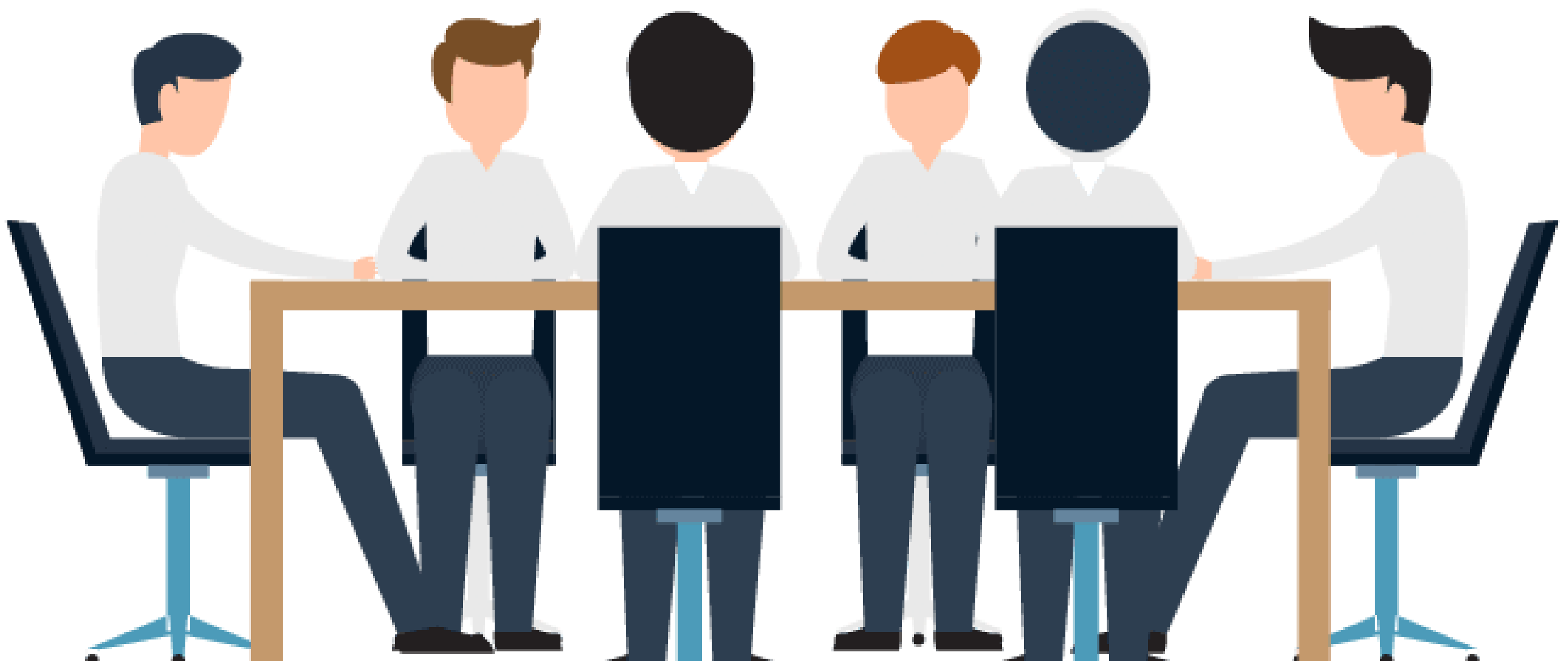
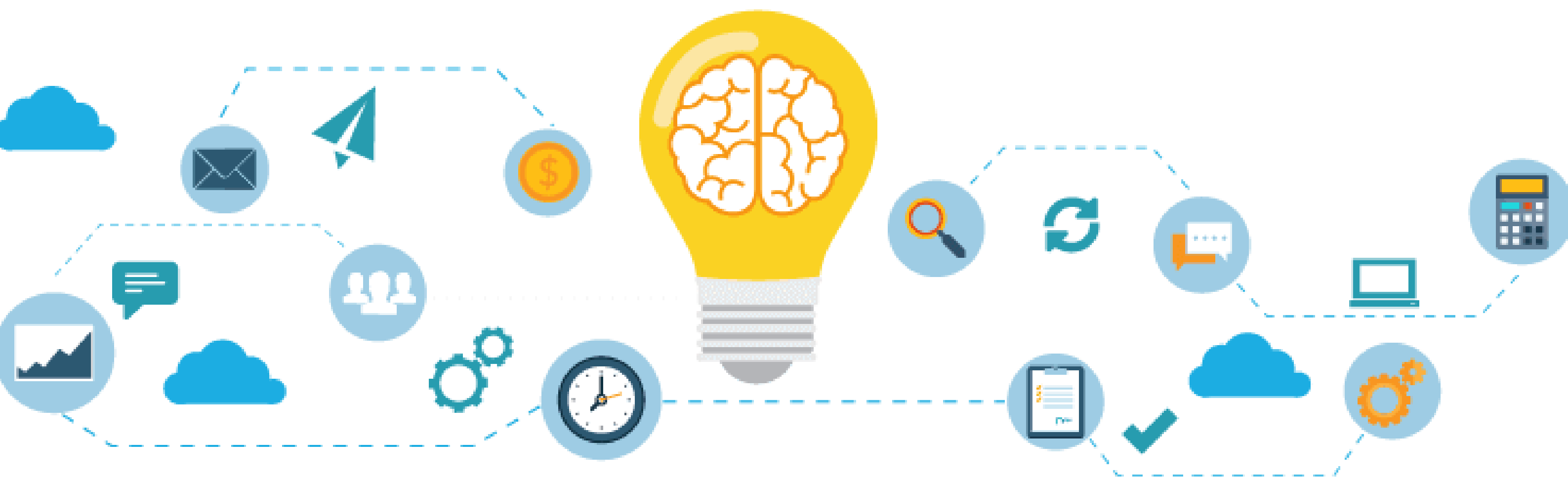




# National Productivity Council

DPIIT, Ministry of Commerce and Industry,  
Govt. Of India

## TRAINING CALENDAR FY 2021-22



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## **TRAINING & CAPACITY BUILDING SERVICES OF NPC**

These training programs are aimed at providing participants with state-of-the-art knowledge on various domain, which enables them to diagnose the current performance bottlenecks in any organization, adopt appropriate tools and techniques, and implement applicable solutions for improvement. The participants can practice the techniques learned, carry out self-development plans to guide junior practitioners, and upgrade the level of professional assistance to provide direction and guidance for driving organizational excellence.

