JAIPUR PRODUCTIVITY CENTRE
JAIPUR

We offer the following services:

Consultancy – Improving Productivity for competitiveness through consultancy work. These includes:

- Organisational Process Re-engineering
- System & Procedure Analysis
- Manpower Assessment & Planning
- Manpower Restructuring
- Productivity Norms
- Designing Incentive Schemes
- Total Quality Management
- Implementing Productivity Techniques like Quality Circles, Kaizen, 5-S
- Lean/World Class Manufacturing

Training – Training to Senior/Middle/Junior level executives, Supervisors, Workers & Trade Union Leaders according to the needs of the organisation in above all subject and also in:

- e-Governance
- Human Resource Development including customised training programmes
- Project Management
- Zero Base Budgeting
- Systematic Problem Solving
- Total Quality Management
- Organisational Effectiveness
- Effective Office Administration & Management
- Effective Office Secretary
- Stress & Time Management
- Transformational Leadership

Please indicate your areas of interest so that relevant details can be provided.

Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O.Malviya Nagar
JAIPUR 302017

Forthcoming Residential Training Programmes*

<table>
<thead>
<tr>
<th>Programmes</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leading &amp; Managing Change</td>
<td>April 29 – May 03, 2013 at Mussoorie</td>
</tr>
<tr>
<td>Decision Making &amp; Problem Solving</td>
<td>May 20-24, 2013 at Mussoorie</td>
</tr>
<tr>
<td>Stress &amp; Time Management, Focus: Managerial Effectiveness</td>
<td>June 03-07, 2013 at Mussoorie</td>
</tr>
<tr>
<td>Development Programme for Executive Secretaries, Personal Assistants &amp; Office Staff</td>
<td>July 15-19, 2013 at Udaipur</td>
</tr>
<tr>
<td>Effective Office Administration &amp; Management, Focus: Knowledge Management</td>
<td>August 19-23, 2013 at Jaipur</td>
</tr>
<tr>
<td>Finance for Non-Financial Officials / Managers</td>
<td>September 02-06, 2013 at Mussoorie</td>
</tr>
</tbody>
</table>

* Participation Fee is Rs.34500/- plus service tax @12.36% per participant.

Last date for registration is 14 days before the commencement of each programme.

DEVELOPMENT PROGRAMME FOR OFFICE SECRETARIES, PERSONAL ASSISTANTS & OFFICE STAFF (Focus: e-Age)

At
Alka Hotel
UDAIPUR

JULY 15-19, 2013

ABOUT
JAIPUR PRODUCTIVITY CENTRE
JAIPUR

Jaipur Productivity Centre (JPC) is an autonomous organization established to promote productivity culture in India. JPC provides consultancy, training and undertakes research in the areas of productivity.

JPC Jaipur is engaged in providing training to employees at all levels in the areas of Productivity, Quality, Organisational Effectiveness and Human Resource Development. Consultancy assignments in above-mentioned areas are taken up based on the needs identified by the organisation.

JAIPUR PRODUCTIVITY CENTRE
JAIPUR, 302017

Productivity for Growth and Prosperity
INTRODUCTION:
The present day business and governance is characterised by growing size of organisations, fast changing technology, mounting turbulence in socio-economic environment. Increased complexities of business and administration, the need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it.

Senior executives now, more than ever, need support from their secretaries and staff to achieve the goals of the organisation. The expectations in terms of quality, timeliness of output, knowledge about the new and time management are indeed very high. The three technologies of computer, communication and office are converging to usher in integrated office systems. Coupled with the recent advances in internet, these have triggered the new concepts and patterns of management thought as well as methods of organising and managing work.

TARGET GROUP:
Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level office staff from Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous bodies, Banks, Research and Service organisation etc.

FACULTY:
Senior JPC faculty and experts from the field would conduct the programme.

VENUE & DURATION:
Hotel Alka, Udaipur
July 15-19, 2013
Check-in: 15.07.2013 (FN)
Check-out: 19.07.2013 (AN)

PARTICIPANT FEE:
Rs. 34500/- plus service tax @ 12.36% (Rs. Thirty Four Thousand and Five Hundred plus service tax @ 12.36% Only) per participant inclusive of Course Material, Boarding and Lodging arrangements during the programme.

The Demand Draft / Cheque should be drawn in favour of Jaipur Productivity Centre, Jaipur
For accompanying spouse, charges would be approximately Rs. 3750/- for the whole duration, payable at the hotel
For non-residential participation Rs. 24500/- plus service tax @ 12.36% per participant

Permanent Account No. AABT3316K
Service Tax Regn. No. AABT3316KSD002

LAST DATE FOR REGISTRATION:
The last date for the receipt of nomination along with the fee is July 01, 2013

ENQUIRIES:
The Programme Director (DP)
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O. Malviya Nagar
Jaipur -302017
Fax: 0141-2750473
Phone: 09414271490
e-mail: jpcjaipur@rediffmail.com

Productivity for Growth and Prosperity