



Easy way to know us

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Happy Deepawali 2066

Courses in 2009

Diploma in Professional Skills (4 months)
to enhance **workplace professionalism.**

Certificate in Administrative Skills (12 weeks)
to become an efficient **administrative assistant.**

Certificate in Interpersonal Skills (3 weeks)
to develop **communication skills, self-confidence and personality.**

Our Campaign for 2009 - "Be More Professional"

Some of our successful campaigns and projects in the previous years have been "Customer Focus Year 2006", "Workshop Year 2007" and "Special Outreach Programs 2008". All these programs focused on a particular area and The New Era conducted programs that would highlight the importance of each of these areas.

For the year 2009, our team decided to focus on designing all our programs and courses with one theme - the need to instill professionalism in the workplace. We have noticed that many organizations, even those with the good reputations and large sales volume, are still not professional in many areas for instance while dealing with customers, making commitments, doing the necessary follow-up etc. Therefore this year, whatever course we are conducting we are making it a point to drive home the importance of having a professional mindset and the appropriate system of working in order to ensure rewarding results.

What is it - being more professional? Professionalism has to do with the correct attitude in the workplace, when dealing with both internal and external customers. Once you give your word, even in a simple matter, you have to make sure you stick to it. No excuses, no justification, no blame-game. These are some of the common tactics of managers and employees in far too many organizations in our country. We wish to highlight

the necessity of every member of an organization wanting to fulfill their duties with energy, with enthusiasm and with the desire of putting the other person first.

Workers who are professional complete their tasks on time, they check every little detail thoroughly, they double-check to avoid errors and re-work and they seek feedback on their performance. They do not take things for granted. They do not procrastinate. They do not blame others for their mistakes. They follow strict professional ethics in every aspect of their job. This sort of attitude is necessary for our country - from the highest levels of our government right down to the neighborhood shop supplying our daily necessities. Our human resource needs to be trained keeping in mind the need to follow professional systems and styles of working .

In order to guide our trainees to follow the good habits of working in a professional manner when they begin their careers, we center all our discussions with this main theme in mind, we practice professional habits and systems at our Institute itself and help them realize the difference between working for the sake of working versus working within a professional framework and in a professional work environment.

Niti Rana



Say NO to School Bullying

Please become one of our "Partners for Protection." We need your assistance and support for the above projects in order to create bully-free schools in Nepal.

For more information contact:
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Hold The Key To Unlock Yourself

"Believe in yourself" - simple theory but how many of us can truly admit that we have faith and believe in ourselves? Sadly, our cultural background and education has instilled negativity into our mind, body and soul. We begin to doubt ourselves!

Interesting how a story of the elephant reflects this. Have you been to a circus and seen the big elephant performing, so loyal to his trainer? Have you ever wondered why the big and powerful elephant didn't break the chain? He could easily break it and free himself, but he didn't do so! Why?

Well, when the elephant was so much younger, he was chained and he probably tried to escape. But tried as he might, he couldn't escape. And as he grew older,

he came to believe the chain was unbreakable. Therefore, no matter how big his size is now, his mind is a prisoner of his old belief! Unless he changes his mindset, or has a paradigm shift, I doubt if he will ever escape the chain.

Most of us are like the elephant, we are bound by old belief. Most of the time, we believe we can't do it. We are comfortable in our old belief that we do not want to change, or even challenge ourselves to move forward. We are afraid and we fear the unknown. The chain looks so big, we couldn't possibly break it! Unless we start to have a paradigm shift and break away from your old belief and start to trust and believe in ourselves, we will always be like the big powerful elephant chained by the chain.

No one can help us escape our mind prison, except ourselves! **Start believing in yourself! Remember you hold the key to unlock yourself from the prison of your own mind.**

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Congratulations



Hearty Congratulations
to
Ms. Mamta Thapa
for being promoted to the position
of Deputy Director.

My Twelve Years at The New Era

'Over the course of the next five years, what challenges do you think we'll be facing and where will we all be?' Will we be successful in earning a good name, fame, money and most importantly a good career? Like any curious youngster, these were the questions my batch mates and I used to ask each other when we were undergoing Diploma in Secretarial Management Training in 1996 at The New Era Institute. Luckily, right after the completion of my course, I got the opportunity to work as a part-time Assistant Trainer at The New Era itself. Even though I was a total novice, I thought, this was good way to start my career.