It may be noted here that in addition to the following announced training programs at various locations, NPC also takes up customised training programmes of different groups of officials/ executives at chosen location for mutually agreed number of dates. It is also informed that we have large bouquet of e-learning courses and the same can also be offered in a customised manner for a particular group of officials and executives.

During the pandemic period (Post COVID19 era), NPC continued with it's the mandate of Productivity improvement by offering Online Training Sessions & eLearning courses as part of capacity building to empower and transform Students/Professionals into digitally educated leadership & workforce.

NPC has also developed more than 290 e-Learning modules. The eLearning courses developed by NPC cater to the needs of Government, Public & Private Sector organizations encompassing diverse domains. These programs have been developed by amalgamating NPC's vast experience in providing solutions for improving productivity and competitiveness through array of activities. The eLearning courses have been imparted through NPC's learning management system (LMS) with minimal fees. In addition to the above, 400 plus Video Talks are also being offered for watching by the clients at nominal rate of Rs. 99/-. These online courses are becoming popular day-by-day and many new courses shall be added in the same.

**NATIONAL PRODUCTIVITY COUNCIL**  
**Annual Training Calendar for FY 2021-22**

S.No.	Title of Programme	Dates	Participant Profile	Location/ Venue	Participant Fee (in Rs. excluding GST)		Coordinating Group/ Regional Office
					Residential	Non- Residential	
<b>April-2021</b>							
1.	Transformational Leadership and Managing Change	12-16 April, 2021	Executive	Udaipur	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur
2.	Performance Management through Talent Management	19-23 April, 2021	Senior, Middle and Junior level Executives	Mount Abu	Rs. 55,500/-	Rs. 30,000/-	RD Bhubaneswar
3.	Leadership & Teamwork for organisational Excellence	26-30 April, 2021	Top, Senior & Mid-Mgt.	Mussoorie	Rs. 49,000/-	Rs. 35,500/-	RD Jaipur
<b>May-2021</b>							
4.	Preparatory Training Programme for Energy Manager & Auditor BEE Examination 2021	3-7 May, 2021	Senior, Middle and Junior level Executives	AIP, Chennai	-	Rs. 15,000/-	AIP Chennai
5.	Organization Excellence through Digital Transformation: Post COVID'19 business strategies & management	3-7 May, 2021	Executives/ Officers/ Managers	Mysore (Karnataka)	Rs. 49,500/-	Rs. 28,000/-	RD Hyderabad
6.	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act, 2005 implementation and CIC/SIC Judgments) and Modern Office Management	10-14 May, 2021	Middle / Senior	Gangtok	Rs. 49,000/-	-	RD Chandigarh

7.	<b>Stress Management for Achieving &amp; Sustaining Performance</b>	<b>14-18 May, 2021</b>	<b>Middle / Senior</b>	<b>Mussoorie</b>	<b>Rs. 55,500/-</b>	<b>Rs. 30,000/-</b>	<b>RD Jaipur</b>
8.	<b>Modern Office Management and Modern Performance Management</b>	<b>17-21 May, 2021</b>	<b>Middle / Senior</b>	<b>Manali</b>	<b>Rs. 48,000/-</b>	<b>-</b>	<b>RD Chandigarh</b>
9.	<b>Leadership Excellence and Effective Decision Making</b>	<b>17-21 May 2021</b>	<b>Middle / Senior</b>	<b>Guwahati</b>	<b>Rs. 49,500/-</b>	<b>Rs. 37,000/-</b>	<b>RD Guwahati</b>
10.	<b>Leadership for Competence for Organisational Excellence</b>	<b>17-21 May, 2021</b>	<b>Senior / middle level</b>	<b>Leh</b>	<b>Rs. 49,500/-</b>	<b>Rs. 32,000/-</b>	<b>RD Hyderabad</b>
11.	<b>E- procurement of Goods and Services, and related GFR Rules</b>	<b>17-21 May, 2021</b>	<b>Senior / middle level</b>	<b>Munnar</b>	<b>Rs.49500/-</b>	<b>Rs. 35000/-</b>	<b>IT Group</b>
12.	<b>Insights of Filing &amp; Processing of Patent Application in India</b>	<b>17-21 May, 2021</b>	<b>Senior / middle level</b>	<b>Gangtok, Sikkim</b>	<b>Rs.49500/-</b>	<b>Rs. 37500/-</b>	<b>ES Group</b>
13.	<b>Project Management- Tools &amp; Techniques</b>	<b>17-21 May, 2021</b>	<b>Senior / middle level</b>	<b>Ooty</b>	<b>Rs. 55,500/-</b>	<b>Rs. 30,000/-</b>	<b>TM &amp; Training Group</b>
14.	<b>Smart Governance: Public Service Delivery in Digital India</b>	<b>19-23 May, 2021</b>	<b>Senior / middle level</b>	<b>Gangtok</b>	<b>Rs. 55,500/-</b>	<b>Rs. 30,000/-</b>	<b>RD Jaipur</b>
15.	<b>Performance Management through Talent Management</b>	<b>19-23 May, 2021</b>	<b>Executive</b>	<b>Mount Abu</b>	<b>Rs. 55,000/-</b>	<b>-</b>	<b>RD Bhubaneswar</b>
16.	<b>Effective Office Administration &amp; Financial Management</b>	<b>24<sup>th</sup> -28<sup>th</sup> May 2021</b>	<b>Middle/ Senior</b>	<b>Gangtok, Sikkim</b>	<b>Rs. 49000/-</b>	<b>Rs. 37000/-</b>	<b>ES Group</b>
17.	<b>Improving Leadership, Managerial and Administrative Skills</b>	<b>24-28 May, 2021</b>	<b>Middle / Senior</b>	<b>Leh</b>	<b>Rs. 48,000/-</b>	<b>-</b>	<b>RD Chandigarh</b>

18.	Seminar on “ISO 9001, ISO 14001 and ISO 45001”	24-28 May, 2021	Middle / Senior	Shillong	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
19.	Latest Innovations in Energy Management & Efficiency	31 May-4 June, 2021	Middle / Senior	Darjeeling	Rs. 49,500/-	-	RD Kolkata
20.	Work-life Balance & Stress Management	31 May-4 June, 2021	All working in Govt./ PSUs/Pvt. Sector	Nainital	Rs. 49,000/-	Rs. 35,500/-	HRM Group
<b>June-2021</b>							
21.	Advance Course On Secretarial Effectiveness : Capacity Building	7-11 June, 2021	Middle / Junior level	Mussoorie	Rs. 49,500/-	Rs. 30,000/-	RD Jaipur
22.	Enhancing Managerial Effectiveness and Modern H.R Practices	7-11 June, 2021	Middle / Senior	Dharamshala	Rs. 49,000/-	-	RD Chandigarh
23.	Effective Office Administration and Management for Organizational Development	7-11 June, 2021	Middle / Senior	Munnar, Kerala	Rs. 49,000/-	Rs. 37,000/-	ES Group
24.	Developing Leadership Skills for effective Team work	7-11 June, 2021	Middle / Senior	Port Blair, A & N	Rs. 49,000/-	Rs. 37,000/-	ES Group
25.	ISO 50001:2018 Energy Management System	7-11 June, 2021	Middle / Senior/ Junior	Dharamshala, Himachal Pradesh	Rs. 49,000/-	Rs. 35,000/-	RD Delhi
26.	Tools for Quality, Safety and Environmental Professionals	14-18 June, 2021	Executive	Bhubaneswar	Rs. 49,500/-	-	RD Bhubaneswar

