

Ref No.: 5167

Date: 11.04.2018

Sub: Residential Training Programme on :

- 1. Modern Office Management and Performance Management at Ooty (Tamilnadu) during June 18-22, 2018 and**
- 2. Improving Leadership, Managerial and Administrative Skills at Puri (Odisha) during July 09-13, 2018.**

Dear Sir/Madam,

We are glad to inform you that National Productivity Council, Chandigarh is organizing the above-mentioned residential training courses.

As you are aware office manager is responsible for planning, organizing and controlling the office work, processes and evaluating the outcome. The role of office manager and office administrator has changed drastically over years as it is very important for an office manager/office administrator to get maximum office/employee productivity by effective utilization resources. In today's economic climate, office managers and organizations face unprecedented pressure not only to achieve goals and meet expectations of citizens but also to deliver productivity and efficiency. The proper measurement of organizational performance, productivity and efficiency is therefore an essential part for general welfare of all groups in society and nation.

Similarly, managing an organization and improving its performance on continuous basis requires efficient and effective Leaders, Managers and Administrators especially in today's complex work environment and highly competitive scenario. Also high customer expectations and global economy has posed numerous challenges for the organizations to improve their image and performance. It is essential for the top management/Senior Managers/Officers to know modern management practices in order to identify, develop and sustain their competitive advantage.

In order to develop employees in the above mentioned areas these two programmes are designed and will provide insight to these topics, thereby helping them to improve their productivity. Brochures containing detailed information about the programmes (course coverage and programme fee) is enclosed. You are requested to nominate personnel from your organization to participate in these programmes. The programmes are residential and fee is inclusive of board and lodge. The number of seats is limited and nominations will be accepted on first-cum-first-served basis.

Thanking you,

Yours truly,



(G.Saravanan)
Regional Director

PROGRAMME FEE :

Rs. 47,900/- (Forty seven thousand nine hundred only) plus applicable GST (At present @ 18%) per participant.

Note: In case of Central Government, State Government, Union Territory administration, they are exempted from IGST.

The requisite participation fee must be sent along with nomination.

Confirmation of nomination is subject to receipt of participation fee along with nomination letter.

The spouse and children are allowed to stay along with the participants. However charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participants to the hotel directly in cash.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 09.07.2018 (AN) and return on 13.07.2018 (FN). Complete stay arrangements including breakfast, lunch & dinner for the participants have been made in the hotel and charges are included in the

NOMINATIONS :

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 026501000009207
IFCS/RTGS/NEFT Code: IOBA 0000265
MICR Code: 110020007
PAN No. : AAATN0402F

GST No : 04AAATN0402F1ZE

Bank Name : Indian Overseas Bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 29.06.2018.

ENQUIRIES AND MAILING ADDRESS :

NATIONAL PRODUCTIVITY COUNCIL

SCO 40, Sector – 7-C, Madhya Marg, Chandigarh
Phone: 0172- 2794108, 2794110; Fax :0172-2794109
E-mail: npc-chd@chd.nic.in; sk.vimal@npcindia.gov.in
Mobile: 07888724793
Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMME

ON

IMPROVING LEADERSHIP, MANAGERIAL AND ADMINISTRATIVE SKILLS

AT

Puri (Odisha)
(09-13th July, 2018)



National Productivity Council

NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)
SCO 40 (1st Floor), Sector 7 C, Madhya Marg, Chandigarh
Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in

PROGRAMME OBJECTIVES :

- To improve leadership, managerial and administrative skills among the participants.
- To explain advance management techniques for management and control of organizational functioning.
- To discuss implementation of advanced management techniques for improving managerial effectiveness.
- To develop top management/ Managers /Officers for future challenges.

CONTENTS :

- Effective Leadership and Managerial Skills
- Motivation and Team building
- Personality Development
- Modern HR practices
- Modern performance management system
- Time and Stress Management
- Knowledge Management
- Total Quality Management
- Customer Relationship Management
- Conflict Resolution
- Crisis Management
- Change Management
- Participative Management

PARTICIPATION :

Senior Officers/ Managers, Head of the Departments from Central & State Government Departments, Boards, Corporations, Educational Institutions, Cooperatives, Public Sector Undertakings, Banks, Public Financial institutions, Autonomous Organizations and Senior Managers from all organizations.

METHODOLOGY :

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION :

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course

Puri (Odisha)

PROGRAMME DATES

09-13th July, 2018

Check-in: 09.07.2018 (AN)

Check-out: 13.07.2018(FN)- FOUR NIGHTS ONLY

The Session will start on 09.07.2018 at 16.30 hours