

Ref: ITT/05/25

28.11.2024

**CAPACITY BUILDING PROGRAM FOR EXECUTIVE SECRETARIES,
PERSONAL ASSISTANTS AND AOs AT MUNNAR, KERALA**

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Government, State Governments, 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 across the country.

Capacity Building Program for Executive Secretaries, Personal Assistants and AOs is being organized by NAHRD from **14.05.2025 to 17.05.2025** at **Munnar, Kerala**.

The role of secretaries and other administrative professionals is growing exponentially and has never been diverse as it is today. They are increasingly required to perform demanding roles on behalf of their bosses and other managers and hence they are required to be equipped with the relevant knowledge and skills. They are the person in-charge of organization's correspondence and therefore, display a highly professional image at all times. Also, Modern office management has undergone a major change in the 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. However, for most of the organizations, the above remains a dream only as the most important link that is the Secretary' is not able to use Information Technology properly. This program has been designed for the benefit of executive and personal secretaries to provide them the skills to improve their interpersonal, behavioral and Information Technology Skills. 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
- Use of Artificial Intelligence at workplace
- Office Management & Office Administration
- Effective use of MS Office
- Behavioral and Interpersonal Skills
- Time Management & Stress Management
- E-mail Etiquettes

The program is open for Executive Secretaries, Private Secretaries, Personal Assistants, Admin Officers, Stenographers and those who are discharging secretarial duties and responsibilities. The modules will be delivered through Hands on Experience and a judicious mix of lecture, power point presentation, case examples and live participation.

Faculty

Dr. Kingshuk Srivastava earned his Ph. D in Computer Science Engineering from University of Petroleum and Energy Services, Dehradun. His field of research is AI, Data Warehousing, Data Science and NOSQL databases. He was the topper and Silver Medallist in M. Tech. from UPES. After a short stint in the industry with “Planman Technology”, Dr. Kingshuk is presently working as a faculty for the last eight years in UPES at the “School of Computer Science Engineering”. He has conducted workshops on Big Data Hadoop, AI and Machine Learning under Management Development Program. He has supervised and mentored Three PhD & several projects under Business Analytics, Business Intelligence and Big Data IoT. His other areas of interest consist of Big Data, Business Analytics, Business Intelligence, Storage Technology, Oil & Gas sector and Data Warehousing. He has also published several research papers in many national and international journals.

Smt. Shivani Garg Sabharwal is a Management & Behavioral Training Consultant. A Dale Carnegie Certified and armed with a Post Graduate Diploma in Business Administration; she has facilitated around 1200 plus hours of classroom delivery. With an experience of more than 15 years in the corporate world and certification in program ‘Seven Habits of highly Effective People’, she has delivered workshops as well as managed and trained teams of trainers. She carries an appropriate blend of corporate and training experience. The drive to apply management concepts taught in institutes to actual day working of the organizations is the rationale behind her trainings. She is a competent result-oriented HR professional and has handled various HR Functions ranging from recruitment to performance management and on boarding to off boarding the employees. She possesses excellent interpersonal, communication and organizational skills with proven abilities, problem solving and learning. She has successfully designed and delivered workshops for various levels of participants and her sessions have been widely appreciated across industries.

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 Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy- Rs. 69,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 60,000/- plus GST @ 18% per participant

Non-Residential- Rs. 40,000/- plus GST @ 18% per participant

The participation fee for residential participants covers the cost of accommodation, meals & study material of the participants. Spouse/ family members are welcome on additional all-inclusive nominal charges in case nomination of the participant is on single occupancy. Twin Sharing is available only in case even number of participants of same gender from same organization. The participation fee for non-residential participants covers the cost of lunch & study material.

Venue: The Silvertips Munnar, Aluva-Munnar Road, Munnar, Kerala-685612

Check In- 14.05.2025 (2:00 P.M.)

Check Out- 18.05.2025 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 15.05.2025 and will conclude at 5:30 P.M. on 17.05.2025. However, there will be an introductory session on 14.05.2025 after all participants had reported at the venue. In case of non-availability of rooms at the Hotel Silver Tips as on date of nomination, arrangements shall be made in some other property closer to the venue.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID along with cheque/DD in favor of National Academy of Human Resource Development 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:

Name of Beneficiary: National Academy of Human Resource Development

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

PAN: AAJFN7963N GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in

Email-vivek@nahrd.in

Phone- +91 9873057803

Phone-+91 9650745789

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nominated participant is not able to attend the 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-come-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. Last date for accepting nominations is **30.04.2025**.

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

Thanks & Regards



For NAHRD