

PARTICIPANT'S PROFILE

These programs will be of great interest to working professionals in **Ministries, Central & State Government Departments, PSUs, Banks and Financial Institutions, Autonomous and Administrative Bodies, Co-operative Sector, MNCs, Private Sector, Universities and Academic Institutions.** It will also be of great interest to all learners who would like to learn more about the various types of conflict that can occur and the negotiation skills that can be used to manage conflict.

FACULTY & PEDAGOGY

The Faculty for the training programs 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.

GENERAL INSTRUCTIONS

- ❖ Please book the 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 NEFT/ECS in the name of "NATIONAL PRODUCTIVITY COUNCIL" payable at New Delhi.
- ❖ ECS/NEFT/RTGs Payment Details : Indian Overseas Bank, 70 Golf Link Branch, New Delhi : SB A/c No. 0265 0100 0009 207; MICR - 110 020 007; IFSC No. IOBA0000265
- ❖ GST at applicable rate and may be revised as per Gol directives.
- ❖ PAN No. AAATN0402F, GSTIN - 07AAATN0402F1Z8

FORTHCOMING TRAINING PROGRAMME			
Programme	Venue	Dates	Participation Fee
Public Relations & Negotiation Skills	Goa	16-20 July, 2018	46,000/-+ GST(Residential) 35,000/-+ GST(Non-Residential)
Leveraging Digital Communication for Organizational Growth	New Delhi	30-31 July, 2018	46,000/-+ GST(Residential) 35,000/-+ GST(Non-Residential)
Organizational Behavior and Managerial skills	Mahabelshwar	27-31 August, 2018	46,000/-+ GST(Residential) 35,000/-+ GST(Non-Residential)

CONTACT DETAILS:

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RESIDENTIAL TRAINING PROGRAMS

ON

Team Building & Leadership Skills

21 -25 May, 2018 at Ooty

Motivational Strategies to improve Office Productivity

04 -08 June, 2018 at Manali

Effective coordination, delegation, monitoring and evaluation

25 -29 June, 2018 at Dharamshala / Mcleodganj



Organised by :



NATIONAL PRODUCTIVITY COUNCIL
(Under Ministry of Commerce & Industry, Govt. of India)
Lodi Road, New Delhi - 110003

Team Building & Leadership Skills

INTRODUCTION

Success in today's complex world is challenging, and the rules are changing every day. We can be assured of several things the challenge facing us will become even more intense, the speed with which change is occurring will increase, and the competition will intensify.

To lead an organization means to be able to design, and redesign the whole organization, departments, and leaders, with new targets quickly to create a competitive advantage of turbulent times. Many executives will have to transform an organizational culture that was founded on yesterday's paradigm and ideas. Some so ingrained into the previous culture that it will be extremely difficult to pry it loose. But that's what you'll be facing and we'll help you transform that organization, or show you how. Priorities will shift and thinking will have to change, attitudes, mindsets, behaviors, reflecting new and different social and organizational values will have to be aligned.

CHECK-IN/CHECK-OUT INFORMATION

Fee on Residential basis: Rs. 46,000/- Plus applicable GST per participant.

Fee on Non Residential basis: Rs. 35,000/- Plus applicable GST per participant.

Check In at Hotel/Resort: 12 Noon Onwards on 21 May, 2018

Check Out at Hotel/Resort: Before 12 Noon on 25 May, 2018

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 10 May, 2018** in letter without fail to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: P.O No: **HQ/HRM/T/02/2018-19**

Motivational Strategies to improve Office Productivity

INTRODUCTION

Imagine closing each work day with a satisfied sigh, knowing that you had been so productive that you accomplished everything you wanted to get done that day. It is easy to see that higher employee motivation leads to more productivity and therefore more profitable business growth. Therefore, it is important for everyone to understand motivation and how to garner it. It is important to get to know the office procedure and learn how to be more specific in their approach to motivate and understand the goals.

As great as it would be, there is no one method to motivate anyone. Everyone is very different from one another, so different factors affect their motivation. Some people are motivated by money, others by rewards, some prefer recognition, and some people just motivate themselves to achieve. Offices need to utilize a number of different strategies and techniques to increase the motivation and productivity. We have compiled the motivational strategies to get the most productivity and results.

CHECK-IN/CHECK-OUT INFORMATION

Fee on Residential basis: Rs. 46,000/- Plus applicable GST per participant.

Fee on Non Residential basis: Rs. 35,000/- Plus applicable GST per participant.

Check In at Hotel/Resort: 12 Noon Onwards on 04 June, 2018

Check Out at Hotel/Resort: Before 12 Noon on 08 June, 2018

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 25 May, 2018** in letter without fail to facilitate proper communication. For any correspondence related to this programme please mention the reference no.:

P.O No: **HQ/HRM/T/03/2018-19**

Effective coordination, delegation, monitoring and evaluation

INTRODUCTION

Delegation of authority is a process in which the authority and powers are divided and shared amongst the subordinates. When the work of a manager gets beyond his capacity, there should be some system of sharing the work. Delegation of authority in a way gives enough room and space to the subordinates to flourish their abilities and skill. They get motivated to work and this motivation provides appropriate results to a concern. Delegation also helps in breaking the monotony of the subordinates so that they can be more creative and efficient.

This training module focuses on providing officers the basis for understanding the pre-conditions and actions that facilitate coordination, delegation, monitoring and evaluation. A trained executive in the said skills shall be able to eliminate gaps and duplication in service, determine an appropriate division of responsibility and establish a framework for information sharing, policy agreements, program collaboration and joint planning. The program shall help the candidate to develop good leadership and team building skills for sustained efficient and effective office productivity.

CHECK-IN/CHECK-OUT INFORMATION

Fee on Residential basis: Rs. 46,000/- Plus applicable GST per participant.

Fee on Non Residential basis: Rs. 35,000/- Plus applicable GST per participant.

Check In at Hotel/Resort: 12 Noon Onwards on 25 June, 2018

Check Out at Hotel/Resort: Before 12 Noon on 29 June, 2018

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 15 June, 2018** in letter without fail to facilitate proper communication. For any correspondence related to this programme please mention the reference no.:

P.O No: **HQ/HRM/T/04/2018-19**