and those who discharge secretaries duties and responsibilities, will be benefitted this programme.

FACULTY:- The Sessions will be conducted by highly experienced faculty.
PROGRAMME DURATION & SCHEDULED:-

- It will be one week online Interactive live training program from 26th to 30th April 2021.
- Online training / workshop will be held from 10AM to 1:15PM (Per training day).

COURSE OUTLINE:-

- Emerging Role of Executive Secretaries, PA and Office Staff
- Effective Communication Skills
- Managing the Boss and his Office
- Relationship Management
- Work Life Balance
- Decision Making Skills
- Motivation & Productivity Enhancement
- Managing Time and Stress at Workplace
- General Principles of Office Procedures
  - Filling System
  - Noting Drafting and Forms of communication
  - Records Management
  - Checks on Delays

FEE:- INR 5000/- plus 18% GST Per participant online training program. Fees includes training material (soft copy), participant's certificate etc.

GROUP DISCOUNT: - Rs.500/- per participant if 3 or more participants from one organization.

LAST DATE: - Last Date of Accepting nominations is 22.04.2021. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

Nomination: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of “Systematic Institute of Economic Research & Development“ payable at New Delhi. NEFT payment may be made direct to Current A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR No. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi under intimation by email. PAN No. BXPPK7937K GSTIN-07BXPPK7937K12N

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.

Neeraj Kumar
Program Coordinator
SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT
New Delhi - 110046, Mob. No.9958014267
E-mail: sierd@rediffmail.com / info@sierd.org
Online Interactive Live Training Programme / Workshop on

“………………………………………………………………………”

From .................................2021

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A DD/Cheque of Rs. _______ bearing no. _______ dated _______ drawn on ___________________________ being participation fee in favour of “Systematic Institute of Economic Research & Development” payable at New Delhi is enclosed. In case of NEFT, the details are as follows: UTR No.________________ Date: ________ Amount: ________

DETAILS OF NOMINATING AUTHORITY:

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