

FORTHCOMING TRAINING PROGRAMMES

Programme	Dates	Venue	Fee Proposed
Office effectiveness Management with focus on Lean office, 5S and Productivity improvement practices	22 nd - 26 th October 2018	Kathmandu	Rs. 49800 + 18% GST (Residential) Rs. 29,000 + 18% GST (Non Residential)
Secretarial Effectiveness for ES, PPS, PA, PS & Office Staff	26 th - 30 th November 2018	Portblair	Rs. 49800 + 18% GST (Residential) Rs. 29,000 + 18% GST (Non Residential)

For further details of program, please visit : www.npcindia.gov.in



CONTACT DETAILS:

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CORRESPONDENCE ADDRESS

NATIONAL PRODUCTIVITY COUNCIL

E-5, G.I.D.C. Electronic Estate, Gandhinagar, Gujarat, India-382 028



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Government of India)

ANNOUNCES RESIDENTIAL TRAINING PROGRAMME ON

“Systematic Problem Solving, Conflict Resolution and Change Management”

From 24th to 28th September 2018
at Goa



INTRODUCTION

Systematic Problem Solving, Conflict Resolution and Change Management are the fundamentals to any manager or executive's work accomplishment. Increasing complexities of work environment are forcing executives and managers to cope up with newer and difficult situations. Yesterday's solutions and ad-hoc decisions are not likely to deliver the desired results. Existing knowledge base is not likely to be of any help in taking advantage of the arising opportunities.

This necessitates the executives / managers / officers to be equipped with appropriate skills and techniques of problem identification, definition, identifying best solution and implementation. Systematic Problem Solving, Conflict Resolution and Change Management helps in these stages while taking a holistic view of the situation. Use of change management is a fresh approach which is required to be made part of the organisational decision making process. This program helps in improving the quality of decision making in the organization leading to increased organisational effectiveness.

BROAD COURSE CONTENTS

- ⇒ To understand the concept, process and techniques of Systematic Problem Solving, Conflict Resolution and Change Management.
- ⇒ To enable the participant to develop specific systematic problem solving skills in order to enhance their contribution to the organisational decision making.
- ⇒ Systematic Problem Solving, Conflict Resolution and Change Management: Tools & Techniques
- ⇒ Decision Making Skills, Creativity & Lateral Thinking
- ⇒ Idea Generation: Tools & Techniques & The human Centered Problem Solving

PARTICIPANTS PROFILE

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

FACULTY & PEDAGOGY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field. The training Methodology of the training programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/interactive discussions, small videos and presentations.

CERTIFICATE OF PARTICIPATION

NPC will give certificate of participation to each participant on the conclusion of the training programme.

PAYMENT DETAILS

Fee is to be paid by DD/Cheque in the name of “National Productivity Council”	ECS Payment details : Indian Overseas Bank, 70, Golf Link Branch, New Delhi SB A/C No. 026501000009207; MICR – 110020007; IIFSC No. IOBA0000265
PAN No : AAATN0402F GST No. : 24AAATN0402F1ZC	In case of ECS payment (NEFT/ RTGS), the payment detail and UTR number may kindly be intimated (email) to programme coordinator.

PARTICIPATION FEE & PROGRAMME SCHEDULE

Program Code or Order No	NPC/GN/IE/T12/223/2018-19
The participation fees	Rs. 49800 + 18% GST (Residential) Rs. 29000 + 18% GST (Non-Residential)
Check In at Hotel/Resort	12 Noon Onwards on 24 th September 2018
Check Out at Hotel/Resort	Before 11 AM on 28 th September 2018
Programme Start on	24 th September 2018 at 1430 hrs
Programme Close on	28 th September 2018 at 1100 hrs.

The nominating authority should ensure that the nominations are sent with Nominating authorities & Participant's Name, Designation, Department/Section/E-Mail, Landline, Fax & Mobile Nos. in letter, without fail, to facilitate proper communication. For any correspondence related to this programme please mention the reference no.: **PO No: NPC / GN / IE / T12 / 223 / 2018-19**

GENERAL INSTRUCTIONS

- ⇒ Last date for receiving nominations is **18th September 2018**.
- ⇒ Due to limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time & Acceptance of the nominations is/are subject to the seat availability & receipt of the participation fee latest by last date for Nominations.
- ⇒ The residential participation fee covers the Professional fees towards training, Board & Lodge of the Participant(s). The fee once deposited is Non-refundable, however substitutions are allowed.
- ⇒ NPC will not bare any charges towards participants to & fro travel from their residence to training program venue.
- ⇒ Participants need to be medically fit & free from any medical problem which may impair his ability to attend and complete the training program.
- ⇒ Participants are requested to assure their own health & safety during training period & NPC will not be liable for medical expenses incurred during training program.
- ⇒ NPC will not provide accommodation before or after the above mentioned dates. Participants planning to stay longer than the schedule duration should arrange the same at their own cost.
- ⇒ Settlement of additional bills: The hotel has been instructed to open separate folio for each participant. You are requested to directly settle your additional dues regarding family members, laundry, telephone, mini bar, room service, overstay, etc. with hotel directly before check out.
- ⇒ Any other terms and conditions applied as may be decided by NPC at any point of time.
- ⇒ Due to GST Guidelines please confirm its applicability for your department. It is advisable to promote E- Payment mode like ECS/NEFT/RTGS.