



National Productivity Council

Training Programme
on
Developing Managerial and Leadership Skills
PROGRAMME CODE:T2425JPR04

22-26 July 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

Business cannot thrive unless the people and planet thriving. Hence, the organisation must adopt new way of doing business with ensuring that the world is on a path to meet all Sustainable and equitable development. And Business leaders has to evolves through new approach to prioritize, plan, learn and act Their role and styles of leadership keep changing as the situation with respect to change in organisational setting. Leader/Manager has to achieve target/results so that people will continue to contribute to the organisation. And that's why managerial and leadership skill development training programs are extremely important part of the organization to perform their job efficiently and effectively. Hence, NPC has designed a condensed course on managerial and leadership development programme to upgrade the knowledge and skills of the officials at middle and senior level.

3. LEARNING OBJECTIVES

The objective of the training programme is to impart leadership and management knowledge among participant and sharpen their skillsets so that they can perform better in their roles as a leaders based on the organisation situation. It aimed to equip participants with recognizing the interconnected administration, and management challenges, and how a cohesive team could be built. The rationale behind this endeavour is to enable the participants to improve productive performance of leaders in more highly efficient and effective way through training through learning approach.

4. BROAD PROGRAMME COVERAGE

- Emerging leadership development approach.
- Leadership: Skills & Styles.
- Innovation and leadership management approach.
- Stress and Time management.
- Negotiation – problem resolution and tactics.
- Conflict and Conflict Management.
- Change management.
- Building high performing Team.

5. METHODOLOGY

Methodology of the programme would be participative in nature with a focus on principal of adult learning. The sessions would be expert-led, participant-centred conceptual deliberations, involving case studies, success stories, individual and group exercises/ discussion.

6. PARTICIPANTS' PROFILE

The programme is designed for Executive Secretaries, Private Secretaries, Personal Assistants, Stenographers, Junior & Middle level officials attached to Sr. level officials from Central and State Government Departments, Public Sector & Private Sector Organisation, Corporations, Board, Autonomous organisation, Banks and Service Organization, Academic Institutions, labour unions/ associationsetc.

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	<i>T2425JPR04</i>	
Program Venue	Mount Abu, Rajasthan 22-26 July 2024	
Programme Fee	Residential Participants ₹ 60000 /- + 18% GST Rs. Sixty Thousand Only + GST	Non-Residential Participants ₹ 44000 /- + 18% GST Rs. Forty Four Thousand + GST
For Residential Participants	Check-in at hotel: 13.00 hrs. Check-out from Hotel: 11 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.

- **ECS Payment Details:** State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur - 302004
- 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
- NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z6

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)

Director
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar
Jaipur - 302015
Phone:-0141-2703573, 2702935
Email: jaipur@npcindia.gov.in

Dr. Bajrang Lal
Dy. Director & Programme Coordinator
Email: bajrang.lal@npcindia.gov.in
Phone:-0141-2703573, 2702935
Mobile No.: 8949112623

NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: **Developing Managerial and Leadership Skills**

Programme Code: **T2425JPR04**

Programme Duration: **22-26 July 2024** Venue/ Location: **Udaipur**

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

<u>SELF DECLARATION ON GST EXEMPTION (OPTIONAL)</u>	
<p><i>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></p> <ul style="list-style-type: none"> 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 <p>Signature: _____ Date: _____ and Place: _____</p>	

DECLARATION

*I certify that the above information is correct

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)) _____
 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 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.