

# LEADERSHIP EFFICIENCY AND PRODUCTIVITY



**National Productivity Council**

**Training Programme  
on  
LEAP: Leadership Efficiency and  
Productivity**

**PROGRAMME CODE: (T2526ECA03)**

**08<sup>th</sup> September- 12<sup>th</sup> September 2025**

**Gangtok, Sikkim**

## **1. ABOUT NPC**

The National Productivity Council (NPC) is an autonomous body operating under the Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, Government of India. NPC's current expertise is built on a multidisciplinary team of professionals with backgrounds in Agriculture, Economics, Industrial Engineering, Human Resource Management, Energy, Environment, Information Technology, Project Monitoring and Evaluation, Research, and Baseline Surveys.

To complement its in-house capabilities, NPC also engages external experts and subject matter specialists as required, based on the nature and complexity of assignments. The organization operates from its headquarters in New Delhi, supported by 12 regional offices nationwide, and is staffed by over 100 full-time professionals.

NPC delivers a broad range of services, including Consultancy, Capacity Building, and Project Monitoring Unit (PMU) support, to various clients across the public sector, including Central and State Government Ministries and Departments.

## **2. PROGRAMME THEME**

LEAP – Leadership, Efficiency and Productivity – is designed to empower current and emerging leaders with the skills and insights needed to lead with vision, manage with purpose, and deliver results.

This program focuses on building leadership competencies that enhance both individual and organizational efficiency. It emphasizes the importance of strategic thinking, decision-making, communication, and people management as key pillars of productive leadership. By integrating practical tools and techniques for time management, goal setting, performance tracking and overall workplace productivity.

The program also addresses the challenges of leading in the digital era, managing change, and sustaining high performance in a hybrid or fast-paced work environment. Through interactive sessions, case studies, and leadership assessments, participants will gain a deeper understanding of their leadership style and learn how to align it with organizational goals to maximize impact.

## **3. LEARNING OBJECTIVES**

This training program aims to equip participants with:

- A clear understanding of effective leadership roles and responsibilities
- Skills to improve personal and team productivity
- Tools and techniques for better time and task management
- Strategies to enhance communication and decision-making
- Methods for setting goals and managing performance
- Approaches to lead teams through change and challenges
- Insights into building a positive and accountable work culture
- Self-awareness of leadership style and how to apply it effectively

#### 4. BROAD PROGRAMME COVERAGE

The training program will cover the following key areas:

- Understanding the fundamentals of leadership and its importance in today's workplace
- Building and leading high-performing teams
- Time management and personal productivity techniques
- Goal setting, planning, and prioritization for better results
- Effective communication and active listening skills
- Decision-making and problem-solving strategies
- Managing change and leading through uncertainty
- Performance management and employee motivation
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#### 5. TARGET PARTICIPANT

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Urban Local Bodies, State Pollution Control Boards/Pollution Control Committees, Co-operatives, Corporations, Banks, NBFCs, Labor Unions/Associations, Financial Institutions and/or Academic and/or Research Institutions.

#### 6. 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.

#### 7. FACULTY

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

#### 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	<b>T2526ECA03</b>	
<b>Program Venue</b>	<b>Gangtok, Sikkim</b>	
<b>Programme Fee</b>	<b><u>Residential Participants</u></b> <b>INR 70,000 + 18% GST</b> <i>(In Words: Rupees Seventy Thousand only plus 18% GST)</i> <b>per participant</b>	<b><u>Non-Residential Participants</u></b> <b>INR 55,000 + 18% GST</b> <i>(In Words: Rupees Fifty Five Thousand only plus 18% GST)</i> <b>per participant</b>
<b>For Residential Participants</b>	Check In: <b>08<sup>th</sup> September 2025 (Afternoon)</b> Check Out: <b>12<sup>th</sup> September 2025 (Forenoon)</b>	

## 9. PAYMENT DETAILS

**100% payment has to be made in advance along with the acceptance of proposal (nomination).**

- 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
- Nominations for the program and payment can be done Online by visiting:
- <https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter>
- Challan generation, NEFT, RTGS are also available for payment)
- 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

## 10. HOW TO APPLY

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

**Director & Group Head  
Environment & Climate Action Group  
National Productivity Council  
5-6 Institutional Area, Lodhi Road  
New Delhi - 110003  
Email id: [Ls.kamde@npcindia.gov.in](mailto:Ls.kamde@npcindia.gov.in)  
Tel:011-24607310, Mob:9860439586**

**Last date for Receiving of nominations: 28.08.2025**

## 11. GENERAL INSTRUCTION

- Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, to ensure availability. Acceptance of the nominations is subject to seat availability and receipt of programme fee 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 programme 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.
- The participants shall be awarded the Certificate of Participation on successful completion of the programme.
- Any other terms and conditions apply as may be notified by NPC at any point in time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.



**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi-110003**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme: **LEAP: Leadership Efficiency and Productivity**

Programme Code: **T2526ECA03**

Programme Duration: **08<sup>th</sup> -12<sup>th</sup> September 2025**

Venue/Location: **Gangtok**

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 Organisation Address (kindly Provide full address of correspondence)
1					

Select, if Organisation is GST Exempted  OR Select, if Organisation 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 Organisation to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility.

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

(Kindly provide the GST number of organization on which GST Invoice to be raised)

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

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

Signature: \_\_\_\_\_Date: \_\_\_\_\_Place: \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

Signature: \_\_\_\_\_Date: \_\_\_\_\_and Place: \_\_\_\_\_