



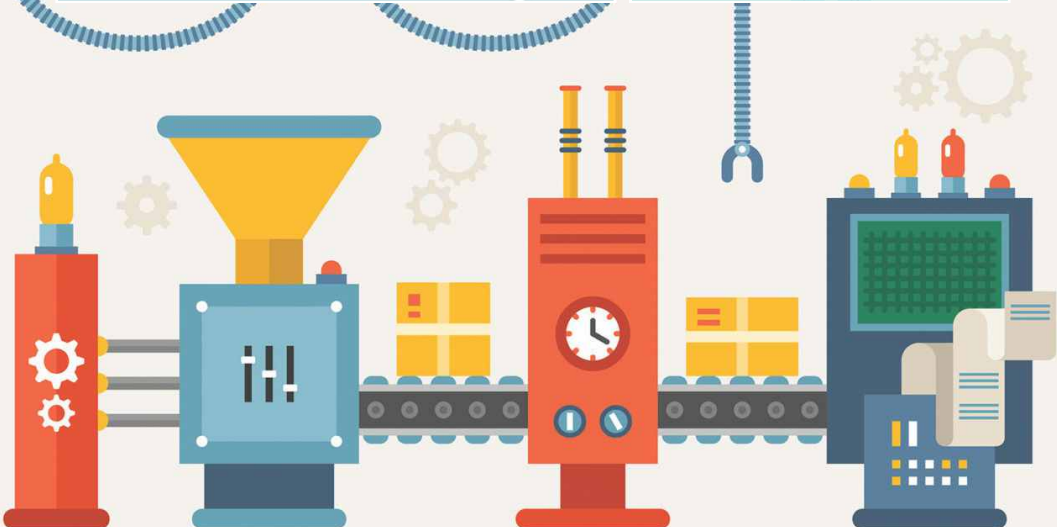
# NATIONAL PRODUCTIVITY COUNCIL

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

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

## “Productivity Enhancement Tools & Techniques”

From 10<sup>th</sup> to 14<sup>th</sup> June, 2019 at Shillong (Meghalaya)



## INTRODUCTION

Productivity Improvement Tools and techniques are essential for an organization to succeed. Many Organizations become inefficient due to lack of implementation of productivity tools and techniques. National Productivity Council (NPC) Training programme “Productivity Enhancement Tools & Techniques” shall emphasize on the requirement for managing Office Productivity.

High customer expectations pose numerous challenges for the organizations to improve their productivity and performance. It is essential for the managers/officers to know modern productivity practices in order to identify, develop and sustain their competitive advantage.

Further continuous productivity enhancement through managerial effectiveness becomes an integral part of getting work done, organizations would have to transform by achieving higher customer satisfaction. It entails gaining of knowledge by employees about efficient and effective productivity tools and techniques. Office productivity tools and techniques have become the part of organizational transformation process for achieving higher productivity.

This training programme will help the participants to better understand the advanced productivity tools and techniques that fit into their requirements, to identify areas of concern and seek better solutions to improve the productivity of the organization. Keeping in view of the requirements of modern organizations, NPC Training programme has been designed to equip the participants with effective handling productivity improvement tools and techniques so that organizational productivity is continuously improved.

**OBJECTIVES:** *The programme aims at providing.*

- To provide an understanding on productivity and productivity improvement tools and techniques
- To understand various aspects of Office Productivity Culture
- To help the participant to develop latest productivity improvement techniques
- To provide the participants with an opportunity to share their experiences and various productivity aspects

## BROAD COURSE CONTENTS

- Introduction
- Productivity and Productivity Improvement: Concept Factors of Productivity Improvement
- Techniques for Measurement of Productivity Improvement
- Time management
- Leadership and Communication Skills
- Lean office management
- Various aspects of Productivity Improvement Tools
- Japanese Productivity Improvement Techniques
- Work Study , Work Measurement Techniques for Productivity Improvement
- Digital Office: IT tools for Productivity Enhancement
- 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.

## PAYMENT DETAILS

Fee is to be paid by  
DD/Cheque in the name of  
**“National Productivity Council”**

PAN No : AAATN0402F  
GST No. : 24AAATN0402F1ZC

ECS Payment details :  
Indian Overseas Bank,  
70, Golf Link Branch, New Delhi  
**SB A/C No. 026501000009207;**  
**MICR – 110020007;**  
IIFSC No. IOBA0000265

In case of ECS payment (NEFT/RTGS), the payment detail may kindly be intimidated along with UTR number accordingly to programme coordinator.

\*It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.