Working at The New Era has been a wonderful experience. There have been moments of exultation and moments of deep anguish, times when there was cause for anxiety and times when there was reason to celebrate. There are times when we are short-tempered, stressed, sleep-deprived and can't fathom why our duty means so much but when we look at the accomplishments we can't stop grinning from ear to ear!

There are those who say 'So, are you still working at The New Era?', to which my response in the beginning used to be cold silence or a slightly embarrassed 'yes' but now after 12 years at TNE, I respond with a proud and confident 'Yes'.

There are a host of people to whom acknowledgement is due for helping me mature in more than one way. First of all, my sincere gratitude to our respected

Director Dr. Niti Rana. The values, discipline, confidence, zeal and guidance I have imbibed from her will continue to inspire me throughout my life. I would like to pay homage to a very wonderful human being late Mr. Amar SJB Rana, whose optimism and great sense of humour will always encourage me to look at the brighter side of life. We all miss him. My sincere thanks to all my teachers/colleagues (past & present) for being such exceptional people, for their cooperation, continual support and for being there through thick and thin. I do hope that we will continue to work together with the same enthusiasm, dedication and team spirit. I would like to certainly thank all my students for the love and respect they have showered upon me.

From a coy part-time Assistant Trainer to the Deputy Director, I guess, it's a road far traveled. My 12 years of experience has really helped me to learn that hard work and perseverance can push you to accomplish great things. In the current hyperactive working world, there are several obstacles at every turn. So, besides qualifications and skills, one needs to be determined, consistent and tactful to handle things efficiently.

Since its establishment almost 20 years ago, TNE has stood strong and each one of us is confident that it will stand so in future too. I believe that the best preparation for a good future is a present well done.

Mamta Thapa

Mrs. Reena Chand did her Diploma in Secretarial Management from The New Era Institute in 1992. She received her Masters in Business Administration from Tribhuvan University. At present, she is the Relationship Manager at Nepal Investment Bank Limited.



1. Why did you choose to undergo training at The New Era?

It was through Late Princess Sruti that I learned about The New Era. When she told me that she was joining an institute where she would be learning personality development, public speaking, travel planning, banking etc I was lured too.

2. What were your expectations when you joined The New Era as a fresh trainee?

I joined The New Era thinking it would be interesting to learn new subject matters like shorthand, personality development, public speaking etc. And I wasn't wrong.

3. What do you remember most about The New Era?

I remember the punctuality that was practiced at The New Era; be it by the students or the teaching staff.

4. What differences did you find in yourself after the training?

The New Era has been a changing factor in my life. Here I learned that academic excellence alone is worthless without a proper personality makeover. In the short period of six months at The New Era I gathered something very important in life - CONFIDENCE.

5. How would you sum up your experience at The New Era?

At The New Era, I also earned the simple things useful in life like the proper way to walk, the proper way to have a telephone conversation, the correct way to write an application, prepare an invitation which I guess I'd never be able to learn from anyone. By the end of six months at The New Era, I was more confident than ever before.

6. Has The New Era helped you in your career?

In my banking career I come across people from all walks of lives. My knowledge of different subject matters that I'd learned at The New Era has always been helpful to me

7. Any words of advice for the present students of The New Era?

Your choice of joining The New Era is one of the best things that can happen to you. Make the best of your days here.



In fond memory of
Mr. Amar S.J.B. Rana

A year has passed since Mr. Amar S.J.B. Rana – an integral part of our Institute – left us for his heavenly abode.

His untimely demise was a very sad event but we remember his positive spirit, helpful nature and his wonderful sense of humour. These qualities give us strength and guide us to strive harder in life and bravely face our daily challenges.

The New Era Family

Scholarships 2008/09

For the past 19 years, we have been providing scholarships in all our courses to a number of individuals and organizations.

Courses	Number of Students
Diploma in Secretarial Management	1
Mini Secretarial Training	1
Special Program in English	1
Certificate in Administrative Skills	2

We will continue to assist and support deserving candidates.