

# Innovation & Change Management For organizational Growth



08-12 January, 2024  
(Port Blair)

**HRM GROUP**

National Productivity Council  
Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road  
New Delhi - 110003

## **1. ABOUT NPC**

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

## **2. PROGRAMME THEME**

With the rise of globalized and connected economy, the competition has increased manifold causing efforts by the business and government organizations to increase the performance continually for meeting the requirements of citizens which translates to continually evolving the organization to achieve new level of performance and adapt to constantly changing environment of Technology and Cultures.

This programme has been designed to help the employees recognize the need for organizational growth so that the organizations keep on evolving to be competitive by adapting innovative procedure & practices and driving small change management practices. This programme will help participants identify proper innovation and change management strategies to be able to contribute in facilitating building the organization of future.

## **3. LEARNING OBJECTIVES**

- Provide a knowledge base for understanding different types of organizational innovation and change management systems.
- Understand the organizational and extra-organizational forces that influence innovation and change management success.
- Develop an appreciation of the processes and challenges of innovation and change management as they apply to innovation effectiveness.
- Learn to assess the impacts of change, to develop effective change teams and to recognise and address resistance to change and innovation.
- Learn to identify and work with the stakeholders in a change initiative, and how to plan, execute and measure the effective communications required to build and maintain their engagement.

## **4. BROAD PROGRAMME COVERAGE**

- Understanding the concept of Organization Development.
- Understanding the innovation concept and strategies.
- Understanding the change management concept, process and strategies.
- Develop change management plans (CMP).
- Driving change in the organisation.

## 5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

## 6. PARTICIPANTS' PROFILE

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

## 7. FACULTY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field.

## 8. PROGRAMME FEE & VENUE

Venue	Gangtok	
Programme Fee	<b>Residential Participants:</b> INR 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	<b>Non-Residential Participants:</b> INR 35,500/- (Rs. Thirty Five Thousand Five Hundred only) Plus GST @ 18%

## 9. CHECK-IN/CHECK-OUT INFORMATION

**Check in at Hotel/Resort:** 12 Noon Onwards on 08<sup>th</sup> January, 2024

**Check out at Hotel/Resort:** Before 12 Noon on 12<sup>th</sup> January, 2024

## 10. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- Demand Draft should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

*As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.*

## 11. HOW TO APPLY

Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

<p><b>Program Coordinator</b></p> <p>Ms. Asmita Raj          Technical Assistant-HRM          National Productivity Council (NPC)          5-6 Institutional Area,          Lodhi Road, New Delhi – 110003          Email Id: <a href="mailto:asmita.raj@npcindia.gov.in">asmita.raj@npcindia.gov.in</a>          Tel: 011-24607376              011-24607364              011-24607352              011-24607337</p>	<p>Sh. Umashankar Prasad          Group Head (HRM)          National Productivity Council (NPC)          5-6 Institutional Area,          Lodhi Road, New Delhi – 110003          Email Id: <a href="mailto:us.prasad@npcindia.gov.in">us.prasad@npcindia.gov.in</a>          Tel: 011-24607376              011-24607364              011-24607352              011-24607337</p>
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**LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 01<sup>st</sup> January, 2024**

The nominating authority of the participant’s organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T10/23-24**

**Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.**

**12. GENERAL INSTRUCTIONS**

- Due to limited number of seats, the nominating authority of the participant’s organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- The Non-residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- NPC shall not bear any charges towards participants’ to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement towards to-and-fro travel from the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.

- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.

<b>Programme</b>	<b>Venue</b>	<b>Dates</b>	<b>Last Date</b>	<b>Participation Fee Per Person</b>
Stress Management & Work Life Balance <b>NPC/HQ/HRM/T11/23-24</b>	Goa	12-16 February 2024	<b>05/02/2024</b>	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & office management <b>NPC/HQ/HRM/T12/23-24</b>	Munnar	18-22 March 2024	<b>11/03/2024</b>	55,000+ GST for Residential 30,500+ GST Non- Residential
For further details of programme, please visit - <a href="https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater">https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater</a>				



# NATIONAL PRODUCTIVITY COUNCIL

## APPLICATION FORM FOR NOMINATIONS

**Title of Programme: Innovation & Change Management for Organisational Growth at Port Blair**

**Programme Duration: 08<sup>th</sup> - 12<sup>th</sup> January, 2024**

### I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

### II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

### III. Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD): \_\_\_\_\_

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#### Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number and Programme Code
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8