



National Productivity Council

## Training Programme

on

Team Work for Better Performance & Developing a Strategy to deal with  
Stress

PROGRAMME CODE: (T2425KNP01)

**14-18 October 2024**  
**(Jaisalmer)**



## **1. ABOUT NPC**

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

## **2. PROGRAMME THEME**

Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way. Teamwork is important for any organisation to promote a positive work culture. Learning more about teamwork can provide significant advantages to a company and can help you be more effective in your role. Having a stressful working environment can have negative consequences for businesses. For instance, productivity is likely to decrease in a stressful environment, and employee turnover may increase when there are high levels of stress. Teamwork can help mitigate these issues by offering a safe, collaborative environment for employees to share their workload and focus on common goals. Team members can provide emotional support to each other because they often understand the demands and stress of completing the work. If a team works well together, they typically encourage and inspire each other, which creates a less stressful environment. This most often results in more productivity, fewer mistakes, more positivity within the team, which then leads to more success for the business.

## **3. LEARNING OBJECTIVES**

NPC has designed the training program to help participants to explore and understand the best practices that help in better performance on workplace through team work. Further, the programme will help participants identify and develop strategy to deal with Stress in workplace thereby achieving better results in their day to day functioning and leading to organizational growth.

## **4. BROAD PROGRAMME COVERAGE**

The following topics shall be covered during the training

- Define the team's purpose and goals.
- Brief Establish roles and responsibilities.
- Provide feedback and recognition.
- Encourage learning and development.
- Build trust and rapport in team
- Understand stress and recognise the symptoms.
- Measures and strategies to deal with stress effectively.
- Managing stress and emotions.

## 5. METHODOLOGY

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

## 6. PARTICIPANTS' PROFILE

All employees in Junior, Middle & Senior Management, working in Ministries, Central & State Government Departments, Autonomous/ Statutory Bodies, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions, Corporations, Labor Unions/Associations. etc.

## 7. FACULTY

The faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

<b>Programme Date &amp; Code</b>	14 <sup>th</sup> -18 <sup>th</sup> October 2024 (T2425KNP01)	
<b>Program Venue</b>	Jaisalmer, Rajasthan	
<b>Programme Fee</b>	<u>Residential Participants</u> ₹ 60000 /- + 18% GST (Rs. Sixty Thousand only) Plus GST @ 18%	<u>Non-Residential Participants</u> ₹ 44000/- + 18% GST (Rs. Forty-Four Thousand only) Plus GST @ 18%
<b>For Residential Participants</b>	Check-in at Hotel/Resort -12 Noon onwards on 14 <sup>th</sup> October 2024 Check-out from Hotel/Resort - Before 12 Noon on 18 <sup>th</sup> October 2024	

## 9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.

### **ECS Payment Details:**

Bank Name : State Bank of India  
Branch : 117/469 Pandu Nagar Kanpur  
Bank A/c No : 40318394189  
IFSC Code : SBIN0001397  
PAN No : AAATN0402F  
GST No : 09AAATN0402F1Z4

DD/Cheque should be drawn in favour of NATIONAL PRODUCTIVITY COUNCIL and payable at KANPUR

*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, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

## 10. GENERAL INSTRUCTIONS

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- The Non-Residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.



## **HOW TO APPLY**

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for receiving of nominations: (two weeks before the scheduled start date of programme)

### **Program Coordinator**

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**Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.**



**NATIONAL PRODUCTIVITY COUNCIL**  
4th Floor, Kabir Bhawan, G.T. Road, Kanpur-208005, Uttar Pradesh (India)

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **“TEAM WORK FOR BETTER PERFORMANCE & DEVELOPING A STRATEGY TO DEAL WITH STRESS”**

Programme Code: **T2425KNP01**

Programme Duration: **14th -18th October 2024**

Venue/ Location: **Jaisalmer, Rajasthan**

Select Participation on Residential Basis

OR Non-Residential Basis

**Details of Nominated Participants:**

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

**Details of Nominating Authority:**

S. No	Name of Nominating Authority	Designation	Mobile No.	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
1					

Select, if Organization is GST Exempted  **OR** Select, if Organization is Not GST Exempted

**SELF DECLARATION ON GST EXEMPTION (OPTIONAL)**

*As per GST 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, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_

**For Organisation who are Not Exempted and having GST registration, Please provide GST No. (Mandatory):**

(Please note: - Kindly provide the GST number of organisation on which GST Invoice to be raised)

Organisation PAN No. (Optional) \_\_\_\_\_

Organisation TAN No. (Mandatory on TDS deduction) \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ and Place: \_\_\_\_\_