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27.08.2026

CAPACITY BUILDING PROGRAM FOR EXECUTIVE SECRETARIES, PERSONAL ASSISTANTS & AOs AT GOA

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.

A **Capacity Building Program for Executive Secretaries, Personal Assistant & AOs** is being organized by NAHRD from **10.02.2027 to 13.02.2027** at Goa.

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, executive secretaries, personal assistants, office coordinators, stenographers 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:

- Office Management: The Emerging Paradigm Shift
- Effective Communication & Professional Correspondence
- Liaison on Behalf of the Reporting Officer
- Calendar management, file management and scheduling meetings
- Effective use of Artificial Intelligence at workplace
- Description & Demonstration of AI tools for Office
- Integrating AI into MS Office
- Cyber Hygiene & Security
- Time & Stress Management

Workshop Methodology

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

Subject experts having practical knowledge and understanding of the subject will be invited as faculty for the present subject.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, JNPA, Indian Space Research Organization, Border Security Force, GIC of India, Delhi Metro Rail Corporation, Bharat Dynamics Ltd., Canara Bank, UCO Bank, AI Airport Services Limited, Rashtriya Chemicals & Fertilisers Limited, National Fertilizers Limited, MOIL Limited, RailTel Corporation Limited, GAIL (India) Limited, NTPC Limited, NLC India Limited, SIDBI, THDC India Limited, NHPC Limited, Jute Corporation of India, REC Limited, Grid Controller of India Limited, Hindustan Petroleum Corporation Limited and many more.

Participation Fee:

Single Occupancy - Rs. 74,000/- plus GST @ 18% per participant

Twin Sharing - Rs. 65,000/- plus GST @ 18% per participant

Non-Residential - Rs. 55,000/- 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: Baywatch Resort Goa, Sernabatim Beach Road, Colva, Goa- 403708

Check In- 10.02.2027 (03:00 P.M.)

Check Out- 14.02.2027 (11:00 A.M.)

The workshop will commence at 9:30 A.M. on 11.02.2027 and will conclude at 5:30 P.M. on 13.02.2027. However, there will be an introductory session on 10.02.2027 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

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.

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