27.	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	14-18 June, 2021	Middle / Senior	Leh	Rs. 49,000/-	-	RD Chandigarh
28.	Digital Workplace : Essentials for non-IT Executives	14-18 June, 2021	Middle / Senior	Kodaikanal	Rs. 49,500/-	Rs. 35,000/-	IT Group
29.	Professional Work & Personal Life Balance for High Productivity in Organisation	14-18 June, 2021	Middle / Senior	Nainital	Rs. 48,500/-	-	RD Kanpur
30.	Six Waste Management Rules, 2016 & its amendment thereof	14-18 June, 2021	Middle / Senior/ Junior	Leh	Rs. 49,500/-	Rs. 35,000/-	RD Delhi
31.	Centrifugal Pumps – “Efficient Operation & Maintenance – All you wanted to know”	14-17 June, 2021	Middle and junior level Executives and Senior Supervisors from Operations, Maintenance & Energy Conservation.	AIP, Chennai	-	Rs. 17,000/- (NR)	AIP Chennai
32.	Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement & RTI	21-25 June, 2021	Middle / Senior	Mount Abu	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur
33.	Performance Management for Organisational Effectiveness	21-25 June, 2021	Middle / Senior	Mussoorie	Rs. 48,500/-	Rs. 28,000/-	RD Kanpur

34.	Supply Chain Management	21-25 June, 2021	Middle / Senior	Manali	Rs. 55,500/-	Rs. 30,000/-	TM & Training Group
35.	Advance Course on RTI Act, 2005 and Modern HR Practices	21-25 June, 2021	Middle / Senior	Ooty	Rs. 49,000/-	-	RD Chandigarh
36.	Course on Intellectual Property Management	21 <sup>st</sup> - 25 <sup>th</sup> Jun 2021	Middle / Senior	Manali, Himachal Pradesh	Rs. 49,500	Rs. 37,500	ES Group
37.	HR Initiatives for Organisational Excellence	21-25 June, 2021	Senior / middle level	Kodaikanal	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
38.	Project Management and Financial Management	21-25 June, 2021	Senior / middle level	Leh, Ladakh	Rs. 49,000/-	Rs. 37,000/-	ES Group
39.	Workshop on Right To Information Act	28 June -2 July, 2021	Middle / Senior	Gangtok	Rs. 49,500	Rs. 37,000	RD Guwahati
40.	Building Effective Networks and Teams	28 June -2 July, 2021	Top, Senior & Mid Management	Mussoorie	Rs. 49,000/-	Rs. 35,500/-	HRM Group
<b>July-2021</b>							
41.	RTI Act Implementation – Issues & Challenges and Effective Office Management	5-9 July, 2021	Executives/ Officers/ Managers and above	Udaipur & Mount Abu (Rajasthan)	Rs. 51,500/-	Rs.29,000/-	RD Hyderabad
42.	Modern Management Practices for improving Organizational Performance	5-9 July, 2021	Middle / Senior	Leh	Rs. 48,000/-	-	RD Chandigarh

43.	Performance Management through Talent Management	12-16 July, 2021	Middle / Senior	Udaipur	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur
44.	Improving Leadership, Managerial and Administrative Skills	12-16 July, 2021	Middle / Senior	Mount Abu	Rs. 49,000/-	-	RD Chandigarh
45.	Energy Conservation & Audit in Electrical & Thermal Utilities	12-16 July 2021	Middle & Senior	Mysore	Rs. 50,000/-	-	RD Bengaluru
46.	Safety Leadership	12-16 July, 2021	Executive	Gangtok	Rs. 49,500/-	-	RD Bhubaneswar
47.	Contract Management and Negotiation skills and strategies	12-16 July, 2021	Middle / Senior	Puri	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
48.	Good Governance & Transparency through RTI	12-16 July, 2021	Middle / Senior	Munnar	Rs. 49,500/-	Rs. 35,000/-	IT Group
49.	Negotiation & Conflict Resolution Strategies	12-16 July, 2021	Top, Senior & Mid Management	Nainital	Rs. 49,000/-	Rs. 35,500/-	HRM Group
50.	Disciplinary Proceedings	16-17 July, 2021	Middle and junior level Executives and Senior Supervisors	AIP, Chennai	-	Rs. 8,000/-	AIP Chennai
51.	Transformational Leadership & Managing Change	19-23 July, 2021	Middle / Senior	Mount Abu	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur
52.	Total Quality Management	19-23 July, 2021	Middle / Senior	Gangtok/ Darjeeling	Rs. 55,500/-	Rs. 30,000/-	TM & Training Group
53.	Effective Office Administration & Financial Management	19 <sup>th</sup> -23 <sup>rd</sup> July 2021	Middle / Senior	Leh, Ladakh	Rs. 49,000/-	Rs. 37,000/-	ES Group



54.	Advance Course on RTI Act, 2005 and Modern Management Practices	19-23 July, 2021	Middle / Senior	Manali	Rs. 49,000/-	-	RD Chandigarh
55.	Finance for Non Finance Executives	26-28 July, 2021	Senior/Middle Managers, Junior executives in non financial positions.	AIP, Chennai		Rs. 16,000/-	AIP Chennai
56.	Performance Management System	26-30, July 2021	Middle / Senior	Shillong	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
57.	Modern Management and Office Procedures for Organizational Excellence	26-30, July 2021	Middle / Senior	Gangtok, Sikkim	Rs. 49,000/-	Rs. 37,000/-	ES Group
<b>August-2021</b>							
58.	Energy Efficiency through IoT	2-6 Aug., 2021	Senior, Middle & Top	Goa	Rs. 49,500/-	Rs. 37,000/-	RD Hyderabad
59.	RTI Act, 2005 and its implementation	2-6 Aug., 2021	All working in Govt./ PSUs/Pvt. Sector	Gangtok	Rs. 49,000/-	Rs. 35,500/-	HRM Group
60.	Transformational leadership for Change Management	9-13 Aug., 2021	Middle & Senior	Gangtok	Rs. 48750/-	Rs. 29050/-	RD Gandhinagar
61.	Industrial Internet of Things - Smart Manufacturing Systems	9-13 Aug., 2021	Middle & Senior	Mysore	Rs. 50,000/-	-	RD Bengaluru
62.	Development of PA/PS	9-13 Aug., 2021	Support Staff	Puri	Rs. 49,990/-		RD Bhubaneswar
63.	Stress Management for Achieving & Sustaining Performance	9-13 Aug., 2021	-	Udaipur	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur

