

No. EDN-H (21) B (15) 47/2022-(ALL TYPE TRAININGS)-

Directorate of Higher Education

Himachal Pradesh, Shimla-1

Telephone No. 0177-2653575, Extn. 234, Fax: 2812882,

E-mail: dhe-sml-hp@gov.in, genbr@rediffmail.com



Dated: Shimla-171001, the _____, 2022

To

**All the Deputy Director of Higher Education,
in Himachal Pradesh**

- Subject: -**
- 1 Residential Capacity Building Program for Secretaries, Assistants, and Stenographers at Port Blair, A & N Island.**
 - 2 Capacity Building Program for Secretaries, Assistants, and Stenographers at Port Blair, A & N Island.**

Please find enclosed herewith copies of Ref. Number: ITT/12/22-dated: 10.09.2022 received from the Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi on the subject cited above.

In this connection, you are hereby directed to do the needful in the matter accordingly and send the action taken report to this Directorate as well as to the quarter concerned.

Enclosures: 06 Pages.

(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh, Shimla-1

Endorsement No. Even, Dated: Shimla-1, the _____, 2022

Copy for information to:

- 1 The Director, National Academy of Human Resource Development, Office: A-304, Ground Floor, Defence Colony, New-Delhi refer to his/her References No. ITT/12/22-dated: 10.09.2022.
- ✓ 2 The Technical Officer (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh to upload the letter on Departmental Website.
- 3 Guard file.

Director of Higher Education
Himachal Pradesh, Shimla-1



Ref: ITT/12/22

10.09.2022

CEO/Director/VC/Commissioner/Officer I/c
Directorate of Higher Education, H. P.
Shimla,
Himachal Pradesh-171001



RESIDENTIAL CAPACITY BUILDING PROGRAM FOR SECRETARIES, ASSISTANTS AND STENOGRAPHERS AT PORT BLAIR, A&N ISLANDS

National Academy of Human Resource Development (NAHRD) was established to deliver competency-enhancing learning to officials of Central Govt., State Govt., 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.

A Residential Capacity Building Program for Secretaries, Assistants and Stenographers is being organized by NAHRD from **07.12.2022 to 10.12.2022** at **Port Blair, A&N Islands**.

The role of secretaries and other administrative professionals is growing exponentially and has never been diverse as it is today. They are increasingly required to perform demanding roles on behalf of their bosses and other managers and hence they are required to be equipped with the relevant knowledge and skills. They are the person in-charge of organization's correspondence and therefore, display a highly professional image at all times. Also, Modern office management has undergone a major change in the past decade. The pressures of increasing competition and complexity of business have forced managers to rely on more accurate, timely and complete information on which to base their decisions. However, for most of the organizations, the above remains a dream only as the most important link that is the Secretary' is not able to use Information Technology properly. This program has been designed for the benefit of executive and personal secretaries to provide them the skills to improve their interpersonal, behavioral and Information Technology Skills. After the workshop the participants shall have updated knowledge and skills on the following aspects:

- Office Management: The Emerging Paradigm Shift & Role of Executive Secretaries
- Information Technology - Basic Concepts
- Noting & Drafting
- Office Management & Office Administration
- Effective use of MS Office
- Behavioral and Interpersonal Skills
- Time Management & Stress Management
- E-mail Etiquettes

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B/P
Sh. Satish Sharma

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23/9/22

National Academy of Human Resource Development
Office : A-304, Ground Floor, Defence Colony, New Delhi-110024

The program is open for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers and those who are discharging secretarial duties and responsibilities. The modules will be delivered through Hands on Experience and a judicious mix of lecture, power point presentation, case examples and live participation.

Faculty

Sh. Rajesh Saxena is former Joint Secretary (Personnel), Ministry of Defence, Government of India. He has also served as Principal Director, Directorate of Personnel, Navy, HQ & Director, Defence Headquarters Training Institute (DHTI), Ministry of Defence. He is having experience with a number of government organizations including Institute of Secretariat Training & Management (ISTM), DoPT, Government of India where he has also served as a full time faculty member. He is MBA (Public Policy) from Faculty of Economics, University of Ljubljana, Solvenia. He is National Facilitator as accredited by Department of Personnel & Training

Smt. Shivani Garg Sabharwal is a Management & Behavioral Training Consultant. A Dale Carnegie Certified and armed with a Post Graduate Diploma in Business Administration, she has facilitated around 1200 plus hours of classroom delivery. With an experience of more than 15 years in the corporate world and certification in program 'Seven Habits of highly Effective People', she has delivered workshops as well as managed and trained teams of trainers. She carries an appropriate blend of corporate and training experience. The drive to apply management concepts taught in institutes to actual day working of the organizations is the rationale behind her trainings. She is a competent result oriented HR professional and has handled various HR Functions ranging from recruitment to performance management and on boarding to off boarding the employees. She possesses excellent interpersonal, communication and organizational skills with proven abilities, problem solving and learning. She has successfully designed and delivered workshops for various levels of participants and her sessions have been widely appreciated across industries.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to Ministry of Road Transport & Highways, Ministry of Commerce & Industry, LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy- Rs. 64,000/- plus GST @ 18% per participant

Twin Sharing- Rs. 55,000/- plus GST @ 18% per participant

Non-Residential- Rs. 45,000/- 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: Hotel Sentinel: Phoenix Bay, Port Blair, A&N Islands: 744101

Check In- 07.12.2022 (12:00 P.M.)

