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 Gov directives.
✈ PAN No. AAATN0402F, GSTIN - 07AAATN0402F1ZB

FORTHCOMING TRAINING PROGRAMME

<table>
<thead>
<tr>
<th>Programme</th>
<th>Venue</th>
<th>Dates</th>
<th>Participation Fee</th>
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<tbody>
<tr>
<td>Public Relations &amp; Negotiation Skills</td>
<td>Goa</td>
<td>16-20 July, 2018</td>
<td>46,000/- GST(Residential)</td>
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<td></td>
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<td>35,000/- GST(Non-Residential)</td>
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<tr>
<td>Leveraging Digital Communication for Organizational Growth</td>
<td>New Delhi</td>
<td>30-31 July, 2018</td>
<td>46,000/- GST(Residential)</td>
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<td></td>
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<td>35,000/- GST(Non-Residential)</td>
</tr>
<tr>
<td>Organizational Behavior and Managerial Skills</td>
<td>Mahabelshwar</td>
<td>27-31 August, 2018</td>
<td>46,000/- GST(Residential)</td>
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<tr>
<td></td>
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<td>35,000/- GST(Non-Residential)</td>
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</tbody>
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CONTACT DETAILS:

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E-Mail :npc.hrm.group@gmail.com, FAX No. 011-24615002 Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMS ON

Team Building & Leadership Skills
21 – 25 May, 2018 at 0ty

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 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

**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 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