



National Productivity Council

Training Programme
on
Modern Office Management, Team building, Leadership &
Performance Management
PROGRAMME CODE: (T2425ECO18)



03-07 February 2025(Kanyakumari)

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

Office Management is the administrative handling, controlling & maintaining a balanced process of work inside the office of an organization, Office Manager is therefore responsible for planning, organizing and controlling the office work, processes and evaluating the outcome. Managing an organization and improving its performance on continuous basis requires efficient and effective leaders, managers and administrators especially in today's complex work environment and highly competitive scenario. The role of office manager & office administrator has changed drastically over years as it is very important for an office manager/office administrator to get maximum office/employee productivity by effective utilization of space, manpower, equipment & other resources and also creating good work environment so that every employee contributes maximum according to his/her potential. Modern Office Management has become a prime concern of each and every employee who not only does the work but also gets the work done by his/her subordinates. The "Office of the Future" with three forces Computer, Communication and Human Resource has triggered the emergence of new concepts and patterns.

In today's economic climate, organizations face unprecedented pressure not only to achieve goals and meet expectations of citizens but also to deliver productivity and efficiency. The proper measurement of organizational performance, productivity and efficiency is therefore an essential part for general welfare of all groups in society and nation. Performance Management is therefore not only telling a person what to do and 'policing' them until it is done, rather, it is an integral part of the manager and employee's job. Hence Performance Measurement is a key process in any organization and should assist the management and staff to focus on key issues and business objectives to ensure sustainability. The programme is therefore designed keeping in view that government, public sector and private organizations must train their officers/managers in modern office management techniques, team building, leadership & performance management so that they can meet the organizational expectations and take right decisions/actions to achieve organizational objectives. This training programme would help the participants understand

modern office management techniques, performance management, develop effective leadership & team building

3. LEARNING OBJECTIVES

NPC has designed the training programme to understand modern office management techniques, performance management, develop leadership & team building among participants to meet future challenges

4. BROAD PROGRAMME COVERAGE

- Introduction to Modern Office Management
- Office Automation and Communication Tools in Office Management
- Effective Leadership and Managerial Skills
- Motivation, Team building qualities & improvement
- Communication & Change Management
- 5S and Kaizen implementation in Office
- Effective Supervision and Administration in Office
- Knowledge Management
- Overview of Performance Measurement System
- Developing Key Performance Indicators(KPIs)
- Planning, Target Setting and Setting Standards
- Competency Assessment
- Performance Evaluation Competencies Assessment
- Progress Review

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

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

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 FEE & VENUE

Programme Code	T2425ECO18	
Program Venue	Kanyakumari (Tamil Nadu)	
Programme Fee	Residential Participants ₹ 60000 /- + 18% GST	Non-Residential Participants ₹44000 /- + 18% GST

For Residential Participants	Check-in at hotel - 03/02/25(AN) Check-out from Hotel – 07/02/25(FN)
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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:** 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.



HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:
- Last date for receiving of nominations: (two weeks before the scheduled date of programme)

Dr. Nitin Aggrawal
Dy. Director (ES)
Email: nitin.a@npcindia.gov.in
Ph: 011-24607375
Mobile: 9871583751



NATIONAL PRODUCTIVITY COUNCIL
5-6 Institutional Area, Lodhi Road, New Delhi – 110003

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Modern Office Management, Team building, Leadership & Performance Management**

Programme Code: **T2425ECO18**

Programme Duration: **03-07 February, 25**

Venue/ Location: **Kanyakumari**

Select Participation on Residential Basis

OR Non-Residential Basis

Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No	Email ID	Participant Organisation Address (kindly provide full address of correspondence)
1					
2					
3					
4					
5					

Details of Nominating Authority:

S. No	Name of Nominating Authority	Designation	Mobile No	Email ID	Nominating Authority Organization Address (kindly provide full address of correspondence)
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.

- I/We hereby declare that we meet all the conditions stipulated in the aforementioned GST notifications and qualify for exemption from GST payment for the training program mentioned above.
- I/We acknowledge that any breaches or non-compliance with the specified conditions may result in the collection of GST, interest, and penalty amounts by NPC on behalf of the GST department at a later stage whenever the GST department raises the same to NPC.
- I/We also declare that it is the responsibility of the participant organization to verify their eligibility to avail the benefit, and NPC is not responsible for checking the eligibility. *I certify that the above information is correct

Signature: _____ Date: _____ and 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: _____ and Place: _____

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 programme
- ❖ The Non-residential programme fee covers the professional fee towards training, lunch and refreshments during the training programme. 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 programme 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 programme
- ❖ 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