



National Productivity Council

Training Programme on

"Improving Leadership, Managerial and Administrative Skills"

PROGRAMME CODE: (T2425PAT06)

10th - 14th February, 2025

PORTBLAIR, A&N ISLANDS



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. LEARNING OBJECTIVES

This training program aims to sensitize participants in the following ways:

- To improve leadership, managerial and administrative skills among the participants
- To explain advance management techniques for management and control of organizational functioning
- To discuss implementation of advanced management techniques for improving managerial effectiveness
- To develop top management/ Managers /Officers for future challenges

3. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training programme:

- Effective Leadership and Managerial Skills
- Motivation and Team building
- Personality Development
- Modern HR practices
- Modern performance management system
- Time and Stress Management
- Knowledge Management
- Total Quality Management
- Customer Relationship Management
- Conflict Resolution
- Crisis Management
- Change Management
- Participative Management

4. TARGET PARTICIPANT

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Private Sector Enterprises, Urban Local Bodies, State Pollution Control Boards/Pollution Control Committees, Co-operatives, Corporations, Banks, NBFCs, Labor Unions/Associations, Financial Institutions and/or Academic and/or Research Institutions.

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. FACULTY

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

7. PROGRAMME FEE & VENUE

Program Venue	Portblair
Programme Fee	Residential Participants ₹ 65000 /- + 18% GST
	Non –Residential Participants ₹48000 /- + 18% GST
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	10 th February, 2025 Afternoon
Departure day (Check out time from forenoon onwards at Hotel/Resort)	14 th February, 2025 Forenoon

8. 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.

9. 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: 31.01.2025.**

J K Singh Regional Director, National Productivity Council 3rd floor, Sudama Bhawan, Boring Road Crossing, Patna- 800 001 Phone : 0612-2558311 , Mobile : +91-6202565271 Email : jk.singh@npcindia.gov.in , patna@npcindia.gov .	Sh. Shailesh Kr Vimal, Dy. Director Email: sk.vimal@npcindia.gov.in Ph: 0612-2558311 Mobile No.: +91-7888724793;
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10. GENERAL INSTRUCTIONS

- 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.
- 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

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

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: 10AAATN0402F2ZK