Chief Secretary  
General Administration (Special A & C) Department  
Government of Kerala  
Secretariat  
Thiruvananthpuram 695001  
Kerala

Dear Sir,

National Productivity Council (NPC) Jaipur is pleased to announce its Training Calendar 2013 and following are its upcoming Training Programmes:

3. “Developing Competencies of Executive Secretary, PA, PS & Office Staff for Future” from June 4-8, 2013 at Mussoorie.
7. “Developing Competencies of Executive Secretary, PA, PS & Office Staff for Future” from July 23-27, 2013 at Udaipur.

We do realize that the all level of employees in organisation needs to develop new competencies to keep up with the changing times. Keeping above in view, these training programmes aims at providing an insight to the participants about the various tools and techniques on related subjects.

The training programme has been designed for various level executives, managers, officers, staff of various functions from central and state govt. department, PSUs, private sectors, corporations, banks, boards, cooperatives, autonomous org, etc.

The brochure giving programme objectives, coverage, participants profile, methodology, faculty, dates, venue, participation fee, and registration procedure is enclosed for your kind perusal.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The detailed brochure is also available on web: www.npccd.india.gov.in

Kindly feel free to write/call to us on Mobile 94143 87196 or mail at mukesh.singh@npccd.india.gov.in, In case any further clarification is required. We look forward to your continued support and an early response.

Thanking you

Yours Sincerely

(Mukesh Singh)
Director - I

Productivity Week: February 12-18, 2013
Theme: Productivity & Innovation for Sustainable Development
CALENDAR
& BROCHURE
OF TRAINING PROGRAMMES
2013-14

NATIONAL PRODUCTIVITY COUNCIL
NATIONAL PRODUCTIVITY COUNCIL, JAIPUR
(Under Department of Industrial Policy & Promotion, Ministry of Commerce & Industries, Govt. of India)
Training Programme on
EFFECTIVE TIME AND STRESS MANAGEMENT
May 21-25, 2013 at Mussoorie

INTRODUCTION:
In an era of Liberalization, Privatization and Globalization (LPG) the working environment within and around the organizations is becoming highly competitive. The pace of change is becoming faster, leading to higher degree of uncertainty, stress and strain on the officials at all levels of the organization. Success of any organization depends directly on the effectiveness of its people. Executive stress has a direct bearing on the performance and the health of the people. People react differently to stress at different times. Sometimes they thrive on it but sometimes they are unable to bear it. It is important that Executives/Managers learn about the sources and nature of stress and how to manage it to remain effective and healthy. Of all the resources available to the Executive/Manager, time is a unique and most valuable resource and yet it does not receive the attention it merits. Keeping above in view the programme has been designed to provide inputs for Executives/Managers to proactively develop coping strategies to manage time and stress for better performance and health.

OBJECTIVES:
* To develop understanding about stress and stressors.
* To create awareness about the changes required to be able to cope up with stressful and burn out situations.
* To provide the participants an opportunity for sharing of practical experiences on the subject.
* To create an opportunity to gain insight into the process of management of change.

CONTENTS:
* Changing work environment and its impact
* Managerial & Personal Effectiveness.
* Causes of stress
* Stress and its effects on individual
* Stress Management Strategies
* Nature and Type of Time Wasters
* Managing Time
* Team Building & Inter personal relations
* Conflicts Management

PARTICIPANT’S PROFILE:
Stress and Time Management encompasses all level of any organisation. The programme would be useful for all levels of officials from various functions of government departments, Private sector, Public sector, Co-operative
sectors, Corporations, Banks, Financial Institutions, Service & Autonomous organisations etc.

METHODOLOGY:
Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories, individual & group presentation and group discussion.

FACULTY:
Senior consultants from National Productivity Council and experts from the field would conduct the training programme.

VENUE & DATES:
Hotel Green Breez Resort/Green Castle, Barloganj, Mussoorie
May 21-25, 2013
Programme starts on 21/05/2013 at 1600 hrs., Programme closes on 25/05/2013 at 1030 hrs.
Check-in for residential participants: 21/05/2013 (FN),
Check-out for residential participants: 25/05/2013 (FN) 1100 hrs.
The accommodation will be booked for a group of 20 participants for 4 nights on first come first served basis subject to realisation of participation fee before start of the programme. Overstay if any has to be settle directly by participant.

