

राष्ट्रीय उत्पादकता परिषद्

(अंतर्गत वणिज्य एवं उद्योग मंत्रालय, भारत सरकार)

एस.सी.ओ. 40 (पहली मंजिल) सेक्टर 7 सी,
मध्य मार्ग, चण्डीगढ़ - 160 019



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40 (1st Floor), Sector 7-C,
Madhya Marg, Chandigarh - 160 019

Ref No.: 5166

Dated: 24.10.2017

Sub: Residential Training Programme on "Improving Leadership, Managerial and Administrative Skills"
at Kovalam (Kerela) during 15-19th January, 2018

Dear Sir/Madam,

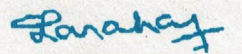
We are glad to inform you that National Productivity Council, Chandigarh (Under Ministry of Commerce & Industry) is organizing the above-mentioned residential training programme during 15-19th January, 2018 at Kovalam (Kerela). As you are aware that managing an organization and improving its performance on continuous basis requires efficient and effective Leaders, Managers and Administrators especially in today's complex work environment and highly competitive scenario. The programme has been designed keeping in view that Government, Public Sector and Private organizations must train their officers/managers to develop requisite leadership, managerial and administrative skills so that they can meet the organizational expectations and take right decisions/actions to achieve organizational objectives

Also high customer expectations and global economy has posed numerous challenges for the organizations to improve their image and performance. It is essential for the top management/Senior Managers/Officers to know modern management practices in order to identify, develop and sustain their competitive advantage. This training programme will help the participants to develop effective leadership, managerial and administrative qualities by understanding the advanced management practices that fit into their management requirements, identify areas of concern and seek better solutions to improve performance of the organization.

A brochure containing detailed information about the programme is enclosed. You are requested to nominate senior officers from your organization to participate in this programme. The programme is residential and fee is inclusive of board and lodge. The number of seats are limited and nominations will be accepted on first-cum-first serve basis.

Thanking you,

Yours truly,


(G.Saravanan)
Regional Director

PROGRAMME FEE :

Rs. 48,000/- (Rupees Forty Eight thousand only) plus applicable GST (at present 18%) per participant. The requisite participation fee must be sent along with nomination.

The spouse and children are allowed to stay alongwith the participants .However charges towards boarding and lodging of accompanying spouse and children will have to be paid by the participants to the hotel directly in cash.

PHYSICAL ARRANGMENTS :

The participants will have to make their own travel arrangements to reach the venue of the programme on 15.01..2018 (AN) and return on 19.01.2018 (FN). Complete stay arrangements including breakfast, lunch & dinner for the participants have been made in the hotel and charges are included in the programme fee.

NOMINATIONS :

All nominations must accompany Cheque/DD/RTGS in favour of "National Productivity Council". For making payment through RTGS, the bank details are as under:

IOB Bank A/C No. 026501000009207

IFCS/RTGS/NEFT Code: IOBA 0000265

MICR Code: 110020007

PAN No. : AAATN0402F

GST No : 04AAATN0402F1ZE

Bank Name : Indian Overseas Bank, 70-Golf Links, New Delhi-110003

The number of seats is limited and nominations will be accepted on first-cum-first-served basis. Last date of nomination is 08.01.2018.

ENQUIRIES AND MAILING ADDRESS :

NATIONAL PRODUCTIVITY COUNCIL

SCO-40, 1st Floor, Sector – 7C, Madhya Marg, Chandigarh

Phone: 0172- 2794108, 2794110; Fax :0172-2794109

E-mail: npc-chd@chd.nic.in; g.saravanan@npcindia.gov.in;

sp.singh@npcindia.gov.in; rc.katoch@npcindia.gov.in;

ashok.kumar@npcindia.gov.in

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Website : www.npcindia.gov.in

RESIDENTIAL TRAINING PROGRAMME

ON

**Improving Leadership, Managerial and
Administrative Skills**

AT

KOVALAM (Kerela)

(15-19th JANUARY, 2018)



NATIONAL PRODUCTIVITY COUNCIL

(Under Ministry of Commerce & Industry, Govt. of India)

SCO 40 (1st Floor), Sector 7 C, Madhya Marg, Chandigarh

Ph. : 0172-2794108, 2794110, E-mail : npc-chd@chd.nic.in

PROGRAMME OBJECTIVES :

- 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.

CONTENTS :

- 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

PARTICIPATION :

Senior Officers/ Managers from Ministry and Departments of Central & State Governments , Boards, Corporations, Educational Institutions, Cooperatives, Public Sector Undertakings, Banks, Public Financial institutions, Autonomous Organizations and Senior Managers from all professional organizations.

METHODOLOGY :

A combination of theoretical and practical inputs in the form of group discussions, workshops, exercises, role-plays, case studies and success stories will be used for knowledge sharing.

CERTIFICATION :

A certificate from NPC will be issued to those participants who satisfactorily complete the requirements of the course

VENUE

KOVALAM (Kerela)

PROGRAMME DATES

15-19th JANUARY, 2018

Check-in: 15.01.2018 (AN)

Check-out: 19.01.2018 (FN) FOUR NIGHTS ONLY.

The Session will start on 15.01.2018 at 16.30 hours.