64.	Modern Office Management and Modern Performance Management	9-13 Aug., 2021	Middle / Senior	Leh	Rs. 48,000/-	-	RD Chandigarh
65.	Preventive Vigilance, E-Procurement and Key to Good Governance	9-13 Aug., 2021	Middle / Senior	Ooty	Rs. 49,500/-	Rs. 35,000/-	IT Group
66.	Logistics & Inventory Management	16-20 Aug 2021	Middle / Senior	Leh	Rs. 55,500/-	Rs. 30,000/-	TM & Training Group
67.	Smart Governance: Public Service Delivery in Digital India	23-27 Aug., 2021	Middle / Senior	Leh	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur
68.	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	23-27 Aug., 2021	Middle / Senior	Dharamshala	Rs. 49,000/-		RD Chandigarh
69.	HR Audit for Enhancing Organisational Performance	23-27 Aug., 2021	Senior / middle level	Ooty	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
70.	Ecotourism	23-27 Aug., 2021	Middle / Senior	Puri	Rs. 49,500/-		RD Kolkata
71.	Improving Secretarial Effectiveness	23-27 Aug., 2021	Middle / Senior	Kochi	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
72.	Conflict Resolution and Strategic Financial Management	23 <sup>rd</sup> -27 <sup>th</sup> Aug 2021	Middle / Senior	Munnar, Kerala	Rs. 49,000/-	Rs. 37,000/-	ES Group
73.	Insights of Trademark Applications Filing & Processing	23 <sup>rd</sup> -27 <sup>th</sup> Aug 2021	Middle / Senior	Mussoorie, Uttarakhand	Rs. 49,500/-	Rs. 37,500/-	ES Group
<b>September-2021</b>							
74.	Advance Course on RTI Act, 2005 (Problems, Issues and Challenges in RTI Act , 2005 implementation and CIC/SIC Judgments) and	6-10 Sept., 2021	Middle / Senior	Gangtok	Rs. 49,000/-	-	RD Chandigarh

	<b>Modern Office Management</b>						
75.	<b>Negotiation Skills and Conflict Resolution</b>	<b>6<sup>th</sup> -10<sup>th</sup> Sept 2021</b>	<b>Middle / Senior</b>	<b>Goa</b>	<b>Rs. 49,000/-</b>	<b>Rs.37,000/-</b>	<b>ES Group</b>
76.	<b>Advance Course On Secretarial Effectiveness : Capacity Building</b>	<b>13-17 Sept., 2021</b>	<b>Middle / Senior</b>	<b>Goa</b>	<b>Rs. 55,500/-</b>	<b>Rs. 30,000/-</b>	<b>RD Jaipur</b>
77.	<b>Enhancing Managerial Effectiveness and Modern HR Practices</b>	<b>13-17 Sept., 2021</b>	<b>Middle / Senior</b>	<b>Ooty</b>	<b>Rs. 49,000/-</b>	<b>-</b>	<b>RD Chandigarh</b>
78.	<b>Management Development Program on Decision Making &amp; Problem Solving</b>	<b>13-17 Sept., 2021</b>	<b>Middle &amp; Senior</b>	<b>Ooty</b>	<b>Rs. 50,000/-</b>	<b>-</b>	<b>RD Bengaluru</b>
79.	<b>Preparatory Training Programme for Energy Manager &amp; Auditor BEE Examination 2021</b>	<b>13-17 Sept., 2021</b>	<b>Senior, Middle and Junior level Executives</b>	<b>AIP, Chennai</b>	<b>-</b>	<b>Rs. 15,000/-</b>	<b>AIP Chennai</b>
80.	<b>E- procurement of Goods and Services, and related GFR Rules</b>	<b>13-17 Sept., 2021</b>	<b>Middle &amp; Senior</b>	<b>Goa</b>	<b>Rs. 49,500/-</b>	<b>Rs. 35,000/-</b>	<b>IT Group</b>
81.	<b>Design of IoT systems for manufacturing applications</b>	<b>16-17 Sept., 2021</b>	<b>Senior and Middle level Executives</b>	<b>AIP, Chennai</b>	<b>-</b>	<b>Rs. 12,000/-</b>	<b>AIP Chennai</b>
82.	<b>Gender Sensitisation</b>	<b>17-18 Sept., 2021</b>	<b>Middle and Junior level Executives and Senior Supervisors</b>	<b>AIP, Chennai</b>	<b>-</b>	<b>Rs. 8,000/-</b>	<b>AIP Chennai</b>

83.	<b>Advance Course on Secretarial Effectiveness: Focus on Modern IT practices</b>	20- 24 Sept., 2021	Middle / Senior	Goa	Rs. 48750/-	Rs. 29050/-	RD Gandhinagar
84.	<b>Modern Office Management for Executive &amp; Office Staff</b>	20- 24 Sept., 2021	Middle / Senior	Pachmarhi (MP)	Rs. 48750/-	Rs. 28000/-	RD Kanpur
85.	<b>Modern Office Management and Modern Performance Management</b>	20- 24 Sept., 2021	Middle / Senior	Goa	Rs. 49,000/-	-	RD Chandigarh
86.	<b>Finance for non-finance executives</b>	20- 24 Sept., 2021	Middle / Senior	Goa	Rs. 55,500/-	Rs. 30,000/-	TM & Training Group
87.	<b>Procurement Management in Government</b>	20- 24 Sept., 2021	All working in Govt./ PSUs/Pvt. Sector	Goa	Rs. 49,000/-	Rs. 35,500/-	ES Group
88.	<b>Knowledge management and timely decision making for enhanced productivity</b>	20- 24 Sept., 2021	Senior & Middle Management	Leh, UT Ladakh	Rs. 49,000/-	Rs. 37,000/-	ES Group
89.	<b>Effective Procurement of Goods and Services with provision of Atmanirbhar Bharat</b>	20- 24 Sept., 2021	Senior & Middle Management	Port Blair (A&N Islands)	Rs. 55,000/-	Rs. 28,000/-	IE Group
90.	<b>Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement &amp; RTI</b>	20- 24 Sept., 2021	Senior & Middle Management	Puri	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur

