



National Productivity Council

**Training Programme
on**

***Team Building, Effective Communication
and Stress Management for
Working Women Executives***

PROGRAMME CODE: (T2627ABG04)

**14th to 18th December 2026
Goa**



1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department for 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. ABOUT THE PROGRAMME

In today's dynamic and demanding workplace, women executives are increasingly taking on leadership responsibilities while managing multiple professional priorities and personal commitments. The ability to build effective teams, communicate with confidence and clarity, manage workplace relationships, and cope with stress is essential for sustained professional success and personal well-being. This specially designed training programme aims to empower working women executives with practical skills and strategies to enhance their effectiveness, confidence and resilience in the workplace.

The programme focuses on **team building, effective communication, interpersonal skills, conflict management, emotional intelligence and stress management**. Participants will explore ways to develop trust, collaboration and a positive team culture while understanding different team dynamics and leadership approaches. The communication component will strengthen skills in active listening, assertive communication, giving and receiving feedback, handling difficult conversations, and using appropriate verbal and non-verbal communication for greater impact.

A focused women executive development programme has been designed to strengthen **leadership, teamwork, communication, emotional resilience and stress-management skills** among working women executives.

3. PROGRAMME OBJECTIVES

Following are the key objectives of the programme:

- Build high-performing and collaborative teams
- Develop effective interpersonal and workplace communication
- Communicate with confidence and assertiveness
- Manage workplace conflicts constructively
- Strengthen emotional intelligence and professional relationships
- Identify and manage workplace stress
- Improve time management and work prioritization
- Develop resilience and maintain professional well-being
- Achieve greater effectiveness in both professional and personal spheres

4. BROAD PROGRAMME COVERAGE

- Team Building
- Leadership Skills
- Effective Communication
- Active Listening.
- Effective Communication
- Interpersonal relations
- Conflict Management
- Emotional Intelligence.
- Stress Management
- Time & Workload Management
- Resilience & Positive Mindset
- Work-Life Integration
- Professional Confidence & Executive Presence
- Problem-Solving & Decision-Making
- Workplace Well-being

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be combination of theoretical and practical inputs based on conceptual deliberations, case studies, success stories, role plays and group exercises/discussions will be used for knowledge sharing.

6. PARTICIPANTS' PROFILE

- Women executives from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, Banks, NBFCs, Corporations, Labour Unions/Associations, Societies and other related officers.
- Female Senior Officers/ Managers, Head of the Departments, Chief Executives, HR Managers, Personnel Manager, Administrative officer and Professionals. The programme has been designed only for women executives.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Programme Date & Code	Dec 14 (Monday) – Dec 18 (Friday), 2026 (T2627ABG04)	
Program Venue	Goa, India	
Programme Fee	Residential Participants - ₹ 75000/- (Rupees Seventy Five thousand) + 18% GST per participant	Non-Residential Participants- ₹ 60000/- (Rupees Sixty thousand) + 18% GST per participant
For Residential Participants	Check-in at Hotel -14 th Dec 2025 (Afternoon) Check-out from Hotel – 18 th Dec 2025 (Forenoon)	

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, GST No.: 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.

10. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date of nominations in programme: **08.12.2026**

Sh. S P Singh Director & Group Head (AB Group), National Productivity Council, 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email: sp.singh@npcindia.gov.in Phone:-011-24607326 Mobile: +91-7589219766	Sh. Sunil Kumar Singh, Director (AB Group) Email: sunilkr.singh@npcindia.gov.in Phone:- 011-24607374 Mobile No.: +91-9953194168 Sh. Saurabh Singh, Consultant (AB Group) Email: idsr.exe1@npcindia.gov.in Phone: 011-24607382 Mobile: +91- 9953534229
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NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Team Building, Effective Communication and Stress Management for Working Women Executives**

Programme Code: **T2627ABG04**

Programme Duration: **14th - 18th Dec 2026 (5 Days)**

Venue/Location: **Goa**

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

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) _____

(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)) _____

Signature: _____ Date: _____ and Place: _____

DECLARATION

*I certify that the above information is correct

Signature: _____ Date: _____ and Place: _____

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 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.



National Productivity Council
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Ministry of Commerce and Industry
Government of India
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