

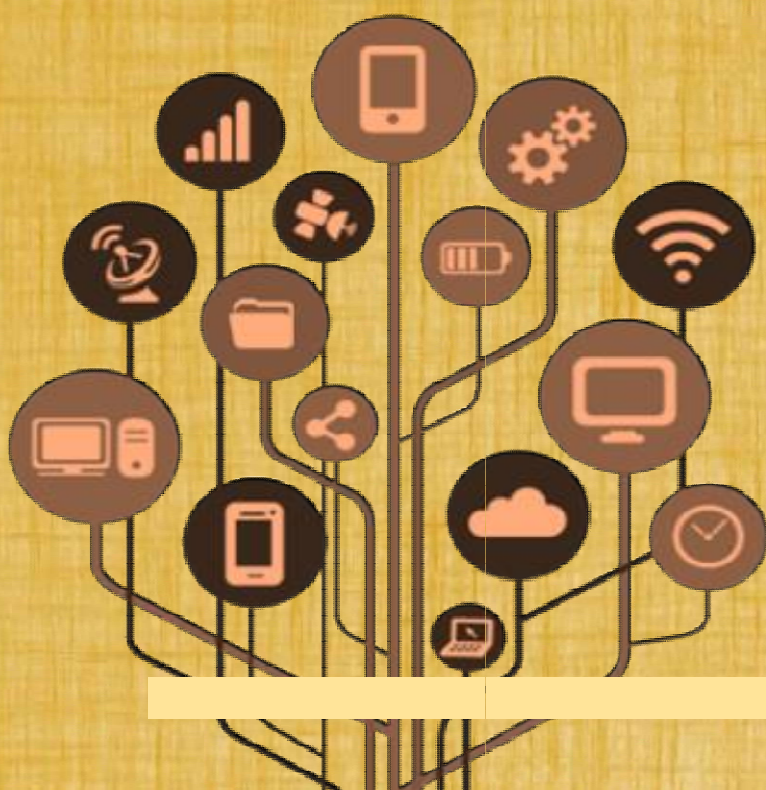


**National Productivity Council**

**Training Programme  
on**  
**Developing Managerial, Leadership &  
Administrative Skills**

**PROGRAMME CODE: (TP/23-24/8)**

**February 19-23, 2024  
(Udaipur)**



## **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**

Managerial, Leadership & Administrative Skills are necessary for Manager/ Leader to perform their job successfully. Skills like the ability to work with, motivate, encourage, empathize and communicate with their employees along with technical soundness hold the key to organisational success and its evolution. These skills are important for all levels of management. They position you to act as an effective leader and problem solver in various situations. Honing these skills and watching how they impact our job performance and opportunities can have an exponential increase in individual and organisation productivity. Administrative efficiency and effectiveness is the key to positive administrative changes.

This training is designed to help you develop skills needed to maximise your effectiveness, both at work, and at home. This training is based on the idea that, in addition to one's specialist knowledge and technical skills, a set of additional key skills that give better understanding of how to manage our team and organization at large and deal with the problems that occur in everyday life are also needed. This Training will show you how to set and achieve realistic goals, communicate with others, how to prioritise and manage time effectively, manage conflict and difficult people with ease, develop your self-confidence and inspire others around you

## **3. LEARNING OBJECTIVES**

The program exposes the participants on how to develop:

- The ability to accurately explain your ideas to others, so they understand you, agree with you and act in accordance with your ideas.
- The ability to analyse the facts and formulate innovative and detailed plans of action that will achieve the goal, in the most efficient manner possible.
- The ability to guide and harmonise the various personalities in a team, so that they are more able to synchronize their actions and complement each other.
- The ability to think outside the box and have the confidence to challenge the status quo.
- The ability to inspire positive emotions in the other members of the team, especially during difficult times.

#### 4. BROAD PROGRAMME COVERAGE

- Leadership Skills & Styles.
- State various types of technical and conceptual knowledge required to become effective managers.
- Describe ways of time management necessary for managers.
- Developing Team Building Skills
- Developing Motivational Skills
- State ways to manage conflicts / disagreements at workplace.
- Describe methods used to motivate employees, delegate work, manage negativity and create enthusiasm among the employees

#### 5. METHODOLOGY

Methodology of the programme would be participative in nature. The sessions would be interactive based on conceptual deliberations, presentation, experiential learning through case studies, success stories, management games and group discussion with interactive discussions with participants to share their knowledge and experience during the training programme.

