



National Productivity Council

Training Programme
on
EMOTIONAL INTELLIGENCE FOR EFFECTIVE LEADERSHIP &
WORK LIFE BALANCE

PROGRAMME CODE: (T2425PAT04)

EMOTIONAL INTELLIGENCE IN LEADERSHIP:
— THE KEY TO SUCCESS —



9th - 10th DEC. 2024
(PORTBLAIR)



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

Emotional Intelligence (EI) could be blended with cognitive competencies (IQ) and managerial competencies for effective leadership. In this training programme, we will discuss how a leader can apply the concepts of EI to handle teams effectively, build co-operative relationships with key stakeholders and create energy and enthusiasm to foster meaningful change. Work-life balance aims to achieve an ideal balance between an employee's working life & personal life. It is based on the idea that a fulfilling life outside of work helps improve work performance and reduce stress. Emotional intelligence (EQ) plays a crucial role in effective leadership and overall success. It helps leaders connect with their teams on a deeper level, creating a positive work environment and driving organizational success.

This NPC residential program shall focus on the aspects of how emotional intelligence can be used to create an effective leadership and devise strategies to achieve work-life balance, for improving employees productivity and organizational efficiency.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- ❖ Understanding the science behind emotional intelligence and how it factors at work
- ❖ Discovering techniques to raise one's EQ
- ❖ Determining how to maximize team performance using emotional intelligence
- ❖ Identify Factors Influencing Work-Life Balance
- ❖ Examine Strategies to Enhance Work-Life Balance using EQ

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training

- ❖ What is emotional intelligence & Why emotions matter in performance at workplace
- ❖ Emotionally Intelligent Leaders
- ❖ Personal Effectiveness & Developing trust
- ❖ Social Awareness and Acknowledgement
- ❖ Understanding Work Life Balance
- ❖ How to develop strategies for work life balance using emotional intelligence

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, Labour 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	<i>T2425PAT04</i>	
Program Venue	Port-Blair	
Programme Fee	Residential Participants ₹ 65,000 /- + 18% GST	Non-Residential Participants ₹ 48,000 /- + 18% GST
For Residential Participants	Check-in at hotel - <i>37th December 2024 (A/N)</i> Check-out from Hotel – <i>19th December 2024 (F/N)</i>	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form.	Online Registration and Payment System
<ul style="list-style-type: none">• 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: 10AAATN0402F2ZK	Nomination for the programme and payment can be done online by visiting https://www.npcindia.gov.in/NPC/User/TrainingHeadQuarter  (Challan generation, NEFT, RTGS are also available for payment)

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 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)

<p>J K Singh Regional Director, National Productivity Council 3rd floor, Sudama Bhawan, Boring Road Crossing, Patna- 800 001</p> <p>Phone : 0612-2558311, Mobile : +91-6202565271 Email : jk.singh@npcindia.gov.in , patna@npcindia.gov.in</p>	<p>Sh. Sj ailesh Kumar Vimal, Dy. Director Email: sk.vimal@npcindia.gov.in Ph: 0612-2558311 Mobile No.: +91-7888724793</p>
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- **Last date for Receiving of nominations: 24th December 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
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
sk.vimal@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Title of Programme:

Programme 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:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- 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 NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8

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: 011-24607331, Ext-325, 7888724793

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