

राष्ट्रीय उत्पादकता परिषद्
(वाणिज्य एवं उद्योग मंत्रालय, भारत सरकार के अन्तर्गत)
क्षेत्रीय निदेशालय :
तृतीय तल, सुदामा भवन, बोरिंग रोड चौराहा, पटना 800001
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National Productivity Council
(Under Ministry of Commerce & Industry, Govt. of India)
Regional Directorate :
3rd Flr., Sudama Bhawan, Boring Road Crossing, Patna-1
Phone : 0612-2558311 Fax : 0612-2557577
E-mail : patna@npcindia.gov.in npcpatna@gmail.com
Website : www.npcindia.gov.in

No.: 4035/-
Dt.: 14.11.2019

Dear Sir,

Sub: Management Development Programme on Improving Leadership, Managerial and Administrative Skills at PURI during 6-10 January 2019

We are pleased to inform you that National Productivity Council Patna is organizing above programme for employees working in government departments, public and private sector enterprises, academic institutions etc.

The above programme is today's requirement in the fast changing competitive environment as high customer expectations pose numerous challenges for organizations to improve productivity and performance these days. It is , therefore, essential for the organizations to improve the skills of the their managers and employees to improved performance.

Details of the programme content, venue, fee, duration etc is enclosed for your reference. We hope that you would like to take advantage of the programmes by nominating a few delegates from your esteemed organization / department.

Please send your nominations indicating the names, designations and official address of the delegates along with the participation fee. The fee may be remitted either through Demand Draft, RTGS or NEFT. The Demand Draft should be drawn in favor of National Productivity Council payable at New Delhi. Bank Details of NPC are Indian Overseas Bank, Golf Links, New Delhi -110003, SB A/c No. 026501000009207 IFS Code: IOBA0000265 MICR Code of Bank: 110020007, GSTIN: 07AAATN0402F1Z8, PAN: AAATN0402F

We look forward to receiving nominations at your earliest.

Thanking you

Yours faithfully,

(A K Singh)

Programme Co-ordinator

Enclosure Programme Details

मुख्यालय : उत्पादकता भवन, 5-6 इन्स्टीच्यूशनल एरिया, लोधी रोड, नई दिल्ली-110003
क्षेत्रीय कार्यालय : बेंगलुरु, भुवनेश्वर, चंडीगढ़, चेन्नई, नई दिल्ली, गांधीनगर, गुहाटी, हैदराबाद, जयपुर, कानपुर, कोलकाता, मुम्बई

MANAGEMENT DEVELOPMENT PROGRAMME ON

IMPROVING LEADERSHIP, MANAGERIAL AND ADMINISTRATIVE SKILLS AT PURI

6-10 JANUARY 2020



National Productivity Council
(Under Ministry of Commerce & Industry, GoI)
Regional Directorate, Boring Road Patna



INTRODUCTION

Managing an organization and improving its performance on continuous basis requires effective leaders, managers and administrators especially in today's work environment and highly competitive scenario. High customer expectations and global economy has posed numerous challenges for the organizations. It is therefore, essential for the organizations to improve the skills of their managers and employees to improved performance. National Productivity Council (NPC) Management Development Programme shall emphasize on the various facets of the above

This 2 days programme will help the participants to understand the tools and techniques for improving leadership, managerial and administrative skills. **senior executives**

COURSE COVERAGE

- Changing economic and social environment
- Effective leadership and managerial skills
- Modern office management
- E-governance and ICT applications
- Motivation and team building
- Public relations and personality development
- Change management

METHODOLOGY

The programmes will employ a blend of lectures with audio-visual aids, syndicate discussions, presentations, group exercises and live case studies.

DURATION AND VENUE

Venue:	PURI
Duration:	6—10 January 2020

OBJECTIVES

- To provide an understanding on developing leadership managerial and administrative skills.
- To help the participant to identify the areas of concern and improve the organizational performance.
- To provide the participants with an opportunity to share their experiences and various productivity aspects

FACULTY

Senior Faculty members from NPC as well as invited expert guest faculties from the field will conduct the programme.

PARTICIPANT PROFILE

All employees across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions etc.



Programme venue :

The exact venue details where the programme would be conducted at PURI will be intimated to the registered participants . .

PROGRAMME FEE

Residential Participants : Rs. 49000/-plus GST @ 18% per participant.

Check-in: 06.01.2019 (A.N)

Check-out: 10.01.2019 (F.N)- Four Nights Only)

Non-residential Participants : Rs. 35000/- plus GST @ 18% per participant .

Fee covers participation fee, course material, tea and working lunch arrangements. 5% discount is admissible for nomination of three or more participants from the same organization.

The programme fee may be remitted either through Demand Draft, RTGS or NEFT. The Demand Draft should be drawn in favour of National Productivity Council payable at New Delhi.

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REGISTRATION AND ENQUIRIES

Nominations may be sent on the official letter head of the organization indicating the names, designations , official address, contact details of the delegates along with the participation fee and the letter should reach to our email "patna@npcindia.gov.in" or npcpatna@gmail.com or on our corresponding address. For any correspondence related to this programme please contact

S/Shri P R Upadhyay / A.K.Singh
Regional Director / Programme Co-ordinator
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LAST DATE FOR NOMINATIONS:

24-12-2019



Forthcoming Programmes

SL	Title of Programmes	Dates	Venue
1	Industry 4.0 : Smart Office Smart Factory	20-24 Jan 2020	Port Blair
2	5 s audit and Certification	27- 31 Jan 2020	Shirdi
3	Employee Development : Focus Positive Work Culture	3-5 Feb 2020	Bodh Gaya
4	Industry 4.0 : Smart Office Smart Factory	10-14 Feb 2020	Goa