

Dear Members,

The support you provide as an administrative professional is vital to your organization's ability to achieve its goals and objectives. Today, most senior **managers expect you to have leadership and management skills** in order to set your own administrative priorities. In addition, you must have skills to manage all contacts, create, store and retrieve documents, plus a broad variety of other administrative skills. To do this successfully, **you need to have strategic insight and be able to innovate** better processes. At the same time, you must be tactical, process-oriented and driven toward continuous improvement.

This month we bring forth an interesting lecture by **Ms. Madhuri Lele** – Licensed Trainer from **LMI Service N Solution** who will provide insights on **applying management and leadership skills to achieve all round continuous improvement** in your professional as well as personal life.

Leadership & Management skills go hand in hand for personal growth. Your immediate takeaway will be :

- Manage changing responsibilities effectively.
- Communicate and negotiate with confidence.
- Apply management and leadership skills to achieve continuous improvement.

So, come one and all on :

Date & Time : Saturday 15th July, 2017, at 6:30 p.m.
Topic : **“Leadership and Management Skills”**
Venue : Royal Orchid Central (*Grandview Banquet Hall*)
Kalyani Nagar, Marisoft Annexe,
Pune – 411014
Tel : +91 20 4000 3000

Charges : Rs.120/- for members, Rs.200/- for non-members/guests.

RSVP : pavpf@kpcl.net - Dilnawaz Nekoo- 9011354955 **(last date for RSVP**

Wed. 12th July)

Looking forward to your presence in large numbers.

Best Regards,

Jasmine Jogi

IASAP , Chairperson