



NATIONAL PRODUCTIVITY COUNCIL
www.npcindia.gov.in

ANNOUNCES RESIDENTIAL PROGRAMME ON

“Negotiation & Conflict Resolution Strategies”

23rd – 27th July, 2018 at Ooty

INTRODUCTION

Negotiation and Conflict Resolution are crucial skills both inside and outside of work. No business skill may be as important to success as negotiation. We negotiate everything: agreements with partners and vendors, in-scope/out-of-scope parameters around important projects, and our own compensation and job responsibilities, to name just a few.

Understanding your counterpart's interests and shaping the decision so that the other side agrees to a proposal for its own reasons are the keys to jointly creating and claiming sustainable value from a negotiation. Most executives know the basics of negotiation; some are spectacularly adept. Yet even experienced negotiators routinely leave money on the table, end up in deadlock, damage relationships, or allow conflicts to spiral.

Quite often, there is an element of conflict between the parties involved in a negotiation, which extends beyond the matters ostensibly being negotiated. Such conflict might have its origins in disputed facts, differing values or incompatible policies. Personal conflicts, interpersonal conflicts and structural conflicts all point to the need for more effective tools for lasting problem-solving.

BROAD COURSE CONTENTS

- ❖ Distinguish the key planning elements required for successful negotiations.
- ❖ Describe the importance of communication in negotiations.
- ❖ Conflict Resolution & Negotiation Steps
- ❖ Strategies for Resolving Conflict

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, MNCs and Private Sector, Universities, Academic Institutions etc.

PARTICIPATION FEE & CHECK-IN/CHECK-OUT INFORMATION

Fee on Residential basis: Rs. 48,000/- + Service Tax per participant.

Fee on Non Residential basis: Rs.38,000/- + Service Tax per participant

Check In at Hotel/Resort: 12 Noon Onwards on 23rd July, 2018

Check Out at Hotel/Resort: Before 12 Noon on 27th July, 2018

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.

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS

The nominating authority should ensure that the nominations are sent with Nominating authority & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. **by 13th July, 2018** in letter without fail to facilitate proper communication. For any correspondence related to this programme please mention the reference no.:

P.O No: NPC/RDD/HRM/T/03/2018-19

GENERAL INSTRUCTIONS

- ❖ Please book these tickets after receiving confirmation from our end.
- ❖ The residential Participation fee covers the Professional fees towards training, Board & Lodge of the Participant(S) and site visits. The Non residential fee covers the Training charges & working lunch only.
- ❖ The spouse/Family members are welcome on nominal charges per person per day covering the cost of B&L and site visits, payable directly to Hotel before check-out.
- ❖ The fee once deposited is Non-refundable, however substitutions are allowed.
- ❖ Acceptance of the nominations is/are subject to the seat availability and receipt of the participation fee latest by last date for Nominations.
- ❖ Please note that NPC would not provide accommodation before or after the above dates and participants requiring it would arrange the same on their own.

PAYMENT DETAILS

- ❖ Fee is to be paid by DD/Cheque in the name of “National Productivity Council” Payable at New Delhi
- ❖ PAN No: AAATN0402F, Service Tax Registration No. CE/DL-1/953/NPC/2001.
- ❖ GST Registration Number : 07AAATN0402F1Z8
- ❖ ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi, SBA/C No. 026501000009207 ; MICR – 110020007 ; IIFSC No. IOBA0000265.

Programme	Venue	Dates	Last Date	Participation Fee
Improving Self Productivity – Managing the Mind	Munnar	20-24 Aug. 2018	09-08-2018	Rs.48000/-+S.Tax (Residential) Rs.38000/-+S.Tax (Non-Residential)
Leadership & Teamwork for Performance Excellence	Ooty	27-31 Aug. 2018	17-08-2018	Rs.48000/-+S.Tax (Residential) Rs.38000/-+S.Tax (Non-Residential)
Work life Balance & stress Management	Goa	24-28 Sep. 2018	05-09-2018	Rs.48000/-+S.Tax (Residential) Rs.38000/-+S.Tax (Non-Residential)

For further details of programme, please visit: www.npcindia.gov.in

CONTACT DETAILS:

Smt. Vidhu Jindal, Technical Asst. – 011-24607305, Mobile: 9899307114
E-mail: vidhu.jindal@npcindia.gov.in

Shri Manish Sharma, Deputy Director – HRM Group, Tel: 011-24607338,
M: 9687605896; E-mail: manish.sharma@npcindia.gov.in

Shri Umashankar Prasad, Director & Head – HRM Group, Tel: 011-24607337;
E-mail: us.prasad@npcindia.gov.in

Correspondence Address: National Productivity Council, Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003, EPABX Lines : 24690331.