

NIPS: Personality training for administrative purposes

A Staff Reporter

The National Institute of Professional Secretaries (NIPS) has arranged a One day training program on 'Potential Plus' for members and also for non members at The Blue Diamond from 9:00 a.m. to 5:00 p.m. on May 15, 2001.

The trainer is Minocher Patel the Director of Ecole Solitaire India's first finishing school. 'Potential Plus' is a self-development module for Administrative Professionals, front office, senior office assistants and Secretaries. The salient features of the program are confidence building, self esteem, positive action and positive thinking, effective non-verbal communication, active listening, effective inter-

personal skills for better teamwork.

NIPS is an All India group OF-FOF-By Lady administrative professionals, functioning to ensure that our members regularly interact with 2400 secretaries and administrative professionals at national conventions and seminars at national level.

The Pune chapter which was established in 1987 is now proud of its 183 members who are working as Administrative professionals or Executive assistants or Personal or Confidential Secretaries in the Corporate sector.

It is noticed that companies cannot always create special training programs for their secretarial and administrative staff.

Hence NIPS is committed to this cause of upgrading their members skills, which in turn enhances their self respect, boosts their moral and widens their scope by making them aware of their professional capabilities and qualities.

For registrations call Hyacinth Arva at 6834163.

