



National Productivity Council

Training Programme on Modern Office Management, Team Building and Effective Communication

PROGRAMME CODE: (TP/22-23 / 50)

21-23 September 2022

**(Manthan Hall, NPC HQ,
New Delhi)**



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

Modern office management is a crucial element in managing day-to-day activities like planning, execution and monitoring of office work and maintaining office records. The management of the modern office is responsible for accomplishment of objectives of the organisation. This training programme will help the participants to enhance their knowledge and skills for managing office efficiently, building effective teams, how to motivate employees on continuous basis and developing system for effective communication to improve performance of the organization. This Programme will also enable participants to understand issues and challenges of Office Management, and Team Work and different techniques of effective communication.

3. LEARNING OBJECTIVES

This training programme will enable participants :

- To acquaint with tools and techniques of Productivity Improvement in the office to create a better efficient & effective office environment.
- To identify gaps of tools and techniques of File management, Record Management etc.
- To improve the knowledge and approach required for office management as per different Standards
- To provide the participants with an opportunity for sharing experience and team learning to meet diverse challenges.
- To learn Team building strategies and stages in team building development
- To understand different techniques of Effective Communication.

4. BROAD PROGRAMME COVERAGE

- Importance of Office Management
- Application of various tools & techniques of Modern Office Management
- Organizational system of an office, Effective supervision and administration in an office
- Office standards and manuals
- 5 Rules of productivity improvement in an Office
- Importance of Teamwork and steps in team building process, Teamwork Skills
- How to build an effective team, Issues and challenges of Team Building
- Techniques for Effective Communication, Communication skills
- Barriers in effective communication

5. METHODOLOGY

- Methodology of the training program would be participative in nature. The sessions would be based on practice oriented deliberations, Role play, Group Activities and group exercises/discussions.

6. PARTICIPANTS' PROFILE

Officials from Central & State Government Departments, Public Sector Undertakings, Private Sector Units, Co-operative Sector Organizations, Financial Institutions, NBFCs, Corporations, Associations and Students.

7. FACULTY

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

8. PROGRAMME FEE & VENUE

Programme Code	TP/22-23 / 50
Program Venue	Manthan Hall, 1 st Floor, NPC HQ, Lodhi Road New Delhi
Programme Fee	Non-Residential Participants ₹18,300 /- + 18% GST(Rupees Eighteen thousand three hundred plus GST @ 18%) per participant The programme is non-residential.
Program Schedule	21 st September, 2022 (9:15 Hrs. To 17:30 Hrs.) 22 nd September, 2022 , (9:15 Hrs. To 17:30 Hrs.) 23 rd September, 2022 (9:15 Hrs. To 17:30 Hrs.)

9. 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. IOBA0000265DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHINPC'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.

- **NPC shall offer 10% discount on programme fee to organizations sponsoring 3-5 participants and 15% discount of programme fee to organizations sponsoring more than 5 participants.**

10. 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
Email Id: npctraining@npcindia.gov.in
Tel: 011-24607319

- **Last date for Receiving of nominations: (September 16, 2022)**

11. 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.
- ❖ 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.
- ❖ 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: **Modern Office Management, Team Building and Effective Communication**

Programme Code: TP/22-23/50

Programme Duration: Three days, 21-23 September, 2022 Location: NPC HQ, New Delhi

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

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अमृत महोत्सव



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(Under Department for Promotion of Industry and Internal Trade)
Ministry of Commerce and Industry,
Government of India
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