

**4 DAYS RESIDENTIAL  
SECRETARIAL/ADMINISTRATIVE SKILL LEARNING PROGRAM**

**TOPIC:  
"EFFECTIVE SECRETARIAL & ADMINISTRATION SKILLS"**

**DATE:  
11-14 SEPTEMBER 2018  
(TUESDAY-FRIDAY)**

**VENUE :  
KEYS SELECT HOTEL AQUA GREEN,  
PORT BLAIR, ANDAMAN & NICHOBAR ISLANDS**



***STERLING INSTITUTE OF CORPORATE CONFERENCES & EVENTS  
KERALA***

**Log on: [www.sterlingeeventsindia.com](http://www.sterlingeeventsindia.com)  
Email: [info@sterlingeeventsindia.com](mailto:info@sterlingeeventsindia.com)**

## **ABOUT THE INSTITUTION**

Sterling Institute of Corporate Conferences & Events (SICC&E) is a Private professional Institution Established in the year 2005 at Palakkad District in Kerala State. The prime objective of the Institution is to organize/conduct Conferences & Events Viz. CEOs Meet, Leadership Development Learning Programs, Seminars, Soft Skills Training Programs in Corporate Management field. To glimpse Our Professional activities since 2005 please log on to our website [www.sterlingeventsindia.com](http://www.sterlingeventsindia.com).

## **PROGRAMME OVERVIEW**

The role of Secretaries/PA/CA/SPS has undergone remarkable transformation and increasingly, they have been called to take on challenging and professionally managing responsibilities. New roles require them to be an excellent communicator and able administrators, a good organizer, a diplomat and a decision maker individual. They have to understand the bosses and help in all ways to enhance their managerial effectiveness. In the sense, these personnel have to work to become an effective administrator. This Learning programme is designed to develop core professional skills necessary for a modern corporate secretary/administrator to function in a highly competitive and demanding corporate business environment.

## **TOPICS TO BE COVERED**

### **I. ADMN SKILLS**

- i) Changing role of secretaries
- ii) Effective writing skills
- iii) Managerial skills

### **III. TIME MANAGEMENT SKILLS**

- i) Goal setting
- ii) Time Management and identify time Wastage

### **II. RELATIONSHIP MANAGEMENT SKILLS**

- i) Cultivating relationship with Secretarial colleagues
- ii) Anticipating boss needs
- iii) Managing Colleagues.

### **IV. PRIORITIES AND COMMUNICATING SKILLS**

- i) Communication assumptions
- ii) Professional approach in understanding others feelings
- iii) Listing and responding professional Skills
- iv) Questioning Skills
- v) Conflict Management skills

## **PROFILE OF PARTICIPANTS:**

The programme is designed for Secretarial Personnel of Public and Private Sector organizations, such as Personnel Officers, Assistants, Executive Secretaries, Private Secretaries, Junior and Senior Executive and Confidential Assistants, Supervisors, Administrators & Officers of various departments. The learning outcome will immensely beneficial to the Coordinators of Secretarial functions of organizations. The training programme will also benefit Personal Secretaries, Assistants of Central and State government and its statutory organizations. Secretariat Officers of Academic and Financial Institutions would also benefited by undergoing this Learning programme.

**FACULTY: PROF. PRAVEEN SINGH**

He is currently Director & Lead Faculty of Cogito Training & Counseling Centre . He has been actively involved in Teaching (HRM & OB), Corporate Training & Consulting for more than 15 years. He is Visiting Professor of Management to several Business Schools affiliated with Mumbai University & SNDT University. He has taught HRM, OB, OT, T&D, OD, etc. and also been involved in a lot of Senior Management Development programmes for Corporate Organisations & Academic Institutions. He worked with a UK based Enterprise as Human Resource Manager and with a leading Management Consulting Company Counselor. Trainer Faculty at Reliance Energy Management Institute. He is an expert trainer in Attitudinal, Behavioral Training, HRD & Psychology.

