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26.09.2025

AN ADVANCE WORKSHOP ON SECRETARIAL COMPETENCE AND OFFICE MANAGEMENT AT AMRITSAR

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.

An **Advance Workshop On Secretarial Competence and Office Management** is being organized by NAHRD from **22.02.2026 to 25.02.2026 at Amritsar**.

In today's dynamic landscape of business and governance, organizations are experiencing rapid growth, technological advancement, and increasing socio-economic complexities. These developments demand a high degree of agility, coordination, and efficiency from the administrative backbone of any institution—the office and its support professionals. Secretaries and executive assistants are no longer limited to traditional tasks; they are expected to deliver **timely, accurate, and high-quality outputs**, manage information flows efficiently, and stay abreast of **emerging tools and technologies**. The convergence of **computing, communication, and office technologies**, alongside the transformative impact of the Internet, has led to integrated office systems and modern management practices. In this context, the role of the secretary has become more strategic and collaborative, requiring enhanced capabilities in communication, coordination, and information management. This program growing expectations of modern office environments with confidence, professionalism, and precision.

This workshop will serve as a comprehensive capacity-building initiative for **secretarial professionals, personal assistants, office coordinators, and administrative staff**, equipping them with the tools and mindset required to thrive in today's complex and tech-driven work environments. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Evolving Role of the Executive Secretaries
- Executive Expectations and Strategic Support
- Enhancing Secretarial Effectiveness and Professionalism
- Optimizing Office Systems and Operational Productivity
- Records Management and Documentation Excellence
- Leveraging Digital Tools and Emerging Office Technologies
- Team Collaboration and Cross-Functional Coordination
- Professional Business Communication and Interpersonal Skills
- Effective Time and Priority Management

Workshop Methodolgy

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role-plays etc.

Faculty

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 22 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.

Sh. Amit Dubey is a renowned National Security Expert and a Crime Investigator on Cyber Forensics and Ethical Hacking to various Indian Investigating Agencies and Police Department. He has been invited by Indian Parliament to consult Parliamentary Standing Committee on Cyber Security issues. A Commonwealth UK, Chevening fellow and an alumnus of IIT Kharagpur, he has been awarded at many International Platforms including prestigious Golden Peacock Award. His areas of expertise are Cyber Security and Effective use of Artificial Intelligence.

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.

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, 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., IREDA, Dredging Corporation of India Ltd., Bharat Dynamics Ltd. and many more.

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: 4 star property at Amritsar (details will be provided one week before the workshop)

Check In- 22.02.2026 (03:00 P.M.)

Check Out- 26.02.2026 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 23.02.2026 and will conclude at 5:30 P.M. on 25.02.2026. However, there will be an introductory session on 22.02.2026 after all participants have reported at the venue. In case of non-availability of rooms at training venue as on date of nomination, arrangements for stay shall be made in another property.

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:

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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 **09.02.2026.**

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