Check Out- 11.12.2022 (08:30 A.M.)

The workshop will commence at 4:00 P.M. on 07.12.2022 and will conclude at 5:30 P.M. on 10.12.2022.

Nominations may be sent through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith 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:

Bank: Kotak Mahindra Bank. A/c No. 8912179265. CA. IFSC Code. KKBK0004620

PAN: AAJFN7963N

GSTIN: 07AAJFN7963N1ZF

For further information or clarification kindly contact:

Rohit Agarwal

Vivek Manchanda

Email- rohit@nahrd.in
Phone- +91 9873057803

Email-vivek@nahrd.in
Phone-+91 9650745789

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. Please note that we are going to follow all protective measures against COVID-19. Participants and their accompanying guests (if any) shall be required to fulfill requirements as required by competent authorities at points of boarding and Port Blair. NAHRD shall not be responsible for the same. In addition, NAHRD may also require participants and their accompanying guests to fulfill certain requirement(s) which will be conveyed one week before the workshop.

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

In addition, we also request you to consider nominating officers for our other residential workshops (October 2022 to March 2023). Details are as under:

- Residential workshop on **Right to Information Act** from 10.10.2022 to 12.10.2022 at Udaipur (Rajasthan),
- Residential workshop on **Prevention of Sexual Harassment of Women at Workplace** from 10.10.2022 to 12.10.2022 at Udaipur (Rajasthan),
- Workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 09.11.2022 to 11.11.2022 at New Delhi,
- Residential workshop on **Official Language (Rajbhasha)** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Preventive Vigilance** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Recruitment Rules, Rosters & Reservation in Services** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Management of Training for HRD/ Training Department** from 16.11.2022 to 19.11.2022 at Jim Corbett National Park (Uttarakhand),
- Residential workshop on **Goods & Services Tax (GST)** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Residential workshop on **Audit, Accounting, Budgeting & Financial Management** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Residential **Capacity Building Program for Secretaries, Assistants & Stenographers** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Residential workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 07.12.2022 to 10.12.2022 at Port Blair (A&N Islands),
- Workshop on **Right to Information Act** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Prevention of Sexual Harassment of Women at Workplace** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Handling of Court Cases** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Public Premises (Eviction of Unauthorised Occupants) Act, 1971** from 16.01.2023 to 18.01.2023 at New Delhi,
- Workshop on **Government e-Marketplace (GeM) and Central Public Procurement Portal (CPPP)** from 19.01.2023 to 21.01.2023 at New Delhi,
- Workshop on **Labour Laws & HR Compliances** from 19.01.2023 to 21.01.2023 at Delhi,
- Workshop on **Pay Fixation Rules** from 19.01.2023 to 21.01.2023 at New Delhi,
- Workshop on **Parliamentary Procedures, Questions & Assurances** from 19.01.2023 to 21.01.2023 at New Delhi,

- Workshop on **Work Life Balance & Leadership Development** from 12.02.2023 to 15.02.2023 at Port Blair, A&N Islands,
- Workshop on **Contract Management, Dispute Resolution & Arbitration** from 12.02.2023 to 15.02.2023 at Port Blair, A&N Islands,
- Workshop on **Recruitment Rules, Rosters & Reservation in Services** from 12.02.2023 to 15.02.2023 at Port Blair, A&N Islands,
- Workshop on **Disciplinary Rules & Procedures** from 12.02.2023 to 15.02.2023 at Port Blair, A&N Islands,
- Workshop on **Public Private Partnership (PPP)** from 22.02.2023 to 25.02.2023 at Kathmandu (Nepal),
- Workshop on **Retirement Planning** from 22.02.2023 to 25.02.2023 at Kathmandu,
- Workshop on **Management of Training for HRD/ Training Department** from 22.02.2023 to 25.02.2023 at Kathmandu (Nepal),
- Workshop on **Public Procurement with e-Procurement (GeM & CPPP)** from 22.02.2023 to 25.02.2023 at Kathmandu (Nepal),
- Workshop on **Corporate Governance for Directors, Independent Directors and KMPs** from 26.02.2023 to 01.03.2023 at Kathmandu (Nepal),
- Workshop on **Corporate Social Responsibility** from 26.02.2023 to 01.03.2023 at Kathmandu (Nepal),
- Workshop on **Goods & Services Tax (GST)** from 26.02.2023 to 01.03.2023 at Kathmandu (Nepal),
- Workshop on **Audit, Accounting, Budgeting and Financial Management** from 26.02.2023 to 01.03.2023 at Kathmandu (Nepal).

You are advised to kindly refer to brochures for details about these workshops such as course content, venue, profile of faculty members etc. Detailed brochures for these workshops are available on our website (www.nahrd.in).

For further information or clarification kindly contact:

Rohit Agarwal

Email- rohit@nahrd.in

Phone- +91 9873057803

Vivek Manchanda

Email-vivek@nahrd.in

Phone-+91 9650745789

In addition, we can also organize online/ offline customized workshops for your organization as per your requirement. You are kindly requested to make most of the opportunity and send your nominations at the earliest.