PARTICIPATION FEE:
₹ 39500/- (₹ Thirty Nine Thousand Five Hundred Only) + 12.36% Service Tax per participant for residential participants inclusive of boarding & lodging charges for 4 nights during the programme and programme material.

₹ 20000/- (₹ Twenty Thousand Only) + 12.36% Service Tax per participants for non-residential participants, inclusive of working lunch and course material.
The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For the residential participants accompanying spouse the charges would be approximately. ₹ 4800/- for the whole duration payable to hotel.

REGISTRATION & ENQUIRIES:
Nominations may be sent stating participants name, designation, contact address, telephone, fax, email address, whether residential or non-residential along with DD/Cheque/ECS intimation towards participation fee should reach NPC, Jaipur latest by May, 10, 2013
The Programme Director (TSM)
National Productivity Council
SB-96, JLN Marg, Bapu Nagar, JAIPUR
Telefax: 0141-2703573, 4004930,
Phones: 2703573, 2702935
e-mail: npcjaipur@rediffmail.com
aditi.npcaipur@yahoo.com
Web: www.npcindia.gov.in
Training Programme on
"DEVELOPING COMPETENCIES OF EXECUTIVE, SECRETARIES, PA, PS AND OFFICE STAFF FOR FUTURE"
June 4-8, 2013 at Mussoorie

INTRODUCTION:
The present day business and governance is characterised by lean size of organisations. Due to fast changing technology, increased customer expectation resulted the need for accurate and timely information for decision-making have considerably increased the importance of the office and the team managing it.

Senior executives now, more than ever, need support from their secretaries and subordinate staff to achieve the goals of the organisation. The expectations in terms of quality, timeliness of output, knowledge about the new concepts, tools and time management are indeed very high. The three technologies of computer, communication and office are converging to usher in integrated office systems. Coupled with the recent advances in IT, these have triggered the new concepts of management thought as well as methods of organising and managing work.

OBJECTIVE:
* To expose the participants to the new concepts of managing the office in ever changing times.
* To develop behavioural skills, the ability to manage self and the effectiveness of oneself for organisation.
* To prepare the secretaries and office staff to come up to the highest expectations of the boss.

CONTENTS:
* Changing Role of Executive Secretary
* Executive Expectations from a Secretary
* Secretarial Effectiveness
* Office System & Productivity
* Emerging Concepts / Tools in e-Age
* Teamwork and Co-operation
* Business Communication and Inter-personnel Skills
* Managing Time at Workplace

PARTICIPANT'S PROFILE:
Section officers, executive secretaries, pps, private secretaries, personal assistants, stenographers, office staff, UDC, LDC, junior & middle level officials, supervisors from central and state government departments, public sector & private sector, corporations, board, cooperatives, autonomous bodies, banks and service organisation etc.
METHODOLOGY:
Methodology of the programme would be participative in nature. The sessions would be based on conceptual deliberations, individual & group presentation, case studies, success stories and group discussion.

FACULTY:
Senior consultants from National Productivity Council and experts from the field would conduct the training programme.

VENUE & DATES:
Hotel Green Breez Resort/Green Castle
Barloganj, Mussoorie
June 4-8, 2013
Programme starts on 04/06/2013 at 1600 hrs., Programme closes on 08/06/2013 at 1030 hrs.
Check - in for residential participants: 04/06/2013 (FN).
Check - out for residential participants: 08/06/2013 (FN) 10.30 hrs.
The accommodation will be booked for a group of 20 participants for 4 nights on first come first served basis subject to realisation of participation fee before start of the programme. Overstay if any has to be settle directly by participant.

PARTICIPATION FEE:
₹ 39500/- + 12.36% Service Tax (₹ Thirty Nine Thousand Five Hundred Only + 12.36% Service Tax) per participant for residential participants, inclusive of boarding & lodging charges for 4 nights during the programme and programme material.

₹ 20000/- + 12.36% Service Tax (₹ Twenty Thousand Only + 12.36% Service Tax) per participants for non-residential participants, inclusive of working lunch and course material.
The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For residential participants accompanying spouse the charges would be approx. ₹ 4800/- for the whole duration payable to hotel.

