

Organisations. He is having PG Diploma in HRM, Industrial Engg. & BE (Mechanical Engg.). He is Six Sigma Black Belt, Lead Assessor ISO9000: 2000 & SA8000. He is a practitioner of NLP & Psychometric testing. He has participated in workshops & training programmes in Japan, Philippines, Thailand, Korea, Indonesia-Bali & Jakarta, Fiji, Bangladesh and Kathmandu. He has worked in the areas of IE including TQM, Kaizen, 5S, QC, Benchmarking, SCM, Six Sigma, Lean Manufacturing, Project & Materials Management, Soft Skills besides Strategic Management.

Faculty:

Apart from the ITMS, leading Experts and Practitioners in the field will be invited to share their views and expertise.

Registration

Nominations indicating the name(s) of the participant(s), designation, contact address etc. along with a crossed cheque/demand draft for the participation fee favoring “Innovative Training & Management Services” payable at New Delhi may be sent 10 days before the start of the programme at the following address

K. G. Varshney, Managing Director
 Innovative Training and Management Services
 DDA SFS Flat No. 10, Sector 1 Pocket 1
 Dwarka, New Delhi-110075
 Telephone – 011-25089282 M- 09871323217
 Email: kg.varshney@itms.co.in,
 varshneykg@yahoo.co.in
 Web: www.itms.co.in

We thank the Organisations which sponsored participants in our past programmes

Rashtriya Ispat Nigam Ltd., GESCOM, BSES, Consultancy Development Centre, NTPC, NTPC-SAIL, Deptt. of Administrative Reforms, Govt. of Arunachal Pradesh, Ministry of Finance, Govt. of Maharashtra, Directorate of Health Services, Maharashtra, Govt. of Maharashtra, Deptt. of Horticulture, Govt. of Haryana, Shimla, Hyderabad Metropolitan Water & Sanitation Deptt., IOCL, Mahanadi Coalfields Ltd., Mid-day Meal Authority of UP, Ministry of Defence, NBCC, NHDC, Bhopal, Oil India, SJVNL (Joint Venture of GOI & HP), South Eastern Coalfields, SAIL, Ministry of Agriculture of UP, etc.

Our Forthcoming Training Programmes

Training Programme	Venue	Dates
Developing Leadership & Team Building Skills	Manali	June 12 – 16, 2017
Developing Leadership & Team Building Skills	Goa	September 18-22, 2017
Stress & Time Management	Puri	October 03 - 07, 2017
Modern Office Management	Goa	November 14-18, 2017
Stress & Time Management	Poovar Island	January 16-20, 2018
Developing Executive Secretaries	Kanyakumari	February 12-16, 2018

Residential Training Programme

on

DEVELOPING EXECUTIVE SECRETARIES

Focus: HR and IT

at

Shimla from May 22 - 26, 2017

&

Kanyakumari from February 12 – 16, 2018



By



Innovative Training & Management Services

Empowering Growth

NEW DELHI

Introduction:

We are in the era of fast changing business environment & talking of borderless organizations, Internet, E-Commerce, global market etc. Coping with the changing technology, changing attitude and moreover changing expectations are some of the greatest challenges facing Executive Secretaries. Today Senior Executives need much more support from their Secretaries to achieve their goals in the competitive environment. Their expectations are very high in terms of quality, timeliness of output, knowledge of new technology etc so as to save their precious time and improve productivity. The capabilities, approach and attitude of Secretaries have to therefore undergo a sea-change.

The Objectives:

This programme has been designed to:

- enable Secretaries to appreciate changing dimensions of our competitive environment;
- impart genuine appreciation of their new roles and responsibilities;
- enrich them with the qualities required of a Secretary to become an asset for the boss and organization, as a whole;
- enable Secretaries to enhance their knowledge and skills about the effective use of IT & other equipment's for improving their effectiveness in office.

Programme Contents

- Changing role of Administrative Professionals in the emerging socio-economic environment
- Enhancing effectiveness of Executive Secretaries
- Bosses expectations from Secretaries and Managing them effectively
- Effective use of Modern office equipment's
- IT for improving Office Effectiveness
- Verbal and Written Communication
- Team work & co-operation
- Managing Time and Stress
- Procedure & Paper work simplification
- Secretarial etiquettes & manners.

Methodology:

Training methodology of ITMS is unique and effective with interactive tools of learning including discussions, exercises, lectures business games & video clips etc.

Venue	Dates	Check-in	Checkout
Shimla	May 22-26, 2017	May 22 a/n	May 26 f/n
Kanyakumari	February 12 – 16, 2018	Feb 12 a/n	Feb 16 f/n

Participants Profile:

Administrative Professionals including Executive Secretaries. First line Managers, Office Supervisors, Office Assistants will also get benefitted from the programme.

Fee:

Fee is Rs. 44, 500 per participant plus the statutory Taxes @ 15% or as prevailing at that time. The fee covers the cost of boarding & lodging, reading materials, faculty fee, folder & stationery including half-day sightseeing.

A discount of Rs. 1500 per participant for sponsoring 2-3 participants from the same organization and Rs. 2500 per participant for more than three participants would be allowed. Nominations once accepted cannot be withdrawn, however substitution of names will be permitted.

Accompanied Spouse with the participant would be welcome on complimentary basis in the same room.

Programme Director:

Shri K. G. Varshney, Managing Director, Innovative Training & Management Services, former Dy. Director General, National Productivity Council, Ministry of C&I, Government of India, New Delhi.



He is an internationally recognized trainer-cum-Consultant who is having over 40 years of experience of rendering management consultancy & organising training programmes in the field of management for Government, PSUs, State Corporations, Banks and Service Sector Organisations including Private Sector