SYSTEMATIC INSTITUTE OF ECONOMIC RESEARCH & DEVELOPMENT

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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

Workshop On

"Soft Skills at Workplace and Office Management for Executive Secretaries, PA/PS, Stenographers & Office Staff"

Date 18th to 20th April 2022, Goa

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 Workshop / training program.

INTRODUCTION-:

Soft skills" have become important in work situations to ensure successful completion of tasks more as a team rather than as an individual. Office environment has changed over the years, and it is no longer possible to run an organization merely based on the power or hierarchical status. Emotional issues creep in, very often, which sometimes extend beyond the frontiers of office space. It is also possible that emotional and human elements may travel from home environment to office. "Soft skills" are as important as "Work skills" and to harness psychological patterns in work-life situations.

Modern day Office Management requires skills and knowledge of the 21st century to cope up with the processing and retrieval of information by harnessing the technological developments and improvising the communication systems.

The workshop is designed to train the participants on the essentialities of the soft skills in workplace and the skills and knowledge required for modern office management based on the practical needs.

WHO SHOULD ATTEND -:

Junior / Middle level Executives / Supervisory Staff, Trade Union Leaders of all Cadres, Self Employed Entrepreneurs, Technical/ Non - Technical Personnel from any discipline who leads a team or will lead

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **02:30PM on 18.04.2022** and will conclude at **05:00PM on 20.04.2022**

COURSE OUTLINE:-

- **Effective Communication Skills**
- **Relationship Management**
- **Wok Life Balance**
- **Stress & Anxiety Management**
- **Decision Making Skills**
- **Discipline & Ethics**
- **Motivation & Productivity Enhancement**
- **Creativity in Workplace**
- **Office Communications**
- **Filing & Record Management**

FEE:-

Residential on Single Occupancy: Rs. 34000 + 18% GST total Rs. 40120/- Per Participant

Residential on twin sharing basis Rs. 25000 + 18% GST = Total Rs. 29500/- Per Participant

Non-Residential: Rs. 13000 + 18% GST = Total Rs. 15340/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse/Family members are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family members. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE:- **Check in 18th April 2022 (12:00PM) & Checkout 21st April 2022 (11:00AM)**

PLACE OF STAY & WORKSHOP:- **Regenta Central, North Goa.**

LAST DATE: - Last Date of Accepting nominations is 08.04.2022. 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-07BXPPK7937K1ZN**

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
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