#### 6. PARTICIPANTS' PROFILE

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions

#### 7. FACULTY

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

#### 8. PROGRAMME DATE, VENUE & FEES

<b>Programme Date &amp; Code</b>	<i>February 19-23, 2024 (TP/JP/22-23/8)</i>	
<b>Program Venue</b>	Hotel Pride Udaipur	
<b>Programme Fee</b>	Residential Participants ₹ 55500/- + 18% GST	Non-Residential Participants ₹ 35500/- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel: <b>19/02/2024 12 noon onwards</b> Check-out from Hotel: <b>23/02/2024 11 am</b> early check-in is subject to availability of room at hotel	

## 9. 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:** State Bank of India, Bapu Nagar, Jaipur - 302004 Branch; A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 031477
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at Jaipur, TAN No. JPR00099B
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 08AAATN0402F1Z6

*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:

**The Training Coordinator  
National Productivity Council  
SB-96, JLN Marg Bapu Nagar  
Jaipur - 302004**

**Email: [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in), [aditi.mishra@npcindia.gov.in](mailto:aditi.mishra@npcindia.gov.in)  
Tel: 011-2703573, 2702935, 9928226777**

- **Last date for Receiving of nominations: 9th February 2024**

## 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.
- ❖ 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, JAIPUR**

### **CALENDAR OF TRAINING PROGRAMMES January 2024 - June 2024**

No.	Title of Programme	Duration & Dates	Venue	Fee (R)
1	Developing Managerial, Leadership & Administrative Skills	February 19-23, 2024	Udaipur	Rs.55500/-+GST (R) Rs.39500/-+GST (NR)
2	Finance for Non Finance and Functional Officials	March 4-8, 2024	Jaipur	Rs.55500/-+GST (R) Rs.39500/-+GST (NR)
3	Administrative Effectiveness, Focus: Right to Information RTI & POSH Act	March 11-15, 2024	Udaipur/ Mount Abu	Rs.55500/-+GST (R) Rs.39500/-+GST (NR)
4	Advance Course on Secretarial Effectiveness, Capacity Building Programme	April 22-26, 2024	Mount Abu	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)
5	Leading with Emotional Intelligence for Stress Management	May 13-17, 2024	Mount Abu	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)
6	Effective Office Administration & Management, Focus: HR & Digital India	June 17-21, 2024	Mussoorie	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)

For details please contact

**Programme Director**

**NATIONAL PRODUCTIVITY COUNCIL**

**SB-96, J.L.N.Marg, Bapu Nagar, JAIPUR 302004**

**Phone: 0141-2702935, 0141-2703573, Fax: 0141-2703573**

**e-mail: [jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in), Web: [www.npcindia.gov.in](http://www.npcindia.gov.in)**

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**NATIONAL PRODUCTIVITY COUNCIL**  
**5-6 Institutional Area, Lodhi Road, New Delhi – 110003**  
**[npctraining@npcindia.gov.in](mailto:npctraining@npcindia.gov.in)**

**APPLICATION FORM FOR NOMINATIONS**

Title of Programme:

Programme Code:

Programme Date & 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

GST No.

Contact Number:

Email ID:

Signature

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

**Payment Particulars**

- **ECS Payment Details:** State Bank of India, Bapu Nagar, Jaipur - 302004 Branch; A/c No. 40084592614, IFSC Code. SBIN0031477, Branch Code: 03147
- 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 Jaipur
- Programme Fees per Participant plus GST to be paid in advance or on receipt of invoice.
- PAN No: AAATN0402F, GSTIN: 08AAATN0402F1Z6

## Developing Managerial, Leadership & Administrative Skills



### **National Productivity Council**

(Under DPIIT, M/o Commerce & Industry, Government of India)

SB-96, JLN Marg, Bapu Nagar, Jaipur - 302015

Tel: +91-0141-2703573, 9928226777

[jaipur@npcindia.gov.in](mailto:jaipur@npcindia.gov.in)