**TENTATIVE SCHEDULE OF PROGRAM – 11-14 SEPTEMBER 2018 (TUESDAY-FRIDAY)**

date	Event	Time / Duration
11-09-2018 (Tuesday)	Check-in Lunch Registration/Inauguration Session I Tea/Coffee Session II (Q&A) Visit to Cellular Jail Show Dinner	12.00 Noon 13.00 Hrs – 14.00 Hrs 14.30 Hrs – 15.00 Hrs 15.00 Hrs – 16.30 Hrs 16.30 Hrs – 17.00 Hrs 17.00 Hrs – 17.30 Hrs 19.30 Hrs - 20.30 Hrs 21.00 Hrs
12-09-2018 (Wednesday)	Session III Tea/Coffee Session IV Lunch Session V Session VI (Q&A)	09.30 Hrs - 11.00 Hrs 11.00 Hrs - 11.30 Hrs 11.30 Hrs - 13.00 Hrs 13.00 Hrs - 14.00 Hrs 14.30 Hrs - 17.00 Hrs 17.00 Hrs - 17.30 Hr
13-09-2018 (Thursday)	Session IV: Study Tour Lunch Session	10.00 Hrs - 13.00 Hrs 13.00 Hrs - 14.00 Hrs 15.30 Hrs - 18.00 Hrs
14-09-2018 (Friday)	Valedictory Session Feedback session Check-out	09.30 Hrs – 10.30 Hrs 10.30 Hrs - 11.00 Hrs 12.00 Hrs.

**REACH THE VENUE/STAY & CHECK IN/OUT**

Port Blair is connected to mainland India through number of flights. Daily flights operate from Chennai, Kolkata & Bhubaneswar to Port Blair's **Veer Savarkar Airport** .. There is also a regular Jetlite flight from New Delhi via Kolkata during seasons. Further, Jet Airways operate to Hyderabad via Chennai. Spice jet has launched direct flight from Chennai to Port Blair, offering via connections from various other cities like Ahmadabad, Hyderabad, Mumbai. One can also reach Portblair by connecting flights from industrialized cities in India. **Keys Select Hotel Aqua Green** situated at a stone's throw distance from the Veer Savarkar International Airport, Port Blair, A&N. Participants will Check-in on **11th September 2018 by 12.00 noon** and will Check – out from the Hotel on **14<sup>th</sup> September 2018 at 12.00 Noon**. They will be provided **TWIN SHARING ACCOMMODATION**. (Prior and extended stay will be charged extra as per hotel tariff)

## **PROMINENCE OF PORT BLAIR, ANDAMAN & NICHOBAR ISLANDS**

Port Blair is the capital of approximately 350 islands that make up the Andaman and Nicobar Islands. The glistening beaches by the Bay of Bengal and the historically-significant landmarks promote Port Blair as a major tourist destination. Cellular Jail which is a former Penal Colony, the Japanese Bunkers from World War II, and Chatham Saw Mill belonging to the pre-independence days. Corbyn's Cove is one of the most picturesque beaches in Port Blair, offering a panoramic view of the Andaman horizon.

### **FEE**

The participation fee of **Rs. 25,000/- per participant** (Accompanying spouse Rs.15,000/ which includes all) (inclusive of Boarding, Accommodation, Program Materials, Kits, Limited entertainment, Limited Sightseeing at Rose Islands, Northbay Island, Naval Museum, Shopping), **(Prior or extended stay will be charged extra). Last minute cancellation of nomination will not be entertained, if any circumstances, a substitute be nominated or otherwise full participation fee). Sightseeing conveyance and admission fees of various points will be provided. All the activities charges will have to be borne by the participant.**

### **NOMINATIONS TO REACH**

Please send your nomination through e-mail at **info@sterlingeeventsindia.com** on or before **30<sup>th</sup> August 2018** followed by participation fee by **Demand Draft/NEFT/RTGS (Bank Account details will be provided on request through Email)** in favour of **M/s Sterling Institute of Corporate Conferences & Events** and payable at **Palakkad, Kerala**

### **SECRETARIAT**

**P Radhakrishnan  
Director**

**Sterling Institute of Corporate Conferences & Events  
6/514(15),Vijayalakshmi Complex,  
Malampuzha 100 Feet Road, Puthur  
Palakkad - 678 001, Kerala, India.  
Tel: 0491 2547761, 491-2547762  
M: 09447176424**

**Web: [www.sterlingeeventsindia.com](http://www.sterlingeeventsindia.com)  
E-mail: [info@sterlingeeventsindia.com](mailto:info@sterlingeeventsindia.com)**