

## RESIDENTIAL PROGRAMME ON IT TOOLS FOR EXECUTIVE SECRETARIES & NON-IT PROFESSIONALS

**OBJECTIVE:** The 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 as well as official productivity.
- Impart genuine appreciation of their new roles and responsibilities.
- Enrich them with the qualities required to become an asset for their boss and organisations as a whole.
- Gaining an understanding of the strategies for effective use of new office technology and the critical issues concerning its implementation.

### COURSE

- Information Technology - Basic Concepts.
- Computer hardware and software
- Tele communication and networking, LAN & WAN
- The Internet and Intranets
- Office Management: The Emerging Paradigm Shift and the Role of Executive Secretaries and other officials.
- New Office Technology and Communication Tools
- Implications of Office Automation
- E-governance
- Developing Interpersonal Skills.
- Case study presentations and discussions.

**TARGET GROUP:-** The programme is designed for participants from public and private sector organizations, autonomous bodies/ departments as well as from Central Government Department and State Government Departments with the target group of this programme being Executive Secretaries, Private Secretaries, Secretaries, Personal Assistants, Stenographers, Section Officers, Assistants, LDC/UDC, Supervisors etc..

**FACULTY AND METHODOLOGY:-** The methodology would lay emphasis on experiential learning through presentations, discussions, and case studies besides conceptual tutorials from the faculty. The faculty would include specialists from NPC and invited speakers from organizations of eminence

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|--------------------------|--------------------------------------|-------------------------------|----------------------------|
| Programme Dates & Venues | November. 14-18, 2011 at Kanyakumari | December 19-23, 2011 at Goa   | March 12-16, 2012 at Ooty  |
| Programme Code           | 70108/TTES/11/11                     | 70108/TTES/12/11              | 70108/TTES/3/12            |
| Programme starts on:     | November 14, 2011 at 5:30 pm         | December 19, 2011 at 5:30 pm  | March 12, 2012 at 5:30 pm  |
| Programme finishes on:   | November 18, 2011 at 10:00 am        | December 23, 2011 at 10:00 am | March 16, 2012 at 10:00 am |
| Check in time            | November 14, 2011 (AN)               | December 19, 2011 (AN)        | March 12, 2012 (AN)        |
| Check out time:          | November 18, 2011 FN)                | December 23, 2011 (FN)        | March 16, 2012 (FN)        |

### REGISTRATION

Nominations indicating the names of officials and designations with full contact details including e-mail addresses along with the crossed cheque/demand draft for participation fee drawn in favour of National Productivity Council and payment of New Delhi may be forwarded to :

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