REGISTRATION & ENQUIRIES:
Nominations may be sent stating participants name, designation, organisation, contact address, telephone, fax, email, whether residential of non-residential along with DD / Cheque / ECS intimation towards participation fee should reach NPC, Jaipur latest by May 24, 2013 to

The Programme Director (EOS)
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar, JAIPUR
Telefax: 0141-2703573, 4004930,
Phones: 2703573, 2702935, M 9414387196
e-mail:npcjaipur@rediffmail.com
aditi.npcjaipur@yahoo.com
Web: www.npcindia.gov.in
Training Programme on
"MANAGERIAL EFFECTIVENESS, FOCUS : COST MANAGEMENT"
June 14-18, 2013 at Manali

INTRODUCTION:
Today, when organisations have equal access to all resources, most of them are relying on their people, especially those at the managerial level to meet the aspirations of the customer and citizens, as the only source of competitive advantage. More then ever, the effectiveness and productivity of an organisation today depends upon the skills and effectiveness of its employees.

Cost and finance play a vital role in translating organisational objectives and plans into desired results and is also one of the most important parameters for evaluation of organisational performance. To be successful each manager/executive must be able to evaluate economic impact of his or her decision at each stage. This demands that all decision takers must be cost conscious and have adequate familiarity with various cost management concepts.

OBJECTIVES:
- To understand the concept of organisational and managerial effectiveness, importance of team work and value of leadership for developing effective relationship and work culture.
- To understand the behaviour of costs and their applications for decision making and control.

CONTENTS:
- Organisational & Managerial Effectiveness
- Understanding, Building and Developing Teams
- Managerial styles adaptability to increase managerial effectiveness
- Managerial Leadership for Managerial Effectiveness
- Managerial Effectiveness & Financial Tools
- Strategic Cost Management
- Activity Based Costing & Budgeting
- Decision Making Tools
- Interpretation of Financial Statements

PARTICIPANT’S PROFILE:
Senior / middle level of executives / managers / officers from various functions of government departments, Public sector, Private Sector, Cooperative sectors, Corporations, Boards, Banks, Financial Institutions, Service & Autonomous organisations etc. The programme is also useful for Junior level executive/officers, section officer/ head, supervisor who are discharging or likely to discharge the managerial role in future.
METHODOLOGY:
The methodology of the programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories, individual and group presentation and group discussion.

FACULTY:
Senior consultants from the National Productivity Council and experts from the field would conduct the training programme.

VENUE & DATES:
Hotel Sarovar Portico, Club Road, Manali
June 14-18, 2013
Programme starts on 14/06/2013 at 1600 hrs.,
Programme closes on 18/06/2013 at 1030 hrs.
Check-in for residential participants: 14/06/2013 (FN),
Check-out for residential participants: 18/06/2013 (FN) 11.00 hrs.
The accommodation will be booked for a group of 20 participants for 4 nights on first come first served basis subject to realisation of participation fee before start of the programme. Oversstay if any has to be settle directly by participant.

PARTICIPATION FEE:
₹ 39500/- (₹ Thirty Nine Thousand Five Hundred Only) + 12.36% Service Tax per participant for residential participants inclusive of boarding & lodging charges for 4 nights during the programme and programme material.
₹ 20000/- (₹ Twenty Thousand Only) + 12.36% Service Tax per participants for non-residential participants, inclusive of working lunch and course material.
The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For the residential participants accompanying spouse the charges would be approximately.
₹ 4000/- for the whole duration payable to hotel.

REGISTRATION & ENQUIRIES:
Nominations may be sent stating participants name, designation, contact address, telephone, fax, email address, whether residential or non-residential along with DD / Cheque / ECS intimation towards participation fee should reach NPC, Jaipur latest by June 1, 2013

