



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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Ref. No.: SIERD/T-249B/2024
Date: 12.06.2024

To
The Director / Registrar
The HOD/ Heads of Personnel/Admin/Vigilance/HRD
All the Govt. Deptts, Autonomous Bodies & PSUs
Chairmen/CMDs/CEOs of Ports, Boards, Public Sector Banks,
Insurance Corporation and other Financial Institutions

Workshop On
"THE DIFFERENCE THAT MAKE THE DIFFERENCE – Personality
Development, Communication Skills, Team Work and Public Speaking
Skills for efficient Working in Offices”
Date 9th to 11th September 2024, Goa

Sir/Madam,

Greetings from **Systematic Institute of Economic Research & Development (SIERD)** New Delhi.

Our Institute has been organizing premier training program on application, interpretation and evaluation of statutory rules on Service, Finance matters and Human Resources handled by a team of competent and dedicated trainers. Based on the requirements received from our client organizations, we are organizing the below mentioned Workshop / training program.

INTRODUCTION:-

Employees need to have specific skills that enable them to face the demands of modern working life. On one hand they need to achieve professional excellence in managing their job while on the other hand they need to maintain a healthy living. In order to balance between the two, they need to imbibe the stress management techniques, essence of spirituality along with a set of behavioral skills both for personal development and to build a good working environment by improving inter-personal relationship in the workplace. The workshop is designed to give an overview of such skills which is considered as a revolutionary approach to human communication and development.

WHO SHOULD ATTEND :-

Junior / Middle level Executives / Supervisory Staff, Trade Union Leaders of all Cadres, Self Employed Entrepreneurs, Technical/ Non - Technical Personnel from any discipline who leads a team or will lead

FACULTY: -

The Sessions will be conducted by highly experienced faculty on interactive basis. Individual questions/doubts and their clarifications would be encouraged.

WORKSHOP DURATION:- The Programme will commence at **02:30PM on 09.09.2024** and will conclude at **05:00PM on 11.09.2024**

COURSE OUTLINE:-

- Personality Development – Qualities of a Good Personnel & Personality Styles
- Behavioral Skills in Personality Development
- Public Speaking – Basics
- Qualities of a Good Speaker;
- Developing Effectiveness in Public Speaking
- Communication Skills – Introduction, Types of Communication, Barriers to Communication
- Conflict Management – Concepts & Analysis
- Teamwork – Objectives & Benefits

FEE:-

Residential on Single Occupancy: Rs. 38000 + 18% GST total Rs. 44840/- Per Participant

Residential on twin sharing basis Rs. 28000 + 18% GST = Total Rs. 33040/- Per Participant

Non-Residential: Rs. 18000 + 18% GST = Total Rs. 21240/- Per Participant

Twin Sharing is available only for organizations nominating two officials (same gender). The participation fee for residential participant covers the cost of lodging, boarding, meals & study material of the participants. Spouse or one Family member are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ or one family member. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE: Check in 9th Sept. 2024 (afternoon) & Checkout 12th Sept. 2024 (11:00AM)

PLACE OF STAY & WORKSHOP:- Hotel Regenta Central, North Goa.

Non- Residential participants will have to be report at 01:00 P.M. on 09.09.2024.

LAST DATE: - Last Date of Accepting nominations is 31.08.2024. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

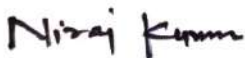
NOMINATION: -

The Organization may please send the nominations stating the participants Name, Designation, their Mobile No. and Contact No. & e-mail ID. Kindly also provide GSTIN of your organization at time of Nomination. For making payment through DD/Cheque/NEFT/Pay Order/PFMS/IMPS/RTGS drawn in favor of **“Systematic Institute of Economic Research & Development”** payable at New Delhi. NEFT payment may be made direct to Current **A/c No. 62310200000135 (IFSC Code BARB0VJMAYA, MICR NO. 110012391) Bank of Baroda, Mayapuri Branch, New Delhi** under intimation by email. PAN No. BXPPK7937K **GSTIN-07BXPPK7937K1ZN**

Since limited seats are available for the present workshop, nominations will be accepted on first-cum-first-serve basis. Nomination once confirmed cannot be cancelled; however substitution of participant is permissible. In case nominated participant is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from this opportunity.

We shall be glad to accommodate the nominations from your organization.



Neeraj Kumar

Program Coordinator

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