



National Productivity Council

Training Programme on Atmanirbhar Through Lean Practices

PROGRAMME CODE: TP/23-24/103

8th Jan.-12th Jan. 2024
(Goa)



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

In this world of fierce competition, it's imperative for all organisations to enhance productivity with judicious use of resources, minimise wastages and efficiently manage the workplace. ***Lean Thinking is a philosophy***, a way of reducing unnecessary or non-value-added activities/processes to improve efficiency in the system, to ensure quality and on time delivery of products & services. Adoption of Lean practices helps organizations in strengthening the forward and backward linkages, achieving optimum utilisation of Space, Technology & People. Lean organizations not only attain workplace efficiency but also help employees in experience reduced level of stress and higher morale. Lean techniques can be practiced by organizations irrespective of their size or nature of work or type of business viz. manufacturing, financial organizations, offices, service organization, educational institutions, private and public organization of any size etc.

NPC with its vast experience and expertise in training has developed the program “**Atma Nirbhar Through Lean Practices**” so that participants with the newly acquired knowledge are motivated to achieve higher productivity, higher quality, higher safety and reduce costs. ***The program will train participants in understanding the concepts of Lean Techniques, practicing Lean at workplace and adopt lean philosophy as a way of life for Continuous Improvement in Organization's Journey towards realizing Self-Reliant India***

LEARNING OBJECTIVES

This training program prepares participants to:

- Understand workplace emerging trends and challenges
- Understanding and eliminating wastages
- Learn Lean Techniques
- Accepting Lean Thinking as a way of life
- Plan to implement Lean Techniques at Workplace
- Effectively Communicate at Workplace
- Practice Time and Stress Management Techniques
- Working in functional /inter disciplinary teams for achieving Organizational Goals
- Practice Lean for Continuous Improvement in Organization

3. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- Lean Thinking as a way of life
- Identifying Value Added Activities and Non-Value-Added Activities
- Lean Concepts & Techniques, implementation framework in Workplace
- Communication using ICT & Developing a Positive Attitude
- Time and Stress Management
- Team Building and Teamwork

4. 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.

5. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Academic Institutions, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Labor Unions/Associations.

6. FACULTY

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

7. PROGRAMME FEE & VENUE

Programme Code	TP/23-24/103	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 55,000/- + 18% GST	Non-Residential Participants ₹ 39,500 /- + 18% GST
For Residential Participants	Check-in at hotel - 12:00 P.M on 08.01.2024 Check-out from Hotel – 09:00 AM on 12.01.2024	

8. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.
<ul style="list-style-type: none">• ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265• DD/Cheque 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.

9. HOW TO APPLY

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

The Training Coordinator
National Productivity Council
5-6 Institutional Area
Lodhi Road , New Delhi – 110003
Tel: 011-24607319
Mobile: 8169039962
Email Id: npctraining@npcindia.gov.in ,

- **Last date for Receiving of nominations: 1st January 2024**

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

10. GENERAL INSTRUCTIONS

- ❖ Due to limited number of seats, it is recommended to send the nominations as per attached format at the earliest, for ensuring the availability. 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.
- ❖ Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- ❖ 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.
- ❖ 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 to reach 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.



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
npctraining@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme Code:

Programme Duration:

Location:

Details of Nominated Participants:

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

Details of Nominating Authority:

Name:

Designation:

Organization:

Address

Contact Number:

Email ID:

Signature

Details of Proof of payment of Programme fee (*RTGS / NEFT Details; Cheque, DD*):

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
- 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

5S implementation is essential for the Lean Journey



NPC 5S Certification for Organization

SL. NO.	CATEGORY	SCORE OBTAINED
1	प्रदर्शक	99 % and above
2	उत्कृष्ट	90 % and above but less than 99%
3	श्रेष्ठ	80 % and above but less than 90%
4	उत्तम	70 % and above but less than 80%
5	प्रयत्नशैल	Less than 70% and above 50%

National Productivity Council

(Under Department for Promotion of Industry and Internal Trade)

Ministry of Commerce and Industry

Government of India

5-6, Institutional Area, Lodhi Road

New Delhi – 110003

Tel: +91-11-24607319

Mobile: 8169039962

npctraining@npcindia.gov.in