

## ABOUT NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council (NPC) is a national level organisation promoting productivity culture in India. Established as a registered society by Government of India, NPC is functioning under Ministry of Commerce & Industry. It is an autonomous, tripartite, non-profit organisation having equal representation from government, employer and worker organisations and from technical and professional institutions on its Governing Council. NPC provides consultancy and training, and undertakes research in the areas of productivity besides implementing productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which Government of India is a founder member.

NPC is engaged in providing training in the areas of Productivity, Quality and Organisational Effectiveness for more than five decades in India. Consultancy assignments are taken up on the basis of the requirements identified. The services offered include:

- Total Quality Management (TQM) & Six Sigma
- World Class / Lean Manufacturing
- Implementing Productivity Techniques like quality Circles, Kaizen, 5-S
- Productivity Study and Productivity Norms
- Impact Assessment & Evaluation Studies
- Productivity and Competitiveness Studies
- Organisational / Business Process Re-engineering
- System & Procedure Analysis and Manpower Assessment & Planning
- Management Development Training
- Training Needs Assessment
- Designing Performance Appraisal System
- Competency Mapping, HR Audit
- Customer Satisfaction Measurement

**TRAINING:** Training is provided to Senior/Middle/Junior level executives, Supervisors Workers Trade Union Leaders from Private, Public, Government, Cooperative Sectors, Banks, etc., according to the needs of the organisations with the focus on providing inputs for improved resource management and enhancing managerial adaptability to meet the requirements of fast changing work environment.

## FORTHCOMING TRAINING PROGRAMME OF ES GROUP

PROGRAMME	DATES	VENUE
Project Management, Monitoring and Evaluation	Oct 08-12, 2018	Gangtok, Sikkim
Conflict Resolution and Strategic Financial Management	Nov 19-23, 2018	Port Blair, A&N Islands
Effective Office Administration & Financial Management	Dec 10-14, 2018	Kovalam, Kerala
Project Management, Monitoring and Evaluation	Jan 7-11, 2019	Port Blair, A&N Islands
Performance & Financial Management for Organizational Excellence	Feb 18-22, 2019	Munnar, Kerala

## RESIDENTIAL TRAINING PROGRAMME ON

## Effective Office Administration & Financial Management

Khajuraho, Madhya Pradesh

August 27-31, 2018



Organized By



**Economic Services Group**  
**NATIONAL PRODUCTIVITY COUNCIL**

(Under Ministry of Commerce & Industry, Govt. of India)

Lodi Road, New Delhi - 110003

## INTRODUCTION

Effective Office Administration (EOA) and Financial Management (FM) is sine-qua-non for the success of any organization in today's competitive world. Some of the important skills required for EOA can be identified as leadership qualities, communication skills, human resource management, financial management etc. In the globalised era, it has become imperative for all employees to upgrade their knowledge and skills on a regular basis to attain higher organizational as well as personal excellence. A major managerial challenge is to build a productive team and also to effectively manage and utilize available human resources so that individuals function efficiently.

Good Financial Management is essential for an organization to succeed. Many Organizations have failed due to poor financial management. National Productivity Council (NPC) Training programme shall emphasize on various aspects of managing financial resources more productively.

Keeping in view of the requirements of modern organizations, NPC Training programme has been designed to equip the participants in effectively handling Office Administration and Financial Management so that managerial efficiency as well as organizational productivity is constantly improved.

## OBJECTIVES

- o To provide an understanding on the concept of Effective Office Administration and Financial Management.
- o To help the participant to develop skills for team work and conflicts management.
- o To understand various aspects of Financial Management.
- o To provide the participants with an opportunity to share their experiences and also to understand different managerial styles.

## CONTENTS

- o Basic concepts on Effective Office Administration
- o Leadership and Communication Skills
- o Trends and Challenges in Office Management
- o Organisational Communication and Team Performance
- o Tools and techniques of Financial Risk Management
- o Financial Decision Making & Valuation Techniques

## PARTICIPANT'S PROFILE

Officials from various functions of Government Departments, Academic Institutions, Public Sector, Co-operatives, Corporations, Labour Unions/Associations, Boards, Financial Institutions & Autonomous Organizations etc. The programme is also useful for Executives/Officers/Section Officers who are likely to assume the managerial role in future.

## FACULTY

Senior NPC consultants and domain experts would conduct the training programme.

## METHODOLOGY

Methodology of the training programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

## CERTIFICATE OF PARTICIPATION

NPC will give certificate of participation along with a copy of group photograph to each participant on the conclusion of the programme.

## PROGRAMME SCHEDULE

<b>Khajuraho, Madhya Pradesh</b>	<b>(August 27-31, 2018)</b>
Programme starts on	27-08-2018 at 1530 hrs.
Programme closes on	30-08-2018 at 1800 hrs.
Check in for Residential Participants	27-08-2018 (AN)
Check out for Residential Participants	31-08-2018 (FN)

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be booked for a total of 15 participants on first-come-first-served basis subject to realisation of participation fee before the start of the programme.

## PARTICIPATION FEE

Rs. 48,000 (Rupees Forty Eight Thousand only) plus GST @ 18% per participant for Residential Participants. The fee includes boarding/lodging charges and the cost of programme material. Rs 36,000 (Rupees Thirty six Thousand only) plus GST @ 18% per participant for Non Residential Participants. **As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.**

Fee may be remitted either through Demand Draft, RTGS or NEFT.

- The Demand Draft should be drawn in favour of **National Productivity Council** payable at **New Delhi**.
- National Productivity Council Bank Details  
**Indian Overseas Bank, Golf Links, New Delhi –110003**  
**SB A/c No. 026501000009207 IFS Code: IOBA0000265**  
**MICR Code of Bank: 110020007**  
**GSTIN: 07AAATN0402F1Z8 PAN: AAATN0402F**

For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.9,000 and Rs.7,000 respectively for the entire duration, payable directly to the hotel by the participant.

Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

## CONTACT INFORMATION

Further enquiries regarding participation in the Training Programme may be addressed to:

**Shri Rajesh Sund**

**Faculty; Deputy Director(ES)**

**& Programme Coordinator, NPC**

**Ph.91-11-24607303/09868844272**

**Fax: 91-11-24615002; Email: rajesh.sund@npcindia.gov.in**

## REGISTRATION

Nominations stating **GST No. of Organization/Institution, Participant's Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID**, along with DD/Cheque or details of UTR No. towards Participation fees including GST @ 18% should reach latest by **August 11, 2018** to the following address:

**Dr. K P Sunny**

**Programme Director & Group Head (ES)**

**NATIONAL PRODUCTIVITY COUNCIL**

**5-6 Institutional Area, Lodhi Road, New Delhi 110 003**

**Phone: 91-11-24607350/09811045547**

**Fax: 91-11-24615002; Email: kp.sunny@npcindia.gov.in**