JAIPUR PRODUCTIVITY CENTRE
JAIPUR

We offer following services

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

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

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

- Human Resource Development including customised training programmes
- Project Management
- Systematic Problem Solving
- Organisational Effectiveness
- Effective Office Secretary
- E-Governance
- Stress & Time Management
- Managerial Effectiveness, Focus: Emotional Intelligence

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

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.

37th Residential Training on
EFFECTIVE OFFICE ADMINISTRATION & MANAGEMENT
(Focus: Knowledge Management)

At
Hotel Redfox
Jaipur

August 19-23, 2013

JAIPUR PRODUCTIVITY CENTRE
JAIPUR 302017
Effective Office Administration
& Management (Focus: KM)
August 19-23, 2013

The programme has been designed for senior and middle level officers/executives from Government departments, Public and Private sector organisations, Banks, Corporations, Research and Service organisations etc.

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

VENUE & DURATION:
Hotel Redfox, Jaipur
August 19-23, 2013
Check-in 19-08-2013 (FI)
Check-out 23-08-2013 (AN)
For accompanying spouse, charges would be approximately Rs 3000/- for the whole duration, payable at the hotel.

PARTICIPATION FEE:
Rs 34500/- plus service tax @ 12.36% (Rs. Thirty Four Thousand Five Hundred plus service tax @ 12.36%) per participant. This is inclusive of Course Material and the arrangement of boarding and lodging for the participant during the training programme.

Demand Draft should be drawn in favour of “Jaipur Productivity Centre, Jaipur” payable at Jaipur

Permanent Account No. AABTTJ3316K
Service Tax Regn. No. AABTTJ3316KSD002

LAST DATE FOR REGISTRATION
Nominations accompanied by participation fee should reach JPC Jaipur latest by August 05, 2013

ENQUIRIES:
Programme Director (KM)
Jaipur Productivity Centre
41, Income Tax Colony – 2,
P.O. Malviya Nagar,
Jagatpura Road,
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Productivity for Growth and Prosperity