91.	Developing the Millennial Work Culture: Insights on Gender Sensitivity & Effective Handling of Corporate Social Responsibility (CSR)	20- 24 Sept., 2021	Executives/ Officers/ Managers and above	Jaisalmer & Jodhpur (Rajasthan)	Rs. 49,500/-	Rs. 28,000/-	RD Hyderabad
92.	Enhancing Individual Effectiveness at Work Place	20- 24 Sept., 2021	Senior / middle level/ lower	Munnar	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
93.	Behavioural based safety	20- 24 Sept., 2021	Executive	Puri	Rs. 49,500/-	-	RD Bhubaneswar
94.	Internal Auditor's Training Programme on IMS (ISO 9001:2015, ISO 14001:2015 and ISO 45001: 2018	20-25 Sept., 2021	Middle / Senior	Puri	Rs. 49,500/-	-	RD Kolkata
95.	Recruitment Rules and Reservation in Services	27 Sept. - 1 Oct. 2021	Middle / Senior	Jaisalmer	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
<b>October-2021</b>							
96.	Transformational Leadership & Managing Change	4-8 Oct., 2021		Jaisalmer	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur
97.	Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management	4-8 Oct., 2021	Middle / Senior	Dharamshala	Rs. 49,000/-	-	RD Chandigarh
98.	Work Life Balance	4-8 Oct., 2021	Senior & Middle Management	Port Blair (A&N Islands)	Rs. 55,000/-	Rs. 28,000/-	IE Group
99.	Performance Management through Talent Management	18-22 Oct., 2021		Goa	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur

100.	Young Leadership program for Managers	18- 22 Oct 2021	Middle and Junior level Executives	Munnar	Rs. 55,500/-	Rs. 30,000/-	TM & Training Group
101.	Performance Management for Executive & Office Staff	18-22 Oct., 2021	Middle and Junior level Executives	Gangtok (Sikkim)	Rs. 48,500/-	-	RD Kanpur
102.	Advance Course on Modern Office and Productivity Management	18-22 October 2021	Middle/ Senior	Kovalam	Rs. 48750/-	Rs. 29050/-	RD Gandhinagar
103.	Training programme on Water Audit and Conservation in Industries	25-26 Oct., 2021	Senior, Middle and Junior level Executives	AIP, Chennai	-	Rs. 10,000/-	AIP Chennai
104.	Management Development for Executives	25-29 Oct., 2021	Senior / middle level/ lower	Gangtok	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
105.	Digital Workplace : Essentials for non-IT Executives	25-29 Oct., 2021	Senior, Middle and Junior level Executives	Gangtok/ Darjeeling	Rs. 49,500/-	Rs. 35,000/-	IT Group
106.	Employee Engagement & Financial Strategy Decision Making	25-29 Oct., 2021	Senior / middle level/ lower	Porbander Gujarat	Rs. 49,000/-	Rs. 37,000/-	ES Group
107.	Performance Management	25-29 Oct., 2021	Middle & Senior	Kodaikanal	Rs. 50,000/-	-	RD Bengaluru
108.	Internal Auditing of Integrated Management System	25-29 Oct., 2021	All	Puri	Rs. 49,500/-	-	RD Bhubaneswar
109.	Establishment Rules in Service (CCS/ CCA Rules)	25-29 Oct., 2021	Middle / Senior	Puri	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati

110.	Modern Maintenance Management	25-29 Oct., 2021	Senior/middle level Executives from Maintenance, Technical Services, Stores & Energy Conservation	Pride Sun Village Resort & Spa, Arpora, Goa	Rs. 50,000/-	-	AIP Chennai
111.	Leadership & Teamwork for Performance Excellence	25-29 Oct., 2021	Top, Senior & Mid-Mgt.	Gangtok	Rs. 49,000/-	Rs. 35,500/-	HRM Group
<b>November-2021</b>							
112.	Stress Management for Achieving & Sustaining Performance	8-12 Nov., 2021	Middle / Senior	Udaipur	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur
113.	Design, Operation and Maintenance of Wastewater Treatment Plants	15-17 Nov., 2021	Senior, Middle and Junior level Executives	AIP, Chennai	-	Rs. 15,000/-	AIP Chennai
114.	Improving Leadership, Managerial and Administrative Skills	15-19 Nov., 2021	Middle / Senior	Puri	Rs. 48,000/-	-	RD Chandigarh
115.	Emotional Intelligence	15-19 Nov., 2021	Middle / Senior	Dalhousie (HP)	Rs. 48,500/-	-	RD Kanpur
116.	Internal Auditor Training on Integrated Management System (ISO 9000,14000, 45000)	15-19 Nov., 2021	Middle / Senior	Kaziranga	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
117.	Conference on “Sustainability Practices in Commerce & Industry”	16-19 Nov., 2021	Middle / Senior	Kolkata	Rs. 37,500/-	Rs. 15,500/-	RD Kolkata

118.	Statistical Process Control	18-19 Nov., 2021	Senior, Middle and Junior level Executives	AIP, Chennai	-	Rs. 12,000/-	AIP Chennai
119.	Office effectiveness Management with focus on Lean office, 5S and Productivity improvement practices	22-26 Nov., 2021	Senior, Middle and Junior level Executives	Rameshwaram	Rs. 48750/-	Rs. 29050/-	RD Gandhinagar
120.	Smart Governance: Public Service Delivery in Digital India	22-26 Nov., 2021	Senior, Middle and Junior level Executives	Goa	Rs. 55,500/-	Rs. 30,000/-	RD Jaipur
121.	Total Productive Maintenance	22-26 Nov., 2021	Senior, Middle and Junior level Executives	Kanyakumari	Rs. 55,500/-	Rs. 30,000/-	TM & Training Group
122.	Role of Innovation & Creativity through Digital Transformation	22-26 Nov., 2021	Senior, Middle and Junior level Executives	Port Blair	Rs. 55,500/-	Rs. 40,000/-	IT Group
123.	Advance Course on RTI Act, 2005 and Modern HR Practices	22-26 Nov., 2021	Middle / Senior	Goa	Rs. 48,000/-	-	RD Chandigarh
124.	Industry 4.0 & Managing People at Work Place in Digital Age with Special Reference to Industry 4.0 & Post COVID'19 strategies	22-26 Nov., 2021	Executives/ Officers/ Managers and above	Port Blair (A&N Islands)	Rs. 51,500/-	Rs. 29,000/-	RD Hyderabad
125.	Organisational Productivity through Digital Transformation	22-26 Nov., 2021	Senior / middle level	Port Blair (A&N Islands)	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
126.	Tendering Process and Contract Management	22-26 Nov., 2021	Middle & Senior	Kodaikanal	Rs. 50,000/-	-	RD Bengaluru
127.	Retirement Planning	22-26 Nov., 2021	All	Puri	Rs. 49,990/-	-	RD Bhubaneswar



