

ACCOMPANYING SPOUSE / CHILDREN

Participants are welcome to bring their spouse / children. However, the expenses of accompanying spouse / children will have to be paid directly to the hotel by the participant.

PARTICIPATION FEE

Rs 48,500/- plus 18% GST per participant for each program. The fee includes cost of course material, lodging, boarding, and local sight seeing. Fee once paid is not refundable however substitution of participants is permitted.

CHECK-IN / CHECK-OUT

Check-in Time : after 12 noon on the starting day of the programme

Check-out Time : Before 12 noon on the last day of the programme

REGISTRATION

Names of the nominees with designations, on the organization letter-head should be sent along with participation fee. **Nominations will be registered only on receipt of participation fee.**

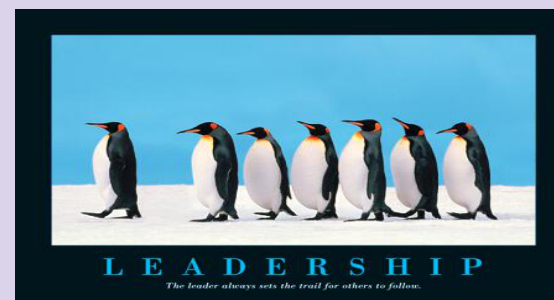
SEND YOUR NOMINATIONS TO:

Dr. B. Hemant Kumar Rao, Director National Productivity Council 10-E, Gaganvihar Complex M.J.Road, Hyderabad - 500 001 PHONE: 040 - 24733473 E-mail: emant.rao@npcindia.gov.in Mobile :99128 60540, 99081 25260

Payment details:

<p>Fee is to be paid by DD/Cheque in the name of "National Productivity Council@</p> <p>PAN No : AAATN0402F GST No : 24AAATN0402F1ZC</p>	<p><u>ECS Payment details:</u></p> <p>Indian Overseas Bank, 70, Golf Link Branch, New Delhi; MICR – 110020007; IIFSC No. IOBA0000265</p> <p>In case of ECS payment (NEFT/RTGS), The payment detail may kindly be intimated along coordinator.</p>
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Residential Programme on
"LEADERSHIP DEVELOPMENT FOR ORGANISATIONAL EXCELLENCE"
(LEH, LADAKH 27th 31ST AUGUST 2018)



Residential Programme On
"Advance Certification Course on Secretarial Effectiveness"
For ES, PPS, PA, PS & Office Staff
(Kodaikanal, Tamil Nadu, 10th to 14th September 2018)



NATIONAL PRODUCTIVITY COUNCIL
Ministry of Commerce and Industry, Govt. of India)
Regional Directorate-Hyderabad

**Residential Programme on
“LEADERSHIP DEVELOPMENT FOR ORGANISATIONAL EXCELLENCE”
(LEH,LADAKH 27TH TO 31ST AUGUST 2018)**

INTRODUCTION

The business environment has become increasingly more complex and uncertain in the era of globalised economy and rapid technological changes. The changing times require the establishment of a system to foster the next generation leaders of both management and unions with global perspective and required to develop leadership skills to ensure the organisations that they lead remain competitive. This programme is designed in this context.

OBJECTIVES

The programme aims at

- Highlighting the changing prospective of leadership in today’s competitive business environment
- Acquainting the participants with the modern leadership enhancing concepts and skills
- Working out strategies for establishing a system to foster the next generation business leaders.

PROGRAMME COVERAGE

- Organizational excellence and changing business Leadership perspective
- Concept and Components of leadership skills
- Developing Leadership based Performance Enhancement Models
- Leadership styles assessment
- Strategies for developing next general business leaders
- Global leadership
- Change Management

TARGET GROUP

Top/ senior level executives from all functional areas representing government, semi-government departments & institutions, public & private sector organizations , financial institutions , health organizations , academic institutions hotel & all other services supporters

Faculty would include specialists from NPC and experts from areas

Last Date of Registration 13th August 2018

**Residential Programme on
“Advance Certification Course on Secretarial Effectiveness “
for ES, PPS, PA, PS & Office Staff
(Kodiakanal 10th Sept. To 14th September 2018)**

INTRODUCTION

In the digital age of fast changing technology, increased customer / beneficiaries’ expectations result in the need for accurate and timely information for decision-making. Senior executives now, more than ever, need support from their secretaries and subordinate staff to achieve the goals of the organization. The expectations in terms of quality, timeliness of output, knowledge about the new concepts, tools and time management are indeed very high. This training programme is aimed at equipping the office staff with requisite behavioral & technical/digital skills to enhance their efficiency and effectiveness.

OBJECTIVES

To expose the participants to the new concepts of managing the office in ever changing times.

To develop behavioral skills, the ability to manage self and the effectiveness of oneself for organization.

To prepare the secretaries and office staff to come up to the highest expectations of the bosses.

PROGRAMME COVERAGE

- Changing Business Environment & Change Management
- Expectations from a Executive secretary / Secretary
- Secretarial Effectiveness
- Improving Productivity through MRQ
- Emerging Concepts/ICT tools in Digital Age
- Teamwork and Co-operation
- Communication and Inter-personnel Skills
- Managing Stress and Time at Workplace

TARGET GROUP

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and Financial Institutions, Boards, Administrative Bodies, Go operative Sector, Universities, Academic Institutions etc.

Faculty would include specialists from NPC and experts from areas

Last Date of Registration 13th August 2018