

361

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E-Mail

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Workshop on IT Tools for Private Secretaries, Assistants, Stenographers etc. at Pondicherry

From : mail@nahrd.in

Wed, Nov 27, 2019 12:49 PM

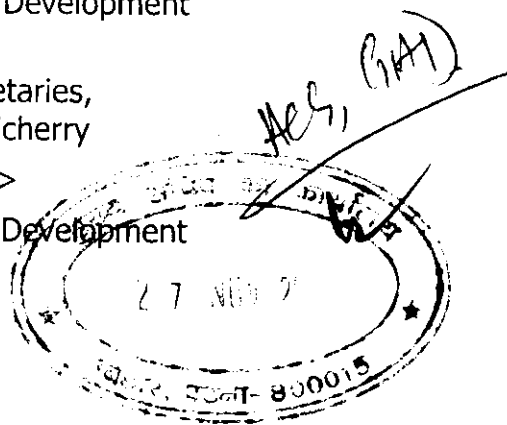
Sender : National Academy of Human Resource Development (NAHRD) <mail@nahrd.in>

Subject : Workshop on IT Tools for Private Secretaries, Assistants, Stenographers etc. at Pondicherry

To : Chief Secretary Bihar <cs-bihar@nic.in>

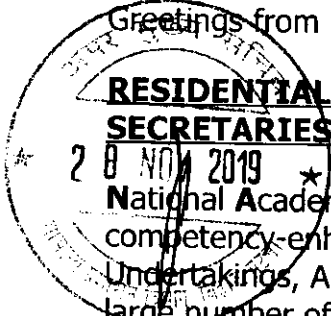
Reply To : National Academy of Human Resource Development (NAHRD) <mail@nahrd.in>

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Respected Sir/ Madam,

Greetings from NAHRD!!



RESIDENTIAL WORKSHOP ON INFORMATION TECHNOLOGY TOOLS FOR PAS/ SECRETARIES/ STENOGRAPHERS AT PUDUCHERRY

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations.

NAHRD is registered as Knowledge Managing Partner Institute (KMPI) with Consultancy Development Centre (CDC), an autonomous institution under DSIR- Ministry of Science & Technology, Government of India. A workshop on Information Technology Tools for PAS/ Secretaries/Stenographers etc. is being organized by NAHRD from **27.01.2020 to 29.01.2020 at Puducherry.**

Handwritten notes on the left margin: '2399', '9-12-19', '05-18', '3-12-19', '5-12-19'.

Modern office management has undergone a major change in past decade. The pressures of increasing competition and complexity of business have forced managers to rely on more accurate, timely and complete information on which to base their decisions.

Information is therefore becoming increasingly critical. This has resulted in an ever-increasing level of expectation from the support functions managed by the executive or personal secretaries. Information Technology that is (1) Capturing & Storing organizational data, (2) Processing Data into Information and (3) Transferring Information wherever it is needed can transform any office in an efficient & effective workplace.

However, for most of organizations, the above remains a dream only as the most important link that is the Secretary is not able to use IT properly. This program has been designed for the benefit of executive and personal secretaries with a view to catalyzing a re-orientation of thinking to effectively utilize the newly available computing and communication tools so that different elements of their job can effectively fit together with IT as the key enabler.

This program aims at providing the participants an opportunity for attaining a higher level of awareness about use of available IT tools and techniques for improving secretarial

360 productivity. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Office Management: The Emerging Paradigm Shift & Role of Executive Secretaries
- Information Technology - Basic Concepts
- Business Process Reengineering
- Collaboration Technologies/Tools – Social Media, Mobile, Analytics & Cloud
- Using e-office (from NIC)
- Document Management System
- Information & Cyber Security
- Hands on Exercises

The program is open for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers and those who are discharging secretarial duties and responsibilities. All the participants will be provided with individual computer. However, participants may bring their own laptop loaded with Microsoft Office. The modules will be delivered through Hands on Experience and a judicious mix of lecture, power point presentation, case examples and live participation.

Faculty

Sh. B. Krishnamurthy is the founder and CEO of Best Known Methods & Solutions Pvt. Limited which is a Management Consulting company involved in Executive Coaching, Leadership Development, e- Governance and Management Training Programs for Companies across the country. He has over 36 years of experience in Public Sector in the field of IT and Project Management. He is a master trainer on e- Governance and related subjects. He has also been Program Director for Train the Trainer Program for senior officers of State Governments. He was awarded the "IT Professional of the Year" award by Hyderabad Management Association in 2008 for his contributions made to development of IT Sector in Andhra Pradesh. He has authored 3 books that include: A hand Book on Change Management, Digital India- Governance Transformation and Introduction to Corporate Governance. He is certified as Project Management Professional by (PMI-USA). He is having huge experience in the field of Information Security, MS Office and Project Management.

Sh. B.G. Gupta is highly accomplished trainer and consultant with national and international experience in providing training and consultancy services in the filed of IT applications in business and governance, monitoring and evaluation with more than 20 years experience of commissioning and use of IT for MIS, Project Management and other management systems. He had been Director (MIS) NCDC, New Delhi. He has also been a Senior Consultant with National Productivity Council and also a faculty with National Institute of Technology, Allahabad. He has conducted a number of workshops and is having huge experience on the present subject.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade

Participation Fee:

Single Occupancy –Rs. 40,000/- plus GST @ 18% per participant

Twin Sharing* –Rs. 35,000/- plus GST @ 18% per participant

*Twin Sharing is available only for organizations nominating even number of participants.

The participation fee covers the cost of lodging, boarding, meals & study material of the participants. In case of single occupancy, spouse/ family members are welcome on additional all inclusive nominal charges.

Venue: Shenbaga Hotel & Convention Centre, 432, M.G. Road, Puducherry

Check In- 27.01.2020 (1:00 P.M.)

Check Out- 30.01.2020 (11:00 A.M.)

The workshop will commence at 3:30 P.M. on 27.01.2020 and will conclude at 6:00 P.M. on 29.01.2020.

Nominations may be send through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Develp payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website. In case of payment through electronic mode, details are as under:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

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Vivek Manchanda

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Phone- +91 9873057803

Email-vivek@nahrd.in
Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend workshop due to any reason and no substitution is made, fees shall still be payable. In case fees have already been paid, same shall be liable to be forfeited. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date of accepting nominations is 10.01.2020.

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

In addition, we can also conduct in-house workshop on the above-mentioned subject for your organization based on your specific requirements. You are kindly requested to provide us with you requirements in this regard.

358

Thanks & Regards

NAHRD

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New Delhi- 110024

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