128.	Energy Efficient Technologies in Thermal & Electrical Utilities	22-26 Nov., 2021	Senior, Middle & Top	Gangtok	Rs. 49,500/-	Rs. 37,000/-	RD Hyderabad
129.	Waste to Wealth	22-26 Nov., 2021	Middle / Senior	Puri	Rs. 49,500/-	-	RD Kolkata
130.	Sustainable Change Management	22-26 Nov., 2021	Middle / Senior	Goa	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
131.	Work-life Balance & Stress Management	22-26 Nov., 2021	All working in Govt./ PSUs/Pvt. Sector	Goa	Rs. 49,000/-	Rs. 35,500/-	HRM Group
132.	Performance & Financial Management for Organizational Excellence	22-26 Nov., 2021	Middle / Senior	Port Blair, A & N	Rs. 49,000/-	Rs. 37,000/-	ES Group
133.	Effective Office Administration and Management for Organizational Development	22-26 Nov., 2021	Middle / Senior	Munnar Kerala	Rs. 49,000/-	Rs. 37,000/-	ES Group
134.	Patent , Trademark Applications Drafting & Specifications	22-26 Nov., 2021	Middle / Senior	Bikaner, Rajasthan	Rs. 49,500/-	Rs. 37,500/-	ES Group
<b>December-2021</b>							
135.	Leadership and Team Dynamics	6-10 Dec., 2021	Senior & Middle Management	Goa	Rs. 55,000/-	Rs. 28,000/-	IE Group
136.	Establishment Rules, CCS rules, Noting & Drafting and Vigilance Management	6-10 Dec., 2021	Middle / Senior	Manali	Rs. 48,000/-	-	RD Chandigarh
137.	Managing and optimising Spare Parts Inventory	6-10 Dec., 2021	Middle / Senior	Gangtok	Rs. 49,000/-	-	RD Kolkata

138.	<b>Advance Course On Secretarial Effectiveness : Capacity Building</b>	9-13 Dec., 2021	Support Staff	Jaisalmer	Rs. 49,500/-	Rs. 30,000/-	RD Jaipur
139.	<b>Hands - on practical training – Energy efficiency in Electrical Energy Systems- Pump, Fan &amp; Compressor</b>	13-15 Dec., 2021	Senior, Middle and Junior level Executives	AIP, Chennai	-	Rs. 12,000/-	AIP Chennai
140.	<b>Improving Leadership, Managerial and Administrative Skills</b>	13-17, Dec., 2021	Middle / Senior	Port Blair (A&N Islands)	Rs. 49,500/-	-	RD Chandigarh
141.	<b>Leadership Challenges in Digital Transformation</b>	13-17 Dec., 2021	Senior / Middle level	Goa	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
142.	<b>Procurement Management through GeM (E-Procurement)</b>	13-17 Dec., 2021	Middle & Senior	Mysore	Rs. 50,000/-	-	RD Bengaluru
143.	<b>Communication Skills and Negotiation Skills</b>	13-17 Dec., 2021	Middle / Senior	Goa	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
144.	<b>Improving Organizational Productivity through Business Analytics</b>	13-17 Dec., 2021	Senior, middle & junior level Executives from Strategic Planning, Marketing, Operations, HR, Energy conservation, etc.	AIP, Chennai	-	Rs. 25,000/-	AIP Chennai
145.	<b>Building Effective Networks and Teams</b>	13-17 Dec., 2021	Top, Senior & Mid Management	Port Blair (A&N Islands)	Rs. 49,000/-	Rs. 35,500/-	HRM Group

146.	<b>Latest Innovations in Energy Management &amp; Efficiency</b>	<b>13-17 Dec., 2021</b>	<b>Middle / Senior</b>	<b>Goa</b>	<b>Rs. 49,500/-</b>	<b>-</b>	<b>RD Kolkata</b>
147.	<b>Digital Workplace : Essentials for non-IT Executives</b>	<b>13-17 Dec., 2021</b>	<b>Middle / Senior</b>	<b>Goa</b>	<b>Rs. 49,500/-</b>	<b>Rs. 37,500/-</b>	<b>IT Group</b>
148.	<b>5S- Effective tools for Workplace Management</b>	<b>13-17 Dec., 2021</b>	<b>Middle / Senior</b>	<b>Mount Abu</b>	<b>Rs. 55,500/-</b>	<b>Rs. 30,000/-</b>	<b>TM &amp; Training Group</b>
149.	<b>Advance Course on Secretarial Effectiveness: Focus on Advance Productivity Tools</b>	<b>13-21 December 2021</b>	<b>Middle/ Senior</b>	<b>Goa</b>	<b>Rs. 48750/-</b>	<b>Rs. 29050/-</b>	<b>RD Gandhinagar</b>
150.	<b>Industrial Air Pollution Control Systems</b>	<b>15-17 Dec., 2021</b>	<b>Senior, Middle and Junior level Executives</b>	<b>AIP, Chennai</b>	<b>-</b>	<b>Rs. 15,000/-</b>	<b>AIP Chennai</b>
151.	<b>Negotiation &amp; Conflict Resolution Strategies</b>	<b>18-22 Dec., 2021</b>	<b>Top &amp; Mid Management</b>	<b>Goa</b>	<b>Rs. 49,000/-</b>	<b>Rs. 35,500/-</b>	<b>HRM Group</b>
152.	<b>Administrative Effectiveness, Focus: Preventive Vigilance, e-Procurement &amp; RTI</b>	<b>18-22 Dec., 2021</b>	<b>Senior, Middle and Junior level Executives</b>	<b>Goa</b>	<b>Rs. 55,500/-</b>	<b>Rs. 30,000/-</b>	<b>RD Jaipur</b>
153.	<b>Vigilance for Organisational Efficiency</b>	<b>18-22 Dec., 2021</b>	<b>Executive</b>	<b>Goa</b>	<b>Rs. 55,000/-</b>	<b>-</b>	<b>RD Bhubaneswar</b>
154.	<b>Office Management &amp; Automation</b>	<b>19<sup>th</sup>-23<sup>rd</sup> Dec 2021</b>	<b>Executive</b>	<b>Ooty, Tamil Nadu</b>	<b>Rs. 49,000/-</b>	<b>Rs. 37,000/-</b>	<b>ES Group</b>

