

Date: 22 April, 2024

Dear Sir / Madam,

**HR Training cum Facilitation Programme on
“Efficiency to Effectiveness”
09th May 2024, The Park Hotel, 15 Parliament Street, New Delhi**

Greetings from SEPC!!

As you are aware, the services sector is one of the fastest growing sectors of the Indian economy whereas a nodal organisation for services export promotion, Services Export Promotion Council (SEPC) as an apex body has been set up by the Ministry of Commerce & Industry, Government of India. We serve India's services sectors through four major activities; Trade Intelligence, Export Development, Export Promotion/Investment and Enabling Business Environment.

HR Training and development offers a company's human capital, the chance to cultivate their skills and improve their performance, with both current and future roles in mind. Also, Training is a key element of company's organizational culture, due to the rapidly changing nature of the markets.

In this background, we are pleased to inform you that SEPC is organizing one day HR Training cum Facilitation Program on **“Efficiency to Effectiveness” on 9th May 2024 from 10 AM to 5 PM at The Park Hotel, No.15, Parliament Street, New Delhi. Registration will start at 9.30 AM.**

This training programme is designed to develop HR Executives / Officers into the dynamics of leadership excellence with a focus on the following key areas:

- Working together
- Emotional Smartness
- Mindset of creating possibilities
- Communication
- Excellence

We are writing to request you to kindly nominate HR Executives / Officers from your organisation and take advantage of this important training programme. **A nominal delegate fee of Rs.3000/- (including GST) per participant** is being charged to cover the administrative cost. Tentative programme schedule is enclosed for your reference.

To nominate please register in advance at: <https://forms.gle/8PGZMkCJ3ocETDXH9>

We believe this program will provide valuable insights into enhancing your leadership skills and contributing to organizational efficiency.

With best regards



Sudhir Saxena
Joint Director – HR

Tentative Programme

09:30AM – 10:00 AM	Registration
Opening Remarks: 10:00 AM – 10:15 AM	
Session 1 10:15 AM - 11:30AM	<ul style="list-style-type: none"> • Breaking the ice and setting the mood and the tone would take the initial minutes (15-20 minutes) • Where do I stand and where am I headed -- self-assessment activity and inward-looking to gauge the real self. • Johari Window model (60 mins)
11:30 AM - 12:00 PM:	Tea/Coffee Break
Session 2 12:00 PM - 1:30 PM:	<ul style="list-style-type: none"> • 4 distinct personalities to understand and mark - The Personality Matrix • The Flowing Ball and Block-Stack Challenge (90 mins)
1:30 PM - 2:00 PM:	Lunch
Session 3 2:00 PM - 4:30 PM:	<ul style="list-style-type: none"> • Activity: Communication mime • The String Challenge • Listen Carefully • Strategies • Goal ahead • Open House
4:30 PM - 5:00 PM:	Distribution of Certificates to all the participants
5 PM	Tea / Coffee & End of Programme

HR Training cum Facilitation Programme on

SEPC

SERVICES EXPORT PROMOTION COUNCIL

(Set up by Ministry of Commerce and Industry, Government of India)

www.servicesepec.org

Efficiency to Effectiveness

The one day programme will focus on:

- Working Together
- Emotional Smartness
- Mindset of Creating Possibilities
- Communication
- Excellence



Dr. Viveik Pandit

Author | Trainer | Speaker | Prof | Coach

May 9th 2024 | 09:30 AM - 05:00 PM

The Park Hotel, Parliament Street, New Delhi

Register now at : <https://forms.gle/8PGZMkCJ3ocETDXH9>

PARTICIPATION FEE:

₹ 3000/-
(Including GST)
Per Person

BANK DETAILS:

NAME - SERVICES EXPORT PROMOTION COUNCIL
ACCOUNT NO- 167104000118514
IFSC CODE- IBKL0000167
BANK ADDRESS- IDBI BANK LTD,
D-823, NEW FRIENDS COLONY, NEW DELHI-110065

SCAN & PAY



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