



National Productivity Council

**Training Programme
on
PRODUCTIVITY IMPROVEMENT TOOLS & TECHNIQUES**

PROGRAMME CODE: *TP/22-23/122*

**17-19 JANUARY 2023
(NEW DELHI)**



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

Productivity is an attitude of mind. It is about continuously challenging the existing conditions for their betterment and improvement. Continuous Productivity improvement has become increasingly important for organizations in order to improve profitability, reducing wastages and input costs. Productivity totally depends upon the employees as they are responsible for developing the processes, system and technology which are main constituents of productivity improvement. Productivity improvement brings change for betterment of both employers and employees. This program focusses on imparting knowledge of various tools & techniques of Productivity improvement

3. LEARNING OBJECTIVES

This training program prepares participants to:

- To inculcate the philosophy of Productivity improvement amongst the participants
- Learn about the concepts of Productivity metrics and measurement.
- Equip themselves with requisite knowledge on Productivity Improvement Tools & Techniques
- Hands on experience on various tools & techniques of Productivity improvement.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- **Productivity measurement**
- **Diagnostic tools** for identifying scope for improvement- FMEA, Value Stream Mapping, GEMBA
- **Productivity Improvement techniques:** 5s, Time study, Method study, visual management, poka yoke, QC tools, Root cause analysis, Line balancing, SMED, Lean manufacturing, Total Productive Maintenance
- **Practicing Lean Manufacturing**-Problem Identification, prioritisation (pareto analysis), Root cause analysis, brainstorming, implementation
- **Soft Skills required for Productivity improvement:** Stakeholder Management, Communication, Team Management

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

Freelancers/Employees from manufacturing/consulting enterprises working in the field of production, maintenance, quality, industrial engineering, productivity improvement

7. FACULTY

The Faculty for the training programme will comprise of senior NPC Experts & other renowned and experienced Trainers from the field of Industrial Engineering

8. PROGRAMME FEE & VENUE

Programme Code	TP/22-23/122
Program Venue	NPC Headquarters, 5-6 Institutional Area, Lodhi Road, New Delhi
Programme Fee	₹ 18300/- + 18% GST Programme is Non-Residential

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:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

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.

- **NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.**

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road
New Delhi – 110003
Email Id: npctraining@npcindia.gov.in
Tel: 011-24607319/011-24607367/9910787720

- **Last date for Receiving of nominations: 2 January 2023**

11. 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 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.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ 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. Participants planning to stay should arrange the same at their own cost.
- ❖ 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.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

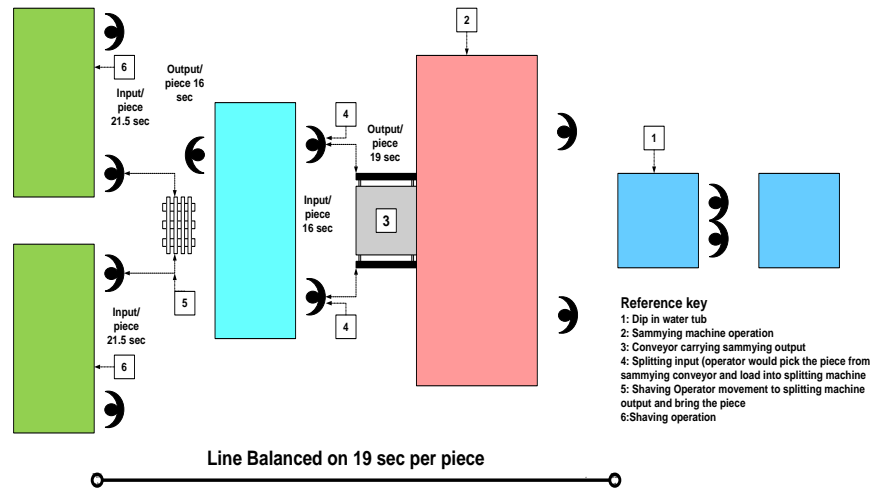
Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 02650100009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8



Productivity Improvement



National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi – 110003

Tel: +91-11-24607319

npctraining@npcindia.gov.in