

## PARTICIPATION FEE

Fee per participant per programme is as follows :

\*Rs. 47,500/- (Rupees Forty Seven Thousand Five Hundred only) + GST @ 18% for Goa programme and Rs. 47,500/- (Rupees Forty Seven Thousand Five Hundred only) + GST @ 18% for Kaziranga programme on actual fee per participant per programme. Stay will be provided on single occupancy basis. These charges are towards professional fees, board, lodge, course material and industrial / sightseeing visits & GST.

\*Delegate coming with spouse will pay an additional Rs. 1500/- (Rupees One Thousand Five Hundred only) per day towards stay, bed tea, breakfast, lunch, dinner, etc. directly to the Hotel and share the same room.

\* Delegate coming with Children having the age 06-12 years will be charged additional Rs. 1200/- (Rupees One Thousand Two Hundred only) per child per day payable directly to the Hotel and children will share the parent's room.

## NOMINATIONS

The organization may please send the nominations, stating the name, designation; their mobile and contact no. with full address, along with required demand draft favouring National Productivity Council ten days before start of the programme date positively to the following address. Replacement of enrolled participants will be honoured. Total no. of seats per programme are 30 only. First come first serve criteria will be followed.

National Productivity Council  
4<sup>th</sup> Floor, Kabir Bhawan  
(U.P.S.H.C. Ltd's Building)  
G.T. Road, Kanpur-208005  
Phone: 0512-2224176, 2224860, Fax: 0512-2224177  
E-mail : npckanpur@bsnl.in, kanpur@npcindia.gov.in  
Visit us at : www.npcindia.gov.in

Our Other Programme is as follows:-

Stress & Time Management through PQH Model during 29 April - 3 May 2019 at Gangtok, Sikkim

# Residential Training Programmes

on

**Performance Management & 3 Ps-PQH Model**

**17-21 Dec. 2018, Goa**

**Performance Management for Executive Secretaries, PA, PS &  
Office Staff**

**04-08 Feb. 2019, Kaziranga (Assam)**



Conducted By

**National Productivity Council**

*(under Ministry of Commerce & Industry, Govt. of India)*

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## INQUIRIES

**Rameshwar Dubey**  
Regional Director

**S. K. Nigam**  
Co-ordinator,  
(Mob.: 8005175832)

**NPC, RD, Kanpur, GSTIN: - 09AAATN0402F1Z4 , NPC PAN: - AAATN0402F**

## Performance Management & 3 Ps-PQH Model,

(3 Ps-Productivity & Performance through People, PQH- Productivity, Quality & Humanity)

17-21 Dec. 2018, Goa

### INTRODUCTION

Liberalization, Privatization and Globalization (LPG) in the economy has stimulated high level of competition, vast and rapid changes in the business environment both internally and externally. This has also contributed to increasing uncertainty, stress & strain on managers and employees in every organization to perform well and show profitability upto the investors' satisfaction.

### PROGRAMME - OBJECTIVE

This programme is designed to help organization :

- In managing Change
- In developing teamwork and participative work culture for better productivity
- In developing free, dynamic and adaptive workforce for the future
- In developing better work culture and quality of work life
- In realizing their potentials to the maximum possible
- In eliminating their deficiencies that harness their productivity
- Help themselves to overcome stress and manage their time

### PROGRAMME - COVERAGE

- Developing 3Ps through PQH Model
- 3-5 Matrix of growth involving 3Ps
- Productivity as Duty : Tools & Techniques for Improving Performance
- Quality as identity for Peace & Prosperity
- Humanity : Sharing Gains for work culture & Quality of Work Life
- Performance Management & Measurement
- Improving 3Ps through managing emotions, stress and time
- Case presentation, experience sharing, group exercises, role plays, etc.

### PARTICIPANT PROFILE

The basic concept of "3Ps" encompasses all levels of organization. Therefore, this programme will be useful for Executives / Managers from Public and Private Sectors, Central and State Government Department, Public Utility and Service Organizations, Bank and Financial Institution, Public Administration as well as Cooperative Sectors.

### FACULTY & METHODOLOGY

Senior Faculty Members from NPC & Management Consultants from other Institutions will conduct the programme. Besides Interactive Presentation Sessions, Group Discussions, Case Studies, Role Plays, Group Games, Exercises and Informative Films will be used to stimulate learning.

## Performance Management for Executive Secretaries, PA, PS & Office Staff

04-08 Feb. 2019, Kaziranga (Assam)

### INTRODUCTION

The fast changing business organization has brought in unprecedented role changes of all the employees working in an organization. Busy senior executives have now much higher expectations from their Secretaries and Office Staff to conserve their own energy and save precious time. Secretaries and office staff have not only to be perfectly competent in their conventional roles, but also have to actively assist their senior executives on many other fronts in their new support roles. Professional capabilities, approach and attitude of Secretaries have, therefore, to undergo a seachange.

### PROGRAMME - OBJECTIVE

This programme has been designed to :

- Prepare Secretaries and Office Staff to come up to the expectations of executives;
- Enrich them to become an asset for the boss and organization, as a whole;
- Impart better appreciation of their new roles and responsibilities; and
- Provide them exposure in the areas of potential professional growth.

### PROGRAMME - COVERAGE

- Emerging Role of Executive Secretaries, PA and Office Staff
- Effective Handling of Key Work Areas
- Managing the Boss and his Office
- Managing Time and Stress at Workplace
- Developing Team Work in the Office
- Developing Written and Verbal Communication
- Developing Positive Human Relations and attitude at Workplace : PQH Model

### PARTICIPANT PROFILE

Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Office Staff and those who discharge secretarial duties and responsibilities, will be benefitted by this programme.

### FACULTY & METHODOLOGY

Senior Faculty Members from NPC & Management Consultants from other Institutions will conduct the programme. Besides Interactive Presentation Sessions, Group Discussions, Case Studies, Role Plays, Group Games, Exercises and Informative Films will be used to stimulate learning.

### Venue and Dates

Venue : Goa, Date : 17-21 December, 2018  
Check in : 17 December, 2018 (11:00AM)  
Check out : 21 December, 2018 (11:00AM)

### Venue and Dates

Venue : Kaziranga (Assam), Date : 04-08 February, 2019  
Check in : 04 February, 2019 (11:00AM)  
Check out : 08 February, 2019 (11:00AM)