155.	Modern Office Management and Modern Performance Management	20-24 Dec., 2021	Middle / Senior	Goa	Rs. 49,000/-	-	RD Chandigarh
156.	Perception and Decision Making	20-24 Dec., 2021	Middle / Senior	Goa	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
157.	Effective Office Administration & Financial Management	20-24 Dec., 2021	Middle / Senior	Port Blair, A & N	Rs. 49,000/-	Rs. 37,000/-	ES Group
<b>January-2022</b>							
158.	Integrated Management System (IMS) Implementation-cum-Internal Auditing as per ISO Standards covering Quality, OHS, Environment/ Food Safety (ISO 9001, 45001& 14001 / 22001)	3-7 Jan., 2022	Executives/ Officers/ Managers and above	Goa	Rs.49,500/-	Rs. 28,000/-	RD Hyderabad
159.	Team Building and Effective Problem Solving	3-7 Jan., 2022	Senior & Middle Management	Port Blair (A&N Islands)	Rs. 55,000/-	Rs. 28,000/-	IE Group
160.	Professional Work & Personal Life Balance for High Productivity in Organisation	3-7 Jan., 2022	Senior & Middle Management	Goa	Rs. 57,500/-	-	RD Kanpur
161.	Advance Course on RTI Act, 2005 and Modern HR Practices	3-7 Jan., 2022	Middle / Senior	Goa	Rs. 49,000/-	-	RD Chandigarh
162.	Professional Work & Personal Life Balance for High Productivity in Organisation	3-7 Jan., 2022	Middle / Senior	Goa	Rs. 49,000/-	-	RD Chandigarh

163.	Knowledge management and timely decision making for enhanced productivity	3-8 Jan., 2022	Middle / Senior	Goa	Rs. 49,000/-	Rs.37,000/-	ES Group
164.	Latest motivational techniques, effective team building and Leadership Skills for improving organizational performance	10-14 Jan.,2022	Middle / Senior	Port Blair (A&N Islands)	Rs. 49,500/-	-	RD Chandigarh
165.	Leadership Challenges in Digital Transformation	10-14 Jan.,2022	Middle / Senior	Port Blair (A&N Islands)	Rs.55,000/-	Rs.40,000/-	IT Group
166.	Advance Course on Modern Office and Productivity Management	17-21 Jan., 2022	Middle / Senior	Jaisalmer	Rs. 48750/-	Rs. 29050/-	RD Gandhinagar
167.	RTI Act, 2005 and its implementation	17-21 Jan., 2022	All working in Govt./ PSUs/Pvt. Sector	Port Blair (A&N Islands)	Rs. 49,000/-	Rs. 35,500/-	HRM Group
168.	Lean Management & Process Improvement	17-21 Jan., 2022	Middle / Senior	Jaipur	Rs.55,000/-	Rs.30,000/-	TM & Training Group
169.	Conflict Resolution and Strategic Financial Management	17-21 Jan., 2022	All working in Govt./ PSUs/Pvt. Sector	Port Blair, A & N	Rs. 49,000/-	Rs. 37,000/-	ES Group
170.	Modern Office Management and Modern Performance Management	17-21 Jan., 2022	Middle / Senior	Goa	Rs. 49,000/-	-	RD Chandigarh

171.	Emerging Technology Landscape Essentials and Application for Senior Management	17-21 Jan., 2022	Senior / middle level	Udaipur	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
172.	Project Management	17-21 Jan., 2022	Executive	Port Blair (A&N Islands)	Rs. 49,500/-	-	RD Bhubaneswar
173.	Management Development Program for Leadership Skills and Effective Teamwork	17-21 Jan., 2022	Middle & Senior	Kodaikanal	Rs. 50,000/-	-	RD Bengaluru
174.	Risk Management and Risk Mitigation	17-21 Jan., 2022	Middle / Senior	Kochi	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
175.	Lean Management for enhancement of Office Productivity	17-21 Jan., 2022	Senior & Middle Management	Goa	Rs. 55,000/-	Rs. 28,000/-	IE Group
176.	Leadership & Enablers of Achieving Business Excellence	17-21 Jan., 2022	Middle / Senior	Port Blair	Rs. 57,500/-	-	RD Kanpur
177.	Energy conservation in Buildings	17-18 Jan., 2022	Senior, Middle and Junior level Executives	AIP, Chennai	-	Rs. 10,000/-	AIP Chennai
178.	Latest Waste Management Rules	18-21 Jan., 2022	Middle / Senior	Digha	Rs. 49,500/-	-	RD Kolkata
179.	Performance Management for Organisational Effectiveness	31 Jan -4 Feb., 2022	Middle / Senior	Kanyakumari	Rs. 48,500/-	Rs.28,000/-	RD Kanpur
<b>February-2022</b>							
180.	Exploiting Renewable Energy Technologies for Industrial Applications	3-4 Feb., 2022	Senior, Middle and Junior level Executives	AIP, Chennai	-	Rs. 12,000/-	AIP Chennai

181.	Workshop on Noting and Drafting	7-11 Feb., 2022	Middle / Senior	Jaipur	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
182.	Improving Leadership, Managerial and Administrative Skills	7-11 Feb., 2022	Middle / Senior	Goa	Rs. 49,000/-	-	RD Chandigarh
183.	Work Systems Design & Work Norms/ Production Norms vis-à-vis Manpower Norms for Effective Organisation Management	7-11 Feb., 2022	Executives/ Officers/ Managers and above	Darjeeling (W.B) & Gangtok (Sikkim)	Rs. 51,500/-	Rs. 29,000/-	RD Hyderabad
184.	Procurement Management in Government	7-11 Feb., 2022	All working in Govt./ PSUs/Pvt. Sector	Goa	Rs. 49,000/-	Rs. 35,500/-	HRM Group
185.	Building Organizational Excellence in Digital Era	7-11 Feb, 2022	All working in Govt./ PSUs/Pvt. Sector	Goa	Rs. 49,500/-	Rs. 35,000/-	IT Group
186.	Essentials of Supply Chain Management	8-12 Feb., 2022	Middle / Senior	Goa	Rs. 49,500/-	-	RD Kolkata
187.	Sales & Operations Planning	9-11 Feb., 2022	Senior, middle and junior level Executives from Marketing, Procurement, Sales, Operations, Strategic Planning, etc.	AIP, Chennai	-	Rs. 25,000/-	AIP Chennai
188.	Lean Manufacturing through Industry 4.0	14-18 Feb., 2022	Middle / Senior	Guwahati	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
189.	Design Thinking & Innovation	14-18 Feb., 2022	Middle / Senior	Port Blair (A&N Islands)	Rs. 55,500/-	Rs. 30,000/-	TM & Training Group

