

राष्ट्रीय उत्पादकता परिषद्

(वाणिज्य एवं उद्योग मंत्रालय के अधीनस्थ, भारत सरकार)

क्षेत्रीय निदेशालय

चतुर्थ तल, कबीर भवन, उद्योग निदेशालय परिसर,
जी.टी. रोड, कानपुर-208005

दूरभाष : 0512-2224176

ई-मेल : kanpur@npcindia.gov.in

वेबसाइट : www.npcindia.gov.in



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

REGIONAL DIRECTORATE

4th Floor, Kabir Bhawan, Directorate of Industries Campus,
G.T. Road, Kanpur-208005

Phones : 0512-2224176

E-mail : kanpur@npcindia.gov.in

Website : www.npcindia.gov.in

28 March 2025

Dear Sir/Madam,

National Productivity Council is a premier organization under the Department for Promotion of Industry and Internal Trade, Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology-oriented disciplines. We are pleased to inform you that NPC is scheduling a Residential Training Programme on "**Emotional Intelligence and Interpersonal Communication Skill**" during 19th to 23rd May 2025 at Manali, Himachal Pradesh.

The prime objective of this programme is to inculcate interpersonal communication skill among the participants to equip them to handling their work situation in a better and effective way. This training programme is going to delve into various soft skills that are essential for an individual to be more effective and productive.

Program Coverage: -

- ✓ Understand what constitutes Emotional Intelligence
- ✓ Recognize the importance of EI for effective leadership
- ✓ Become aware of own behavioural style
- ✓ Recognise personal emotions and their effects on behaviour
- ✓ Respond positively to different working styles of others
- ✓ Build trust and mutual understanding using rapport building techniques
- ✓ Identify benefits of assertive behaviour and practice

A brochure containing detailed information about the program (Program Coverage & Fee) is attached herewith. you are requested to nominate personnel from your department/organization to participate in this program.

We are sure that your department/organization would take advantage of this opportunity by sponsoring delegates in this training program. It will be highly appreciated if you kindly circulate these details within the organization/among your employees

Last date for nomination is 10th May 2025.

Rajat
28/03/2025
Dr. Rajat Sharma

Regional Director

मुख्यालय:- उत्पादकता भवन, लोधी रोड, नई दिल्ली - 110 003

कार्यालय:- बैंगलुरु, भुवनेश्वर, चण्डीगढ़, चेन्नई, गाँधी नगर, गुवाहाटी, हैदराबाद, जयपुर, कोलकाता, मुंबई, पटना

H.Q. : UTPADAKTA BHAWAN, LODI ROAD, NEW DELHI - 110 003

Offices at : Bengaluru, Bhubaneshwar, Chandigarh, Chennai, Gandhinagar, Guwahati, Hyderabad, Jaipur, Kolkata, Mumbai, Patna



National Productivity Council

**Training Programme
on
Emotional Intelligence and Interpersonal
Communication Skills
(T2526KAN01)**

**19/05/2025 to
23/05/2025
Manali**



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

The purpose of this course is to provide with practical skills and understanding of emotional intelligence to enable learners to build and maintain constructive working relationships and so increase the opportunities for greater success. Emotional Intelligence gives individuals a variety of skills, such as the ability to manage relationships, navigate social networks, influence and inspire others. Particularly for effective leadership, a high level of emotional intelligence is required. In today's workplace, Emotional Intelligence has become a highly important factor for success, influencing productivity, efficiency and team collaboration.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- ✓ Understanding the importance of EI in driving personal & organizational well-being
- ✓ Reflecting upon & harnessing one's emotions to make better decisions
- ✓ Improved interpersonal relationships & collaboration among teams
- ✓ Understanding stakeholders & building constructive social interactions

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training :

- ✓ Understand what constitutes Emotional Intelligence
- ✓ Recognize the importance of EI for effective leadership
- ✓ Become aware of own behavioural style
- ✓ Recognise personal emotions and their effects on behaviour
- ✓ Respond positively to different working styles of others
- ✓ Build trust and mutual understanding using rapport building techniques
- ✓ Identify benefits of assertive behaviour and practice

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, participant's organisational practices, success stories and group exercises/discussions. NPC Facilitating participants in identifying Potential Projects related to Technology, Service and New Customers etc.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions & Banking, NBFCs, Corporations, Labor Unions/Associations, Educational Institutions.

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

Programme Date & Code	19 th -23 rd May 2025 (T2526KAN01)	
Program Venue	Manali	
Programme Fee	Residential Participants ₹ 65,000/- (Rs. Sixty-Five Thousand Only) Plus GST @18%	Non-Residential Participants ₹ 50000/- (Rs. Fifty Thousand only) Plus GST @18%
For Residential Participants	Check-in at hotel - 11:00 AM on 19.05.2025 Check-out from hotel - 11:00 AM on 23.05.2023 early check-in is subject to availability of room at hotel	

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: Account Name- NATIONAL PRODUCTIVITY COUNCIL Type of Account : Savings Bank A/C No- 40318394189 Bank Name- State Bank of India, 117/469 Pandu Nagar Kanpur IFSC Code- SBIN0001397 DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Kanpur GST No.-09AAATN0402F1Z4

- NPC shall offer discount as per training policy.

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

Ujjwal Narayan

Deputy Director

National Productivity Council

4th Floor, Kabir Bhawan, [U.P.S.H.C. Ltd's building, DI (UP) campus]

G.T. Road, Kanpur - 208 005

Ph. No.:- +91-512-2224176, 8140114409

E-mail:- kanpur@npcindia.gov.in/ujjwal.narayan@npcindia.gov.in

Last date for Receiving of nominations: 10th May, 2025

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
4th Floor, Kabir Bhawan, G.T. Road, Kanpur – 208 005 (Uttar Pradesh)
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APPLICATION FORM FOR NOMINATIONS

Title of Programme: "Emotional Intelligence and Interpersonal Communication Skill

Programme Code: T2526KAN01

Programme Duration: 19th to 23rd May 2025

Location: Manali

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: ECS Payment Details:

Account Name- NATIONAL PRODUCTIVITY COUNCIL, Type of Account : Savings

Bank A/C No- 40318394189, Bank Name- State Bank of India, 117/469 Pandu Nagar Kanpur

IFSC Code- SBIN0001397



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