



राष्ट्रीय सामाजिक सुरक्षा अनुसंधान एवं प्रशिक्षण अकादमी
NATIONAL ACADEMY FOR TRAINING & RESEARCH IN SOCIAL SECURITY
कर्मचारी भविष्य निधि संगठन दृश्रम मंत्रालय भारत सरकार
Employees' Provident Fund Organisation (Ministry of Labour, Govt. of India)
30-31, इंस्टीट्यूशनल एरिया, जनकपुरी, नई दिल्ली 110 058
30-31, Institutional Area, Janak Puri, New Delhi-110058
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Email: natrss@hotmail.com

No: 13/19/2011-2012/NATRSS/6677

Dated: 14.02.2012

To

The Regional PF Commissioner –I,
All Regional Offices.

Sub: Training on "Communication & Presentation Skills" scheduled to be held on 05-03-2012 –07-03-2012
Nomination(s) - reg.

Sir,

The National Academy for Training and Research in Social Security (NATRSS) has scheduled a three-days Training on "Communication & Presentation Skills" from 05-03-2012 to 07-03-2012 in its premises at -

30-31 Institutional Area, D-Block, Janak Puri, New Delhi-110058.

The course will broadly cover the following topics and at the end of the course, the participants would be able to:

- Identify the characteristics of effective Communication
- Negotiation and conflict avoidance through Communication.
- Transactional Analysis & better Strategy for Communication.
- How to be a Good Speaker & Presenter.

You are requested to nominate one Officer of RPFC-II/APFC level from your region including SROs for the above mentioned training programme who have not undergone this training programme earlier. It may also be ensured that **no officer who is retiring in this financial year is nominated.**

The name of the nominated officer may please be communicated latest by **27-02-2012.**

The accommodation in the hostel will be available from one day before the commencement of the programme till one day after the completion of the training programme. Any extension beyond this will require specific approval of Director, NATRSS.

You are requested to relieve the officer(s) on receipt of confirmation from NATRSS with a direction to report to NATRSS on **05-03-2012** at **9.30 A.M.** sharp.

(This issues with the approval of Director, NATRSS)

Yours faithfully,

(G.R. Suchindranath)

Deputy Director & Course Director
Phone: 28526525