



**SYSTEMATIC INSTITUTE OF  
ECONOMIC RESEARCH & DEVELOPMENT**

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To  
The Director / Registrar  
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**  
**"Advanced Office Management and Efficient Administrative**  
**Procedures for PPS, PA/PS, Stenographers & Office Staff)"**  
**Date 11<sup>th</sup> to 13<sup>th</sup> June 2025, Puri**

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:-**

The fast changing business organization has brought in unprecedented role changes of all the employees working in an organization. Busy senior executives have now much higher expectations from their Secretaries and Office staff to conserve their own energy and save precious time. Secretaries and office staff have not only to be perfectly competent in their conventional roles, but also have to actively assist their senior executives on many other fronts in their new support roles. Professional capabilities, approach and attitude of Secretaries have, therefore, to be undergo an sea change.

**WHO SHOULD ATTEND :-**

Executive Secretaries, Private Secretaries, Personal Assistants, PPS, SPS, Stenographers, Office Staff and those who discharge secretaries duties and responsibilities, will be benefitted this programme.

**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 **11:00AM on 11.06.2025** and will conclude at afternoon on **13.06.2025**

## **COURSE OUTLINE:-**

- Emerging Role of Executive Secretaries, PA and Office Staff
- Effective Communication Skills
- Managing the Boss and his Office
- Relationship Management
- Managing Time and Stress at Workplace
- General Principles of Office Procedures
  - Filing System
  - Noting Drafting and Forms of communication
  - Records Management
  - Checks on Delays

## **FEE:-**

**Residential on Single Occupancy: Rs. 40000 + 18% GST total Rs. 47200/- Per Participant**

**Residential on twin sharing basis Rs. 30000 + 18% GST = Total Rs. 35400/- Per Participant**

**Non-Residential: Rs. 20000 + 18% GST = Total Rs. 23600/- 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 Or one Family member are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family member. Participation fees for non- residential participant include cost of lunch and study material.

**RESIDENTIAL CANDIDATE:-** Check in 11<sup>th</sup> June 2025 (10AM) & Checkout 14<sup>th</sup> June 2025 (08:00AM)

**Non- Residential participants will have to be report at 10:30 A.M. on 11.06.2025.**

**PLACE OF STAY & WORKSHOP:-** Hotel Naren Palace, Puri.

**LAST DATE: -** Last Date of Accepting nominations is 02.06.2025. 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**

**Program Coordinator**

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