



National Productivity Council

## Training Programme

on

Advanced Course on Leadership Excellence & Productivity  
Management

19<sup>th</sup> to 23<sup>rd</sup> May 2025

THIMPHU  
(Bhutan)

*Brochure*



## 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 a need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and twelve regional offices across the country. 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

The *Advanced Course on Leadership Excellence & Productivity Management* is designed to empower professionals with innovative leadership strategies and productivity-enhancing techniques. This program delves into key aspects of visionary leadership, decision-making, team dynamics, and operational efficiency to drive organizational success. Participants will explore innovative management practices, productivity tools, and real-world case studies to enhance their leadership impact. Through expert-led sessions, interactive discussions, and experiential learning, attendees will develop critical skills to navigate challenges and foster a high-performance culture. This course is ideal for executives, managers, and professionals seeking to elevate their leadership capabilities and drive sustainable productivity growth.

## 3. LEARNING OBJECTIVES

- Develop advanced leadership skills to inspire, influence, and drive organizational excellence.
- Enhance decision-making and problem-solving capabilities for strategic growth.
- Master productivity management techniques to optimize efficiency and performance.
- Learn to build high-performing teams through effective communication and collaboration.
- Understand innovative management practices and tools for sustainable success.
- Cultivate a leadership mindset to navigate challenges and drive continuous improvement.

## 4. BROAD PROGRAMME COVERAGE

*The following topics shall be covered during the training:*

- Leadership Excellence: Visionary leadership, emotional intelligence, strategic thinking.
- Productivity Management: Tools and techniques for workplace efficiency.
- Decision-Making & Problem-Solving: Analytical approaches and case studies.
- Team Performance: Building, managing, and motivating high-performing teams.
- Time & Stress Management: Productivity optimization and work-life balance.
- Change & Innovation: Adapting to change and fostering innovation.
- Communication & Negotiation: Influencing, persuasion, and conflict resolution.

## 5. METHODOLOGY

The 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 at mid to senior 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.

## 7. FACULTY

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

## 8. PROGRAMME FEE & VENUE

<b>Programme Code</b>	IE/GN/T12/501/25-26	
<b>Program Venue</b>	Thimphu (Bhutan)	
<b>Programme Fee</b>	Residential Participants ₹ 1,45,000 /- + 18% GST	Non-Residential Participants ₹ 99,000 /- + 18% GST
<b>For Residential Participants</b>	Check-in at hotel – 19 <sup>th</sup> May 2025 (12:00 PM) Check-out from Hotel – 23 <sup>rd</sup> May 2025 (09:00 AM)	

## 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, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 24AAATN0402F1Z

*As per GOI notification No. 12/2017-Central Tax Rate dated 28.06.17, Sr. No. 72, Heading 9992 (at page no. 18 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."*

## 10. HOW TO APPLY (Nominations may be sent to the following address/email)

<b>Training Program Coordinator:</b>  Vikas Meena, Deputy Director, Mob: 8866943946, Email: vikas.meena@npcindia.gov.in	<b>Address:</b> National Productivity Council,  Regional Directorate, Gandhinagar E-5, GIDC Electronic Estate, Sec 26 GIDC, Gandhinagar, Gujarat – 382 028
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## 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).
- 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.
- In the event of unforeseen circumstances leading to the cancellation of the training program, NPC shall not be responsible for any associated charges.
- 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. Book your travel ticket only after receiving confirmation from the NPC.
- 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 shall not be held liable for personal expenses, including but not limited to portage, theft, accidents, health expenses, etc.
- 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.
- Early check-in and late check-out are subject to the availability at hotel. Hotels are subject to change based on availability.
- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Participants are required to follow the Participants are advised to book their travel tickets only after receiving confirmation of Programme and acceptance of nomination.
- 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.



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: \_\_\_\_\_

Programme Code: \_\_\_\_\_

Programme Duration: \_\_\_\_\_ Venue/ Location: \_\_\_\_\_

Select Participation on Residential Basis  OR Non-Residential Basis

Details of Nominated Participants:

Table with 6 columns: S. No., Name of Delegate, Designation, Mobile No., Email ID, Participant Organisation Address (kindly provide full address of correspondence). Rows 1-5+.

Details of Nominating Authority:

Table with 6 columns: S. No., Name of Nominating Authority, Designation, Mobile No., Email ID, Nominating Authority Organization Address (kindly provide full address of correspondence). Row 1.

Select, if Organization is GST Exempted  OR Select, if Organization is Not GST Exempted

SELF DECLARATION ON GST EXEMPTION (OPTIONAL)
As per GST 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.
List of conditions for exemption.
\*I certify that the above information is correct
Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_

For Organisation who are Not Exempted and having GST registration GST No. (Mandatory) \_\_\_\_\_
(Kindly provide the GST number of organisation on which GST Invoice to be raised)
Organisation PAN No. (Optional) \_\_\_\_\_
Organisation TAN No. (Mandatory on TDS deduction) \_\_\_\_\_

DECLARATION

\*I certify that the above information is correct

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Place: \_\_\_\_\_