



# NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

**“Office Effectiveness Management  
With focus on Lean office,  
5S and Productivity improvement practices”**

From 22<sup>nd</sup> - 26<sup>th</sup> October 2018  
at Kathmandu



## INTRODUCTION

Office Effectiveness Management (OEM) with focus on Lean office, 5S and Productivity improvement practices are sine-qua-non for the success of any organization in today's competitive world. Some of the important skills required for EOM can be identified as leadership qualities, communication skills, human resource management, Productivity Improvement Tools 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 goals. A major managerial challenge is to build a productive team and also to effectively manage available human resources so that individuals function efficiently.

Good Productivity Improvement Tools is essential for an organization to succeed. Many Organizations have failed due to poor Productivity Tools. National Productivity Council (NPC) Training programme on 'Office Effectiveness Management with focus on Lean office, 5S and Productivity improvement practices' shall emphasize on OEM and the requirement for managing Office Productivity.

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

## OBJECTIVES

- ⇒ To provide an understanding on the concept of Office Effectiveness Management and Productivity Improvement Tools
- ⇒ To understand various aspects of Productivity Improvement Tools
- ⇒ To help the participant to develop skills for team work and conflicts management
- ⇒ To provide the participants with an opportunity to share their experiences and also to understand different management styles

## BROAD COURSE CONTENTS

- ⇒ Basic concepts on Office Effectiveness Management
- ⇒ Tools and techniques for improving managerial effectiveness
- ⇒ Leadership and Communication Skills
- ⇒ Trends and Challenges in Office Management
- ⇒ Organizational Communication and Team Performance
- ⇒ Various aspects of Productivity Improvement Tools
- ⇒ 5S, Kaizen and other Productivity Improvement Tools
- ⇒ Case studies and panel discussions

## PARTICIPANTS PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions etc.

## FACULTY & PEDAGOGY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field .The training methodology will have focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

## PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

<b>Program Code or Order No</b>	NPC / GN / IE / T12 / 228 / 2018-19
<b>The participation fee on Residential basis</b>	Rs. 49,800/- Plus 18% GST per participant.
<b>The participation fee on Non-Residential basis</b>	Rs. 29,000/- Plus 18% GST per participant.
<b>Check In at Hotel/Resort</b>	11 AM Onwards on 22 <sup>nd</sup> October 2018
<b>Check Out at Hotel/Resort</b>	Before 11 AM on 26 <sup>th</sup> October 2018
<b>Venue :</b> Hotel Mirage Lords Inn Kathmandu, 310 Bhattisputali Road, Kathmandu, Nepal, Phone : +977 1 4487600 4479600, +977 1 4479800, <a href="http://www.lordshotels.com/mirage-lords-inn-kathmandu">http://www.lordshotels.com/mirage-lords-inn-kathmandu</a>	

## LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 15<sup>th</sup> October 2018

The nominating authority should ensure that the nominations are sent with Nominating authorities & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. in letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: **P.O No: NPC / GN / IE / T12 / 228 / 2018-19.**

## GENERAL INSTRUCTIONS

- ⇒ Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations. Last date for receiving nominations is 15<sup>th</sup> October 2018.
- ⇒ NPC will not provide accommodation before or after the above mentioned dates. There may be changes in the training schedule and field visit, if any odd situation arises & the same has to be adhered to.
- ⇒ NPC is not liable for personal expenses, boating, portorage, theft, accidents etc.
- ⇒ Every guest should always carry your original ID proof while travelling (Only Voter ID and Passport are valid in Kathmandu ).
- ⇒ The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s) and site visits. The fee once deposited is Non-refundable, however substitutions are allowed.

## PAYMENT DETAILS

Fee is to be paid by DD/Cheque in the name of <b>“National Productivity Council”</b>	ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi <b>SB A/C No. 026501000009207;</b> <b>MICR – 110020007;</b> IIFSC No. IOBA0000265
PAN No : AAATN0402F GST No. : 24AAATN0402F1ZC	In case of ECS payment (NEFT/ RTGS), the payment detail, UTR number and GST number may kindly be intimated (email) to programme coordinator.



## FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff	26 <sup>th</sup> - 30 <sup>th</sup> November 2018	Portblair	Rs. 49800 + 18% GST <b>(Residential)</b> Rs. 29,000 + 18% GST <b>(Non Residential)</b>
Systematic Problem Solving, Conflict & Change Management	17 <sup>th</sup> - 2 <sup>nd</sup> December 2018	Goa	Rs. 49800 + 18% GST <b>(Residential)</b> Rs. 29,000 + 18% GST <b>(Non Residential)</b>

For further details of program, please visit : [www.npcindia.gov.in](http://www.npcindia.gov.in)



### CONTACT DETAILS:



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### CORRESPONDENCE ADDRESS

#### NATIONAL PRODUCTIVITY COUNCIL

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