National Productivity Council (NPC) is a national level organisation promoting productivity culture in India. Established as a registered society by Government of India, NPC is functioning under Ministry of Commerce & Industry. It is an autonomous, tripartite, non-profit organisation having equal representation from government, employer and worker organisations and from technical and professional institutions on its Governing Council. NPC provides consultancy and training, and undertakes research in the areas of productivity besides implementing productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which Government of India is a founder member.

NPC is engaged in providing training in the areas of Productivity, Quality and Organisational Effectiveness for more than five decades in India. Consultancy assignments are taken up on the basis of the requirements identified. The services offered include:

- Total Quality Management (TQM) & Six Sigma
- World Class / Lean Manufacturing
- Implementing Productivity Techniques like quality Circles, Kaizen, 5-S
- Productivity Study and Productivity Norms
- Impact Assessment & Evaluation Studies
- Productivity and Competitiveness Studies
- Organisational / Business Process Re-engineering
- System & Procedure Analysis and Manpower Assessment & Planning
- Management Development Training
- Training Needs Assessment
- Designing Performance Appraisal System
- Competency Mapping, HR Audit
- Customer Satisfaction Measurement

**TRAINING:** Training is provided to Senior/Middle/Junior level executives, Supervisors Workers Trade Union Leaders from Private, Public, Government, Cooperative Sectors, Banks, etc., according to the needs of the organisations with the focus on providing inputs for improved resource management and enhancing managerial adaptability to meet the requirements of fast changing work environment.

### FORTHCOMING TRAINING PROGRAMME OF ES GROUP

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>DATES</th>
<th>VENUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conflict Resolution and Strategic Financial Planning</td>
<td>July 23-27, 2018</td>
<td>Porbandar, Gujarat</td>
</tr>
<tr>
<td>Effective Office Administration &amp; Financial Management</td>
<td>Aug 27-31, 2018</td>
<td>Khajuraho, Madhya Pradesh</td>
</tr>
<tr>
<td>Project Management, Monitoring and Evaluation</td>
<td>Oct 08-12, 2018</td>
<td>Goa</td>
</tr>
<tr>
<td>Conflict Resolution and Strategic Financial Management</td>
<td>Nov 19-23, 2018</td>
<td>Port Blair, A&amp;N Islands</td>
</tr>
<tr>
<td>Effective Office Administration &amp; Financial Management</td>
<td>Dec 10-14, 2018</td>
<td>Kovalam, Kerala</td>
</tr>
</tbody>
</table>
INTRODUCTION
Performance Management is a process by which managers and employees work together to plan, monitor and review an employee’s work objectives and overall contribution to the organization. More than just an annual performance review, performance management is the continuous process of setting objectives, assessing progress and providing on-going coaching and feedback to ensure that employees are meeting their objectives and career goals.

Monitoring and Evaluation is often perceived as being relevant only to those who are employed in the higher ranks of an organization’s project management. However, Monitoring is a key control mechanism for ensuring quality, timeliness and efficiency. It provides a way to assess the crucial link between implementers, beneficiaries and decision-makers by providing desired information showcasing project progress thereby contribute to transparency as well as accountability.

Performance Management aims at building a high performance culture for both the individuals and the teams so that they jointly take the responsibility of improving on a continuous basis and at the same time raise the competence bar by upgrading their own skills within a leadership framework. NPC training programme would help to equip participants with skills, knowledge and attitude necessary for effective and systematic monitoring and evaluation of development programs and projects for achieving organizational excellence.

OBJECTIVES
- To impart concepts and techniques on Performance Management to the participants;
- To provide the participants an opportunity for sharing experiences and team learning to meet diverse challenges;
- To enhance their skills in understanding how performance management systems can be effectively utilised to raise the performance of individuals and teams;
- To describe the risk monitoring and controlling process;
- To enable the participants to carry out project monitoring and evaluation, and describe outputs common to all knowledge areas at their work place.

CONTENTS
- Core elements, principles and benefits of an Effective Performance Management framework;
- Expectations and objectively of measuring individual performance using competencies as key measures;
- Concepts, Objective and Approaches of Project Monitoring and Evaluation;
- Tools and Techniques for Project Monitoring and Evaluation

PARTICIPANT’S PROFILE
Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labour Unions/Associations etc.

FACULTY
Senior NPC consultant and expert would conduct the training programme.

METHODOLOGY
Methodology of the training programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

PROGRAMME SCHEDULE
Leh, Ladakh (June 24-28, 2018)
Programme starts on 24-06-2018 at 1530 hrs.
Programme closes on 27-06-2018 at 1800 hrs.
Check in for Residential Participants 24-06-2018 (AN)
Check out for Residential Participants 28-06-2018 (FN)

NPC will not provide accommodation before or after the above dates. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost. The accommodation will be booked for a total of about 20 participants on first-come-first-served basis subject to realization of participation fee before the start of the programme.

PARTICIPATION FEE
Rs. 48,000 (Rupees Forty Eight Thousand only) plus GST @ 18% per participant for Residential Participants. The fee includes boarding/lodging charges and the cost of programme material. Rs 36,000 (Rupees Thirty six Thousand only) plus GST @ 18% per participant for Non Residential Participants. As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

Fee may be remitted either through Demand Draft, RTGS or NEFT.
- The Draft should be drawn in favour of National Productivity Council payable at New Delhi.
- National Productivity Council Bank Details
  Indian Overseas Bank, Golf Links, New Delhi –110003
  SB A/c No. 026501000009207   IFS Code: IOBA0000265
  MICR Code of Bank: 110020007
  GSTIN: 07AAATN0402FZ8   PAN: AAATN0402F

For accompanying spouse and/or children (in the age group of 5 to 12 years), the tentative charges would be Rs.9,000 and Rs.7,000 respectively for the entire duration, payable directly to the hotel by the participant.

Participation fee is non-refundable. However, substitution can be made or the fees can be adjusted against future nominations.

CONTACT INFORMATION
Further enquiries regarding participation in the Training Programme may be addressed to:

Shri Rajesh Sund
Faculty: Deputy Director(ES)
& Programme Coordinator, NPC
Ph.91-11-24607303/09868844272
Fax: 91-11-24615002; Email: rajesh.sund@npcindia.gov.in

REGISTRATION
Nominations stating GST No. of Organization/Institution, Participant’s Name, Designation, Contact Address, Telephone, Fax, Mobile Number, and Email ID, along with DD/Cheque or details of UTR No. towards Participation fees including GST @18% should reach latest by June 8, 2018 to the following address:

Dr. K P Sunny
Programme Director & Group Head (ES)
NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi 110 003
Phone: 91-11-24607350/09811045547.
Fax: 91-11-24615002; Email: kp.sunny@npcindia.gov.in