

इंस्टिट्यूट ऑफ पब्लिक अड्मिनिस्ट्रेशन INSTITUTE OF PUBLIC ADMINISTRATION

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No.IPA/382/PE-01/2019-20

Dated 02.05.2019

To:

Heads of all Establishments

Sub: A Two day Workshop on PROFESSIONAL EXCELLENCE for Executive Assistants / Secretaries, Senior Secretaries, Personal Assistants, Administrative personnel, on June 14 & 15, 2019 at Hotel Vividus, No. 3, Kumarakrupa Road, Madhav Nagar, Bengaluru – 560 001.

Sir/Madam,

Executive Assistants / Secretaries, Office Secretaries, Administrative Professionals and Executive Personal Assistants need to work in a highly demanding and challenging work environment. More than basic office management, they are expected to juggle multiple tasks, be proactive, manage time, people and problems, communicate for results, think on their feet, and relate well to people at all levels. They communicate across levels within the organization including top management, external clients, vendors and senior professionals. Frequently, they act as a vital link between the top executive and various departments. Especially in times of change and innovation, Executive Secretaries need the ability to influence and be the best.

Keeping all the aspects in view, the Institute of Public Administration (IPA), Bengaluru, is conducting a Two Day Workshop on Professional Excellence on June 14 & 15, 2019 at Hotel Vividus, Bengaluru, covering the following topics.

PROGRAM COVERAGE (09.30 hrs.- 17.00 hrs.)

<ul style="list-style-type: none">● Role effectiveness.● Effective communication with Stakeholders.● Business Etiquette.● Assertiveness.● Interpersonal skills and Team work.	<ul style="list-style-type: none">● Time management, Planning Prioritizing and Organizing skills.● Managing Stress and Conflicting demands.● Equality and Diversity policies and issues.
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The Course Director for this workshop will be Ms. Mariam Mathews, CEO, Prometheus Centre for Human Resource Management, Bengaluru.

PARTICIPANTS PROFILE

Executive Assistants / Secretaries, Personal Assistants / Secretaries and Administrative Officers / personnel who are serving in a supportive role to Senior Executives / Heads of Departments.

PROGRAM FEE

- Rs. 10,000/- per Non-Resident participant + GST @ 18% = Rs. 1,800/-, Total Rs. 11,800/-.
- Rs. 19,000/- per Resident participant on twin-sharing basis if the Organization is nominating two officials (same gender) + GST @ 18% = Rs. 3,420/-, Total Rs. 22,420/-
- Rs. 24,500/- per Resident participant on single occupancy basis + GST @ 18% = Rs. 4,410/-, Total Rs. 28,910/-.

Check-in at Hotel after 13:00 Hours on 13.06.19 and check-out from Hotel before 12:00 Noon on 16.06.19.

IPA proposes to extend discounts, as follows:

- a) a Discount of 5% on program fee if more than 1 official is nominated.
- b) a Discount of 7.5% on program fee if more than 2 officials are nominated.
- c) a Discount of 10% on program fee if more than 3 officials are nominated.

Kindly send in your nominations along with the prescribed fee by way of DD drawn in favour of "Institute of Public Administration" payable at Bengaluru.

Yours faithfully,



(S.C. KOCHHAR)

Director

Cell No. : 098453 33383