



**SYSTEMATIC INSTITUTE OF
ECONOMIC RESEARCH & DEVELOPMENT**

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Ref. No.: SIERD/T-250G/2024
Date: 02.09.2024

To
The Director / Registrar
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
"Business Development, Team Building, Motivation and
Leadership Skills for Improving Organizational Performance"
Date 22nd to 24th October 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:-

Effective management is a result of persistent efforts in multiple dimensions be it the formulation of strategies or the smooth functioning of day-to-day activities. The complexity in management partially arises due to how organizations juggle between the efforts that focus on long-term objectives and handling daily nitty-gritty.

WHO SHOULD ATTEND :-

The workshop has been designed to meet the requirements of work persons/employees/supervisory personnel and Junior/middle level officer's employed in mines, factories/PSU's, office establishments etc

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 **10:00AM** on **22.10.2024** and will conclude in afternoon on **24.10.2024**

COURSE OUTLINE:-

- Understanding Transformational Leadership
- Transformational Leadership Styles
- Skills & Attributes of a Transformational Leader
- Communication Skills
- Enhancing Effectiveness in Communication
- Team Building
- Motivation

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 Family members are welcome on complimentary basis. Nomination on single occupancy is mandatory in case any participant wants to bring his/her spouse/ family members. Participation fees for non- residential participant include cost of lunch and study material.

RESIDENTIAL CANDIDATE:- Check in 21st October 2024 (afternoon) & Checkout 24th Oct. 2024 (11:00AM)

PLACE OF STAY & WORKSHOP:- Hotel Zone Connect, Parra, North Goa.

LAST DATE: - Last Date of Accepting nominations is 14.10.2024. Nomination can also be forwarded after the last date on Enquiry/Confirmation.

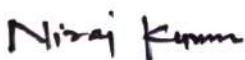
NOMINATION: -

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 work persons/employee's/middle level officer's 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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