190.	Leading Self, Leading Organisations	14-18 Feb., 2022	Senior / middle level/ lower	Jaisalmer	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
191.	Advance Course on RTI Act, 2005 and Modern Office Management	14-18 Feb., 2022	Middle / Senior	Port Blair (A&N Islands)	Rs. 49,500/-	-	RD Chandigarh
192.	Enhancing Managerial Effectiveness and Modern Performance Management Techniques	21-25 Feb., 2022	Middle / Senior	Goa	Rs. 49,000/-	-	RD Chandigarh
193.	Digital Transformation through e-Governance & ICT	21-25 Feb., 2022	Middle/ Senior	Goa	Rs. 48750/-	Rs. 29050/-	RD Gandhinagar
194.	Project Management and Financial Management	21-25 Feb., 2022	Middle / Senior	Port Blair, A & N	Rs. 49,000/-	Rs. 37,000/-	ES Group
195.	Essentials for Effective Intellectual Property Management	21-25 Feb., 2022	Middle / Senior	Daman & Diu	Rs. 49,500/-	Rs. 37,500/-	ES Group
196.	Conference on “India’s SDG Goals: Aspirations & Achievement”	21-25 Feb., 2022	Middle / Senior	Gangtok	Rs. 49,500/-	-	RD Kolkata
197.	Social Policy and Governance	21-25 Feb., 2022	Middle & Senior	Ooty	Rs. 50,000/-	-	RD Bengaluru
198.	Improving Effectiveness of PA/PS	21-25 Feb., 2022	Support staff	Goa	Rs. 49,990/-	-	RD Bhubaneswar
199.	Managerial Effectiveness: Focus on Team Work And Conflict Management	21-25 Feb., 2022	Middle / Senior	Rajgir (Bihar)	Rs. 48,500/-	-	RD Kanpur



March-2022							
200.	Advance Course on RTI Act, 2005 and Modern Management Techniques	7-11 March, 2022	Middle / Senior	Puri	Rs. 48,000/-	-	RD Chandigarh
201.	Organizational Productivity through Digital Transformation	7-11 March, 2022	Middle / Senior	Kanyakumari	Rs. 49,500/-	Rs. 35,000/-	IT Group
202.	Leadership Competency for Organisational Excellence	7-11 March, 2022	Senior / middle level/ lower	Darjeeling	Rs. 49,500/-	Rs. 32,000/-	RD Hyderabad
203.	Productivity Enhancement Through Business Excellence Models	7-11 March, 2022	Middle & Senior	Ooty	Rs. 50,000/-	-	RD Bengaluru
204.	Industrial Internet of Things: A gateway to Digital Factory	7-11 March, 2022	Middle / Senior	Gangtok	Rs. 49,500/-	Rs. 37,000/-	RD Guwahati
205.	Data Analytics & Six Sigma for Organizational Excellence	7-11 March, 2022	Executives/ Officers/ Managers and above	Ooty (T.N)	Rs. 49,500/-	Rs. 28,000/-	RD Hyderabad
206.	HR for Non - HR Personnel	7-11 March, 2022	Middle / Senior	Munnar, Kerala	Rs. 49,000/-	Rs. 37,000/-	ES Group

207.	<b>Hands - on practical training – Energy efficiency in major energy utilities- Boilers, Compressors, Pump, Fan, Lighting, Motors</b>	<b>14-18 March, 2022</b>	<b>Senior, Middle and Junior level Executives</b>	<b>AIP, Chennai</b>	<b>-</b>	<b>Rs. 15,000/-</b>	<b>AIP Chennai</b>
208.	<b>Systematic Problem Solving, Conflict &amp; Change Management</b>	<b>14-18 March 2022</b>	<b>Middle/ Senior</b>	<b>Port Blair</b>	<b>Rs. 48750/-</b>	<b>Rs. 29050/-</b>	<b>RD Gandhinagar</b>
209.	<b>Leadership enablers for achieving business excellence</b>	<b>14-18 March, 2022</b>	<b>Executive</b>	<b>Port Blair (A&amp;N Islands)</b>	<b>Rs. 55,000/-</b>	<b>-</b>	<b>RD Bhubaneswar</b>
210.	<b>Modern Management and Office Procedures for Organizational Excellence</b>	<b>14-18 March, 2022</b>	<b>Middle / Senior</b>	<b>Munnar</b>	<b>Rs. 49,000/-</b>	<b>Rs.37,000/-</b>	<b>ES Group</b>
211.	<b>Improving Leadership, Managerial and Administrative Skills</b>	<b>21-25 March, 2022</b>	<b>Middle / Senior</b>	<b>Goa</b>	<b>Rs. 49,000/-</b>	<b>-</b>	<b>RD Chandigarh</b>
212.	<b>Performance Management, Monitoring and Evaluation for Organizational Excellence</b>	<b>21-25 March, 2022</b>	<b>Middle / Senior</b>	<b>Gangtok, Sikkim</b>	<b>Rs. 49,000/-</b>	<b>Rs.37,000/-</b>	<b>ES Group</b>
213.	<b>Implementation of RTI Act, POSH Act, CSR &amp; Employee Welfare Measure – Issues &amp; Challenges and Effective Office Management</b>	<b>21-25 March, 2022</b>	<b>Executives/ Officers/ Managers and above</b>	<b>Leh</b>	<b>Rs. 51,500/-</b>	<b>-</b>	<b>RD Hyderabad</b>

**NOTE:**

1. Detailed brochure for the individual programs will be available on NPC website [www.npcindia.gov.in](http://www.npcindia.gov.in)
2. Organizations concerned must confirm their acceptance of nominations before sending participants to program venue.
3. GST as applicable will be charged extra on all the programs in addition to the program fees.

## About NPC

National Productivity Council of India (NPC), established in the year 1958, is an autonomous organization under Department for Promotion of Industry & Internal Trade, Ministry of Commerce and Industry, Government of India.

Besides undertaking research in the area of productivity, NPC has been providing consultancy and training services in areas of Industrial Engineering, Agri-Business, Economic Services, Quality Management, Human Resources Management, Information Technology, Technology Management, Energy Management, Environmental Management etc., to the Government and Public & Private sector organizations.

NPC is a constituent of the Tokyo-based Asian Productivity Organisation (APO), an Inter-Governmental Body of which the Government of India is a founding member.

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