

Ref: EDP/10/17

09.07.2017

EXECUTIVE DEVELOPMENT PROGRAM

National Academy of Human Resource Development (NAHRD) was established to deliver competency enhancing learning to officials of Central Govt., State Govt., Public Sector Undertakings, Autonomous Bodies, Banks, Insurance Companies, etc. We have organized large number of workshops in the past, which have been very well attended and appreciated by officials of various organizations across the country.

Executive Development Program is being organized by NAHRD from **30.10.2017 to 01.11.2017** at **Goa**.

The program will have its focus on subjects such as Time Management, Stress Management and Leadership Skills. The object of the present program is to enhance and improve performance of managers at all levels. Executives, or say, managers manage/ run organizations. It is managers who plan, organize, direct and control the resources and activities in every organization. This program will lead to improvement not only in job performance but also improvement in knowledge, personality, attitude and behaviorism of an executive which will benefit not only the executive but also the organization. This in turn would facilitate a conducive climate in the organization leading to optimum efficiency and performance. After participating in the workshop the officers shall have updated their knowledge and skills in the following areas:

- Identify time management challenges & assess their efficiency
- How to prioritize, delegate effectively and mastering priorities
- Analyze stress symptoms, their causes & its impact on work
- Techniques for Handling Stress
- Apply principles of time management to increase productivity on the job and enhance quality of work without/ with less stress
- Develop & Design Leadership Style for individual effectiveness
- Several different leadership styles & their likely influence on followers

The workshop will be organized on highly participative lines. The training methods will include lectures, group discussions, exercises, presentations, case studies, role plays etc.

Faculty

Sh. K.S. Kumar is former Director, Ministry of Defence and Ex-Officiating Director & HOD of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as a Master Trainer by the Training Division of Department of Personnel & Training, Govt. of India. He is having huge experience in training in relation to softskills and behavioral matters. Mr. Kumar has conducted numerous workshops on the present subject.

Sh. Mahabir Singh Kasana is former Joint Director of Institute of Secretariat Training and Management, Department of Personnel and Training, Government of India. He is accredited as the master trainer by Training Division of DoPT, Govt. of India to train trainers and help public authorities for capacity building. Till date he has conducted more than 400 workshops in which more than 10,000 officers from around 400 organizations have participated. He is vast knowledge and experience in softskills and behavioral issues including Time and Stress Management. He has conducted a number of Executive Development Programs on behalf of a number of organizations including Ministries, PSUs, Autonomous Organizations etc.

Other ex- faculty member(s) from ISTM, Department of Personnel and Training, Govt. of India may be invited as guest faculty.

Multiple workshops organized by NAHRD have been attended and appreciated by officers of organizations that includes but not limited to LIC of India, Reserve Bank of India, SEBI, Coal India Ltd., Engineers India Ltd, FSSAI, Tariff Authority of Major Ports, Indian Oil Ltd, BPCL, IITs, NITs, IIITs, IIMs, IHMs, NHPC, Bank of Baroda, SBI, Punjab National Bank, NABARD, DFCCIL, HUDCO, HAL, JNPT, Syndicate Bank, IDBI Bank, Quality Council of India, Telecom Regulatory Authority of India, Delhi University, Export- Inspection Council of India, Spices Board, Rail Land Development Authority, ONGC, Indian Space Research Organization, Directorate of Advertising & Visual Publicity, Border Security Force, GIC of India, EXIM Bank, Delhi Metro Rail Corporation, Mumbai Metro Rail Corporation, Election Commission of India, New India Assurance Co. Ltd., North Eastern Council, India Trade Promotion Organization, IREDA, Dredging Corporation of India Ltd., TIFAC, Wildlife Institute of India, Bharat Dynamics Ltd., Directorate General of Shipping, etc.

Participation Fee:

Single Occupancy –Rs. 35,000/- plus GST @ 18% per participant

Double Occupancy* –Rs. 30,000/- plus GST @ 18% per participant

*Available only for organizations nominating even number of participants. In case of revision in nature of taxes/ rate of taxes, taxes applicable on the date of nomination will be applicable.

The participation fee covers the cost of lodging, boarding, meals & study material of the participants. Spouse/ Family members are welcome on additional all inclusive nominal charges.

Venue:

Phoenix Park Inn Resort, Candolim, Goa.

Check In- 30.10.2017 (2:00 PM) Check Out- 02.11.2017 (12 Noon)

The workshop will commence at 3:30PM on 30.10.2017 and will conclude at 6:00PM on 01.11.2017.

Nominations may be send through post/ email by providing participants' name, designation, contact number & e-mail ID alongwith cheque/DD in favor of National Academy of Human Resource Devep payable at New Delhi. Please note that participation fee is to be paid at the time of nomination. Registration form can be obtained from our website.

Bank: HDFC Bank Ltd. A/c No. 13582020002980. CA. IFSC Code. HDFC0001358

PAN: AAJFN7963N

GSTIN: 07AAJFN7963NIZF

For further information or clarification kindly contact:**Rohit Agarwal**

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Nomination once confirmed cannot be cancelled, however substitution of participant(s) is allowed. In case nomination participant(s) is not able to attend workshop due to any reason and no substitution is made, fees shall be liable to be forfeited. Limited seats available for the present workshop and hence the nominations will be accepted on first-cum-first-serve basis. Organizations are kindly requested to seek confirmation before nominating. Last date of accepting nominations is 16.10.2017.

You are requested to kindly nominate officers and executives for the present workshop at the earliest and draw maximum benefit from the opportunity.

Thanks & Regards



For NAHRD