



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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Ref. No.: SIERD/T-257K/2025
Date: 01.07.2025

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
"Developing Administrative Skills, Office Management,
Communication & Technology, Developing Competency of
Executive Secretaries"**

Date: 15th to 17th September 2025, Kochi

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.

ABOUT THE PROGRAM:-

Successful administrators often require many of the same skills as senior staff in an organization. They are often the person in charge of the organization's correspondence. They are very often the first point of contact for visitors. Therefore they must display a highly professional image at all times.

The role of being a professional administrator requires: excellent office skills, organization, coordination and time management and other admin skills including filing, preparing for meetings, dealing with people, both on the telephone and face-to-face, exceptional interpersonal abilities, and first class business writing and communication skills.

WHO SHOULD ATTEND :-

Executive Secretaries, PPS, SPS, Private Secretaries, Personal Assistants, Technical executive and techno managerial, Stenographers and Office Staff who are working in administrative position, and new managers who are wish to improve their admin skills, or those who are about to be appointed to such a position.

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 **10:00AM on 15.09.2025** and will conclude at afternoon on **17.09.2025**

COURSE OUTLINE:-

- Maximizing and multiplying your value to your organization
- Contributing to your team / department's success
- Communication skills
- Effective Coordination Skills
- Managing your time
- Meeting Management
- Filing Systems
 - Why should organizations have a good filing system
 - Important things to know about filing
 - How to set up a filing system

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 14th Sept. 2025 (afternoon) & Checkout 17th Sept. 2025 (11:00AM)

PLACE OF STAY & WORKSHOP:- Hotel Presidency, Ernakulam Town, Kochi.

LAST DATE: - Last Date of Accepting nominations is **08.09.2025**. 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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