Dear Sir / Madam,

You would be glad to know that Jaipur Productivity Centre, Jaipur is organising its 38th Residential Training Programme on “Finance for Non Financial Officials / Managers” from September 02-06, 2013 at Hotel Shiva Continental, Mussorie.

This programme aims to demystify finance and enable the participants to imbibe financial skills for effective cost management, for better decision making, in order to meet and overcome the challenges faced due to paradigm shifts in the working environment. These skills are essential to manage the new threats and take advantage of opportunities.

The brochure outlining details of the programme coverage and methodology is enclosed for your kind perusal. The programme fee of Rs.34500/- plus service tax @ 12.36% (Rs. Thirty Four Thousand and Five Hundred Only plus service tax @ 12.36%) per participant is inclusive of boarding, lodging and cost of programme material, stationery etc. The details for payment by ECS can be provided, if required.

We are sure that you would take full advantage of this and nominate a few officials / managers. The registration would be accepted on first-come-first-served basis. A registration form is also enclosed for your convenience along with the brochure. The last date for registration along with the participation fee is August 19, 2013.

Information about our programmes can also be downloaded from our website www.jpcaipur.org.

Kindly feel free to write to us if you require any clarifications about the programme or any other activity of JPC.

Thanking you and hoping for an early reply,

Yours sincerely,

(C.M. Khurana)
Director

Jaipur Productivity Centre
41, Income Tax Colony - 2, P.O. Malviya Nagar,
Jagatpura Road, Jaipur - 302 017
Fax : 0141-2750473 Ph.: 09414271400, 9610111392
Website : www.jpcaipur.org
E-mail : jpcjaipur@rediffmail.com

No.2013/38G
19-Jun-2013

29 JUN 2013
JAIPUR PRODUCTIVITY CENTRE
JAIPUR

We offer following services

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

- Workload analysis & Manpower Planning
- System & Procedure Analysis
- Designing Incentive Schemes
- Inventory Management
- Logistics & Supply Chain Management
- Implementing Productivity Techniques like Quality Circles, Kaizen, 5-S
- Lean Six Sigma
- TQM & KM

Training – Training to Senior/Middle/Junior level executives, Supervisor, Workers & Trade Union Leader 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
- Total Productive Maintenance
- Organisational Effectiveness
- Effective Office Administration & Management
- Effective Office Secretary

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

Forthcoming Residential Training Programmes

| Development Programme for Executive Secretaries, Personal Assistants & Office Staff | July 15-19, 2013 at Udaipur |
| Effective Office Administration & Management, Focus: Knowledge Management | August 19-23, 2013 at Jaipur |
| Finance for Non-Financial Officials / Managers | September 02-06, 2013 at Mussoorie |
| Stress & Time Management, Focus: Managerial Effectiveness | September 23-27, 2013 at Ooty |
| Managerial Effectiveness, Focus: Emotional Intelligence | October 21-25, 2013 at Jaipur |
| Finance for Non-Financial Officials / Managers | November 25-29, 2013 at Panaji (Goa) |

ABOUT JAIPUR PRODUCTIVITY CENTRE

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.

38th Residential Programme
On
FINANCE FOR NON FINANCIAL OFFICIALS / MANAGERS
(Focus: Demystification of Finance)

September 02-06, 2013

AT
Hotel Shiva Continental, Mussoorie

Jaipur Productivity Centre
JAIPUR

Director
Jaipur Productivity Centre
JAIPUR
**Introduction:**
Cost and finance play a vital role in translating organisational objectives and plans into desired results and is also one of the most important parameters for evaluation of organisational performance. Effective utilisation of money has become a very important contributor to the overall success of any organisation.

To be successful each manager/executive must be able to evaluate economic impact of his or her decision at each stage. This can be achieved by making cost-estimation, cost-reduction, cost-control and break-even etc. a part of daily working of a manager/executive. The omnipresent character of money in our organisations demands that all decision takers must be cost conscious and have adequate familiarity with various financial management terms and concepts.

**Programme Objectives:**
- The programme aims at exposing participants to terms, concepts, processes and techniques of financial management so as to demystify finance.
- To understand the behaviour of costs and their applications for decision making and control.
- To explain finance for everyday use without using the jargon.

**Topics for Discussion:**
- Overview of Financial Management
- Managerial Effectiveness & Financial Tools
- Cash to Accrual Base of Accounting
- Activity Based Costing & Budgeting
- Zero Base & Outcome Budgeting
- Interpretation of Financial Statements
- Ratio Analysis
- Balanced Scorecard
- Emerging Concepts in Finance
- Knowledge Management

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

**Participants’ Profile:**
Senior & Middle level Executives / Managers and Administrators from all functions of Government, Public and Private Sectors, Autonomous Organisations, Banks and other Financial Institutions, and Co-operative Sector

**Duration & Venue:**
September 02-06, 2013
Hotel Shiva Continental, Mussoorie
Check-in 02-09-2013 (FN)
Check-out 06-09-2013 (AN)

**Participation Fee:**
Rs.34500/- plus service tax @ 12.36% (Thirty Four thousand and Five hundred only plus service tax @ 12.36%) per participant for this residential programme. For accompanying spouse the charges would be approximately Rs.4000/- payable at the hotel, for the whole duration. The demand draft should be drawn in favour of Jaipur Productivity Centre, Jaipur

Permanent Account No. AABTJ3316K
Service Tax Regn. No. AABTJ3316KSD002

**Last Date for Registration:**
Nomination forms along with participation fee must be sent by August 19, 2013.

**Enquiries**
The Programme Director (FNF)
Jaipur Productivity Centre
41, Income Tax Colony-2, P.O. Malviya Nagar,
Jagatpura Road
JAIPUR-302017
Fax: 0141-2750473,
Phone: 09414271490
E-Mail : jpcjaipur@rediffmail.com
                     cmkhurana.jpr@gmail.com

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**NOMINATION FORM**

**38th RESIDENTIAL PROGRAMME ON FINANCE FOR NON FINANCIAL OFFICIALS / MANAGERS**

(Stes: Demystification of Finance)

September 02-06, 2013

**SPONSORING ORGANISATION**

**ADDRESS:**

**PARTICIPANT’S NAME**

e-mail: 

**DESIGNATION**

**Mobile:**

**Address**

1.

2.

3.

4.

**FEE:** Rs.34500/- plus service tax @ 12.36% per participant

Demand Draft to be drawn in favour of Jaipur Productivity Centre, Jaipur

D.D.No.: 

Date: 

Amount: 

Bank:

Please mail above details to:

Programme Director (FNF)
Jaipur Productivity Centre
41, Income Tax Colony -2, P.O.Malviya Nagar
Jagatpura Road,
JAIPUR - 302017
E-Mail : jpcjaipur@rediffmail.com
                     cmkhurana.jpr@gmail.com