## PARTICIPATION FEE & PROGRAMME SCHEDULE

Program Code or Program Order No:	IE/GN/T12/246 /2019-20
The participation fee on Residential basis:	Rs. 48750/- Plus 18% GST (Residential Participant) Rs. 29050/- Plus 18% GST (Non-Residential Participant)
	GST may not be applicable to Central/State Ministries
Check In at Hotel/Resort:	12 Noon Onwards on 10 <sup>th</sup> June 2019
Check Out at Hotel/Resort:	Before 11 AM on 14 <sup>th</sup> June 2019
Programme starts on	10-06-2019 at 1500 hrs.
Programme closes on	14-06-2019 at 1100 hrs.
Last date for receiving confirmed nominations	03 <sup>rd</sup> June 2019

## FACULTY & PEDAGODY

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 the focus on interactive discussions, small group activities, business games, exercises, role plays, videos and presentations.

## GENERAL INSTRUCTIONS

- The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s) and site visits.
- Choice of the room would not be entertained by NPC, since it is totally at the discretion of the hotel.
- Early check-in and late check-out after 11 AM are subject to availability at hotel.
- Field Visit: Would be arranged by NPC on third day of training program, from 1400 hrs. to 1800 hrs.
- Settlement of Bills: The hotel has been instructed to open separate folio for each participant. You are requested to settle your dues regarding family members, laundry, telephone, mini bar, room service, overstay, etc. before check out.
- NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the schedule duration should arrange the same at their own cost, which they may can reimbursement from their respective departments. For the same NPC can facilitate by providing a certified letter regarding your own stay.
- Hotels may change as per availability & any room service will be chargeable.
- NPC is not liable for personnel expenses, boating, porterage, theft, accidents etc.
- In unforeseen circumstances if training program gets cancelled NPC won't be liable for any charges.
- Always carry your original ID proof while traveling, with the same name on travel tickets (Voter ID is valid for Kathmandu).
- Indian food is not guaranteed and local food may be served at Hotel. Participants must be ready to accept the local food.
- During Field visit/sight seen you should adhere to the time announced by the Training coordinator, failing which you will have to come to the next place on your own expenses.
- There may be changes in the training schedule and sightseeing if any odd situation arises & the same has to be adhered to.
- Special requests like early Check In, late Check Out, Smoking room, Non-smoking room etc. will be subject to availability and hotel policy.
- Dining Arrangements has been made at the dining hall of the hotel & its general timings are: Breakfast - 08.00 Hrs. to 09.00 Hrs., Lunch - 13.00 Hrs. to 14.00 Hrs., Dinner - 08.30 pm to 10.30 pm
- Participation Fee: Nominating authority shall inform to NPC official mail about applicable participation fee (UTR/DD/Cheque Details).
- For residential participants the hotel booking has been made for 4 nights from 26/03/2019 (FN) 1200 hrs. To 30/03/2019, 1100 hrs.
- Participant is requested to inform about the schedule of check in-checkout at Hotel. Since this would help the hotel to serve participants better.
- The arrangement at the hotel is inclusive of (Room service will be chargeable)
  - *Coffee/ Tea Maker in each room for Bed Tea, 1 Nos of water bottles*
  - *Breakfast, Lunch and Dinner at Dining Hall*
  - *Forenoon and Afternoon Tea at Conference Hall*



## CERTIFICATE OF PARTICIPATION

NPC will give certificate of participation to each participant on the conclusion of the programme.

## FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Productivity Improvement through Team Building & Effectiveness Communication	24 <sup>th</sup> - 28 <sup>th</sup> June 2019	Tezpur	Rs. 48,750 + 18% GST <b>(Residential)</b> Rs. 29,050 + 18% GST <b>(Non Residential)</b>
Project Planning, Implementation, Monitoring and Evaluation	5 <sup>th</sup> - 9 <sup>th</sup> August 2019	Diu	Rs. 48,750 + 18% GST <b>(Residential)</b> Rs. 29,050 + 18% GST <b>(Non Residential)</b>

## REGISTRATION

There is no fixed format for nomination letter. It can be in any format issued by nominating organization. However, the nominating authority should ensure that the nominations are sent with Nominating authority's & Participant's Name, Designation, Department/Section, Landline, Fax, & Mobile Nos. and Email ID in nomination letter and should reach to our email "gandhinagar@npcindia.gov.in" or vikas.meena@npcindia.gov.in on our corresponding address. For any correspondence related to this programme please mention the reference no./Program Order No mentioned above in the table.

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

## CONTACT DETAILS :

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**Shri M. M. Senghal**, JAO / N. C. Joshi, Jr. Asst. – 079-23287344,  
E-mail: gandhinagar@npcindia.gov.in

**Shri S. Paliwal**, Regional Director - 079-23287344;  
E-mail: shirish.p@npcindia.gov.in

## CORRESPONDENCE ADDRESS

### NATIONAL PRODUCTIVITY COUNCIL

E-5, G.I.D.C. Electronic Estate, Sector 26 GIDC, Gandhinagar-382 028, Gujarat.