SUB: -- REQUEST FOR NOMINATIONS FOR WORKSHOP'S

Respected Sir,

In this highly competitive environment there is a greater need for promoting performance excellence on a continuous basis. Emotions and Human values play an important role in building a work culture necessary for achieving peak performance. It is therefore, necessary that emotional quotient (EQ) be combined with spiritual quotient (SQ) Values are ideals that influence the quality of personal behaviour and Long Term Performance. Intelligently use of Emotions and Positive values play an important role in promoting performance excellence.

"BEHAVIOURAL SKILLS FOR BETTER PERFORMANCE"

(EMOTIONAL AND SPIRITUAL DIMENSIONS)

- Executives / Officers / Managers engaged in any Department in an Organization / Office.
- Executives Secretaries, PS/PA's Stenographers, Typist, Receptionists, Secretarial Assistants.
- Personnel engaged in Office: Sr. Executives, Administrative Officers, Section Officers, Superintendents, Office Managers, Assistants, Clerical Staff (UDC/LDC).
- Personnel engaged in Office: In Administration, Finance / Accounts, Technical Field
- Leaders / Activists of Employees Unions, Supervisors & Officers Associations & SC/ST & OBC Employees Welfare Associations.

DATE & VENUE

1. AT HOTEL TIBET, GANGTOK (SIKKIM) From JUNE 04th A/N - 07th F/N, 2013
2. AT HOTEL PREETHI CLASSIC TOWER, OOTTY (T.N.) From JUNE 22nd A/N - 25th F/N, 2013

THE COURSE FEES IS AS UNDER:

- Rs. 18,889/- Per Resident Participant Per Programme in Double Occupancy.
- Rs. 12,500/- Per Non Resident Participant Per Training Programme.
- Rs. 29,999/- Per Resident Participant Per Programme in Single Occupancy.

(In this stay of Wife/Husband of participant will be free)

We are sure you will find these Training Programme need based, Educative, Informative & Highly useful for your Organisation / Employees and therefore, would like to take advantage of the same by nominating your Officers / Officials for these workshops.

Kindly favour us with your nominations. The Nominations alongwith course fees in favour of "NATIONAL INSTITUTE OF MAN MANAGEMENT & ADVANCEMENT" (D.D. Payable at New Delhi) be sent us at the earliest.

With warm regards,

[Signature]

Executive Director

REGD. OFFICE: B-18, GROUND FLOOR, COMMUNITY CENTRE, JANAK PURI, NEW DELHI-110058
TELE. NO.: 25523783, 25511419, 9811153108  FAX: 011-25511419  E-mail: ejay3@bol.net.in
SUB: REQUEST FOR NOMINATIONS FOR WORKSHOP

AT GOA

Respected Sir,

The NATIONAL INSTITUTE OF MAN MANAGEMENT & ADVANCEMENT (NIMMA) is pleased to Conduct the following 2 Residential Workshops at Goa.

**IMPROVING EFFECTIVENESS OF PS/PA's & OFFICE STAFF**

- Secretaries, PS/PA's, Stenographers, Typists, Receptionists, Secretarial Assistants.
- Personnel engaged in Office: Sr. Executives, Administrative Officers, Section Officers, Superintendents, Office Managers, Assistants, Clerical Staff (UDC/LDC)

**LEADERSHIP DEVELOPMENT FOR HIGHER PRODUCTIVITY**

- Executives / Officers / Managers Engaged in Any Department in An Organization: Office Labour, HR Officers, Sr. Executives, Admin. Officers, Section Officers
- Leaders/Activists of Employees Unions, Supervisors & Officers Assns & SO/ST & OBG Employees Welfare Assn

**DATE & VENUE**


**PARTICIPATION FEES WILL BE**

Rs. 17,500/- Per Residential Participant per Programme in Twin Sharing.
Rs. 12,500/- Per Non-Resident Participant per Programme.
Rs. 21,500/- Per Resident Participant in Single Occupancy.

(In this stay of Wife / Husband of participant will be free)

We are sure you will find these Workshops need based, Educative, Informative & highly useful for your Organisation / Employees and therefore, would like to take advantage of the same by nominating your Officers / Officials for these Workshops.

Your nominations along with the Course fees (D.D drawn in favour of "NATIONAL INSTITUTE OF MAN MANAGEMENT & ADVANCEMENT") (Payable at New Delhi) be mailed to us at the earliest, to avoid last minute inconvenience.

With warm regards,

Yours faithfully,

(Ajay Sharma)

Executive Director