



**TRAINING PROGRAM ON**

# **SOFT SKILLS FOR PRODUCTIVITY IMPROVEMENT**

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**MUNNAR**

**PROGRAM CODE: T2425GUW05**

**6<sup>TH</sup> TO 10<sup>TH</sup> January 2025**

## 1. ABOUT NATIONAL PRODUCTIVITY COUNCIL

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, the 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 headquarters in 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 organizations including Central Government Ministries and State Governments.

## 2. PROGRAM THEME

The ability to communicate, persuade and influence with people in a positive way to achieve your organizational goals is one of the keys to success in any business or professional environment. This highly interactive program provides you with the opportunity to learn, practice and master the critical skills and competencies required for building and maintaining productive and profitable work relationships.

## 3. LEARNING OBJECTIVES

This training program prepares participants for:

- More effective communication
- Stronger leadership
- Improved problem solving
- Enhanced creative and critical thinking.
- Better teamwork, efficiency, and productivity

## 4. BROAD PROGRAM COVERAGE

The following topics shall be covered during the training.

- Interpersonal Relations
- Dynamics of Communication
- Conflict Management
- Decision Making
- Interpersonal Communication Skills
- Time Management
- Stress Management
- Positive Mental Attitude
- Motivation
- Team Building

## 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 across middle & Senior management levels working in Ministries, Central & State PSUs, Central & State Government Departments and other manufacturing and process industries.

## 7. FACULTY

The faculty for the training program may comprise senior NPC Experts & other renowned and experienced Trainers from the respective field. The training methodology will have a focus on interactive discussions, small group activities, business games, exercises, role plays, videos, and presentations

## 8. PROGRAM FEE & VENUE

|                                     |   |  |
|-------------------------------------|---|--|
| <b>Program Code</b>                 | T2425GUW05  |  |
| <b>Program Venue</b>                | MUNNAR  |  |
| <b>Program Fee</b>                  | <b><u>Residential Participants</u></b><br>₹ 60,000/- + 18% GST  | <b><u>Non-Residential Participants</u></b><br>₹ 44,000/- + 18% GST |
| <b>For Residential Participants</b> | Check-in at the hotel: 12 noon onwards on 6 <sup>th</sup> January 2025<br>Check-out from Hotel: Before 11 am on 10 <sup>th</sup> January 2025 |  |

## 9. PAYMENT DETAILS

Program fee inclusive of GST to be paid as per the following

### **ECS Payment Details:**

Bank Name : State Bank of India  
Branch : New Guwahati  
Bank A/c No : 39754600161  
IFCS Code : SBIN0000221  
PAN No : AAATN0402F  
GST No : 18AAATN0402F1Z5

*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*

## 10. HOW TO APPLY

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

**Shri Subhra Seal**

Deputy Director

**National Productivity Council**

2<sup>nd</sup> Floor Meenakshi Bhawan, Rajgarh Road, Guwahati 781007

Email Id: [guwahati@npcindia.gov.in](mailto:guwahati@npcindia.gov.in) ; Tel: 0361-3512552; +91-8486017697

**Last date for Receiving nominations: 23<sup>rd</sup> December 2024**

## 11. GENERAL INSTRUCTIONS

- ❖ Due to a limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, to ensure availability. Acceptance of the nominations is subject to the seat availability and receipt of the program fee latest by the last date for nominations.
- ❖ The Residential program 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 program fee covers the professional fee for training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed. Boarding and lodging facilities shall not be provided to Non-residential participants
- ❖ 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 arrangements to reach the venue on time as per the program 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 the program. 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 a separate folio for each participant. Participants may directly settle their additional dues regarding a family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a Certificate of Participation on successful completion of 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**  
**2<sup>nd</sup> Floor, Meenakshi Bhawan, Rajgarh Road, Guwahati 781007**  
**guwahati@npcindia.gov.in**

**APPLICATION FORM FOR NOMINATIONS**

- ❖ Title of Programme : **Soft Skills for Productivity Improvement**
- ❖ Program Code : **T2425G UW05**
- ❖ Program Duration: **6<sup>th</sup> to 10<sup>th</sup> January 2025** Location: **MUNNAR**
- ❖ Select Participation on **Residential Basis**  **OR Non-Residential Basis**

**Details of Nominated Participants:**

| S. No | Name of Delegate | Designation | Mobile No. | Email ID | Participant Organization 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 Organization who are Not Exempted and having GST registration please provide your GST No. (Mandatory):**

*(PS: - Kindly provide the GST number of organization on which GST Invoice to be raised)*

Organization PAN No. (Optional) \_\_\_\_\_  
 Organization TAN No. (Mandatory on TDS deduction)) \_\_\_\_\_

**DECLARATION**

\*I certify that the above information is correct

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



## **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

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