

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

Online Training Programme

on

“Developing Managerial & Supervisory Skills”

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. It was Founded in 1958 as tripartite, non-profit organization with equal representation from the government, employers, and workers' organizations apart from technical and professional institutions on its governing council to promote productivity culture in India. NPC provides **Consultancy, Training** and undertakes **Research** in the areas of productivity besides implementing the Productivity Promotion Programmes of the Tokyo based **Asian Productivity Organisation (APO)**, an inter-governmental body of which the Indian Government is a founding member. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades.

As learning and skill upgradation is a continuous process and should never stop. In view of travel and other restrictions due to COVID-19, a two-day online workshop is being organized by NPC on **“Establishment Rules”** on **28.12.2020 and 30.12.2020**.

Managerial/Supervisory skills are necessary for a Manager/Supervisor to perform their job successfully. **Skills** like the ability to work with, motivate, encourage, empathize, and communicate with their employees along with technical soundness holds the key to organizational success and its evolution. These skills are important for all levels of management. They position you to act as an effective leader and problem-solver in various situations. Honing these skills and watching how they impact our job performance and opportunities can have exponential increase in individual and organization productivity.

Programme Objectives:

- Define roles and responsibilities of Managers / Supervisors at various levels
- List the types of differences that can occur among the employees at workplace and ways to deal with those
- State various types of technical and conceptual knowledge required to become effective supervisors / managers
- Describe ways of time management necessary for managers
- State ways to manage conflicts / disagreements at workplace
- Describe methods used to motivate employees, delegate work, manage negativity and create enthusiasm among the employees

Participant Profile: The program has been designed to provide comprehensive input to all level of Managers/Leaders/Officers of State/Centre Govt, PSUs, Private Enterprise etc.

Methodology: The programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories, management games and group discussion.

Faculty: NPC faculty and experts from the field would conduct the programme

Date & Timings: 9th December 2020 (Wednesday) – 11.00 am to 02.00 pm

10th December 2020 (Thursday) – 11.00 am to 02.00 pm

Participation Fee: Rs 4100/- + GST

Relevant link for registration will be sent to all the participants 1 day before the workshop. Participants will also be provided prior assistance for requisite technical support. Participants will also be awarded with digitally signed certificate after successful completion of the workshop. Participants will be allowed to raise their queries; however, participants can also send their specific questions in advance for optimum utilization of available time.

Nominations may be sent through:

1. Participants sponsored by organisations may enroll themselves by email to the undersigned and providing participants' name, designation, Company Name, contact number & e-mail ID. Kindly also provide GSTIN of your organization at the time of nomination. Please note that participation fee is to be paid at the time of nomination.

For making payment through NEFT, details are as under: ECS Details (For Fee payment):

Bank Name: Indian Overseas Bank,
Branch: 70 Golf Link, New Delhi,
Bank Account No: 026501000009207,
IFCS/RTGS/NEFT Code: IOB-A0000265,
PAN No: AAATN0402F
TAN NO: JPRN00099B
GST No: 08AAATN0402F1Z6

2. In case of participants, registering in individual capacity they may register themselves on our website <https://www.npcindia.gov.in/NPC/User/webinarpag> and make necessary payments on the link attached.

Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend the workshop due to any reason and no substitution is made, fees shall be payable. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation about availability before nominating. **Last date of accepting nominations is 08.12.2020.** You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

For further information or clarification kindly contact:

Aditi Mishra (Deputy Director), National Productivity Council (Under DPIIT, M/o Commerce & Industries, GOI) SB-96, JLN Marg, Bapu Nagar, Jaipur – 302015, Phone: 9928226777, 0141-2703573, 2702935, email: aditi.mishra@npcindia.gov.in , web : www.npcindia.gov.in