

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
Online e-Training Programme on
Developing Soft Skills for Administrative Staff
April 26-27, 2021

INTRODUCTION:

Soft Skills are the skills, personal attributes, habit, traits and characteristics that augment an individual ability to interact efficiently with others at workplace and in society. Whether we deal with colleagues, interacting with peers, subordinate or superior contribute soft skills Proficiency such as effective communication, assertive behaviors, conflict resolution, personal effectiveness, creative problem solving among others constitute soft skills. These are the skills that everyone should have to professional relationship and work performance in order to become more successful at various stage of career and life.

OBJECTIVES:

The program aims:-

- Enhance communication skills and to become a good communicator and listener
- Develop professionalism, Manage expectations, develop confident personally
- Become better in terms of development and execution of creative idea and plan.

CONTENTS:

Communication Skills including:-

- Listening Skills
- Interpersonal Skills
- Develop writing skills
- Presentation Skills
- Social etiquette & Social skills
- Teamwork & Conflict Management Skills
- Motivation & Persuasion Skills

TARGET GROUP:

The program is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, contracts, procurement, etc. from organization.

DATES:

April 26-27, 2021

Day 1: April 26, 2021 from 14:00 hrs. to 17:00 hrs.

Day 2: April 27, 2021 from 14:00 hrs. to 17:00 hrs.

The duration of the program would be 3.00 hrs. per day including break in between.

FINANCIAL IMPLICATIONS:

Rs.5900/- + 18% GST (Rs. Five Thousand Nine Hundred + 18% GST) per participant inclusive of programme material and professional charges. (online or offline payment)The Cheque/DD/ECS should be drawn in favor of “**National Productivity Council**” payable at New Delhi. ECS Detail:
Bank Name: **Indian Overseas Bank**, 70 Golf Link, New Delhi, Bank
Account No.: **026501000009207**, IFCS/RTGS/NEFT Code: IOB-A0000265
MICR Code: 110020007, PAN No.AAATN0402F, TAN No.:0099B
GST No.: **08AAATN0402F1Z6** **Online:** Individual participants may directly pay online by registering through the respective "Register" button provided at <https://www.npcindia.gov.in/NPC/User/webinarpage>

FACULTY AND METHODOLOGY:

The faculty would include specialists from NPC & invited speakers from organizations of eminence. Methodology of the program would be participative in nature with a focus on principal of adult learning.

REGISTRATION:

The Training Program would be conducted through Cisco Webex platform. e-Certificate of participation will be issued to all participants.
Registration link would be sent to nominated participants 1 day before the scheduled session. Soft copy of study material will be provided to the participants before/after the session as needed. Participants will be provided requisite technical support for connecting through the Cisco Webex platform

FOR FURTHER DETAILS PLEASE CONTACT:**Programme Director**

National Productivity Council

(Under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Regional Directorate –Jaipur

SB-96, JLN Marg, Bapu Nagar,

Jaipur – 302015, Rajasthan

Ph. 0141-2702935, 2703573 Mobile No:8826628448, 09414387196

E-Mail: jaipur@npcindia.gov.in, himanshu.rg@npcindia.gov.in , Website: www.npcindia.gov.in