The Programme Director (ME)
National Productivity Council
SB-96, JLN Marg, Bapu Nagar, JAIPUR
Telefax: 0141-2703573, 4004930,
Phones: 2703573, 2702935
e-mail:npcjaipur@rediffmail.com
mukesh.singh@npcindia.gov.in
Web: www.npcindia.gov.in
<table>
<thead>
<tr>
<th>No.</th>
<th>Programme</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>Developing Competencies of Executive Secretary, PA, PS &amp; Office Staff for Future</td>
</tr>
<tr>
<td>2</td>
<td>Systematic Problem Solving &amp; Decision Making</td>
</tr>
<tr>
<td>3</td>
<td>Finance for Functional Executives: Focus: Outcome Budgeting</td>
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<tr>
<td>4</td>
<td>Effective Time &amp; Stress Management</td>
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<tr>
<td>5</td>
<td>Developing Competencies of Executive Secretary, PA, PS &amp; Office Staff for Future</td>
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<tr>
<td>6</td>
<td>Managerial Effectiveness, Focus: Cost Management</td>
</tr>
<tr>
<td>7</td>
<td>Project-based Management, Focus: PPP</td>
</tr>
<tr>
<td>8</td>
<td>Managerial Effectiveness, Focus: Team Building &amp; Leadership</td>
</tr>
<tr>
<td>9</td>
<td>Developing Competencies of Executive Secretary, PA, PS &amp; Office Staff for Future</td>
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<tr>
<td>10</td>
<td>Organisational Effectiveness, Focus: Teamwork</td>
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<tr>
<td>11</td>
<td>Effective Office Administration &amp; Management, Focus: HR</td>
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<tr>
<td>12</td>
<td>Project Based Management, Focus: Change Management</td>
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<td>13</td>
<td>Effective Time &amp; Stress Management</td>
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<td>14</td>
<td>Developing Competencies of Executive Secretary, PA, PS &amp; Office Staff for Future</td>
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<td>15</td>
<td>Systematic Problem Solving &amp; Decision Making</td>
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<td>16</td>
<td>Effective Office Administration &amp; Management, Focus: Team Building &amp; Interpersonal Relationship</td>
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<td>17</td>
<td>Finance for Functional Executives, Focus: Outcome Budgeting</td>
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<td>18</td>
<td>Effective Office Administration &amp; Management: Focus: RTI</td>
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<tr>
<td>19</td>
<td>Effective Time &amp; Stress Management</td>
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<tr>
<td>20</td>
<td>Performance Management &amp; Reporting</td>
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</tbody>
</table>

The detailed brochure is available on www.npcindia.gov.in or request through mail.

The training programmes are residential (R) includes boarding and non-residential (NR) includes working lunch, can be opted as per convenience.

Residential nomination will be confirmed for first 20 participants for each programme. Spouse and children's are welcome on payment of Rs. 1000/- per night per person. The Programme starts on approx 1700 hrs. on day 1 and conclude on the last day at 1500 hrs.

Customised Training Module at Company premise/neutral venue. Venue, training and logistics are being finalized.

Fee is mutually agreed dates, venue, financial implications and terms and conditions. Fee is excluding of service tax and will be added at 15% otherwise.

Fee is to be paid by DD/Cheque/ ECS intimation in the name of "NATIONAL PRODUCTIVITY COUNCIL"

Bank Account No. : 01580200001257, IFSC/RTGS/NEFT
Service Tax Registration No.: AAATN 94022ST012, TAN No.

Please let us know your tentative requirements; this would help us to take an early decision.

For details,

Mukesh Sharma
NATIONAL PRODUCTIVITY COUNCIL
Phone: 0141-2702835, 0141-2703576
Mobile: 9464053202
E-mail:npcjaipur@rediffmail.com, mukeshsharma@nipcindia.gov.in
<table>
<thead>
<tr>
<th>Dates</th>
<th>Venue</th>
<th>Fee (R)</th>
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<tbody>
<tr>
<td>April 9-13, 2013</td>
<td>Dalhousie</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>April 24-28, 2013</td>
<td>Mussoorie</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>May 7-11, 2013</td>
<td>Mussoorie</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>May 21-25, 2013</td>
<td>Mussoorie</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>June 4-8, 2013</td>
<td>Mussoorie</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>June 14-18, 2013</td>
<td>Manali</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>June 25-29, 2013</td>
<td>Manali</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
</tr>
<tr>
<td>July 9-13, 2013</td>
<td>Jaisalmer</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<td>July 23-27, 2013</td>
<td>Udaipur</td>
<td>Rs. 37500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>August 5-9, 2013</td>
<td>Dalhousie</td>
<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>August 21-25, 2013</td>
<td>Jaipur</td>
<td>Rs. 37500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>September 5-9, 2013</td>
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<td>Rs. 39500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<td>Udaipur</td>
<td>Rs. 37500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<td>October 15-19, 2013</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>October 26-30, 2013</td>
<td>Jaipur</td>
<td>Rs. 37500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>November 12-16, 2013</td>
<td>Jaipur</td>
<td>Rs. 37500/- + ST (R)</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>November 23-27, 2013</td>
<td>Goa</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<tr>
<td>December 9-13, 2013</td>
<td>Goa</td>
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<tr>
<td>December 17-21, 2013</td>
<td>Udaipur</td>
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<td>Rs. 20000/- + ST (NR)</td>
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<td>Jaipur</td>
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<td></td>
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<td>Rs. 20000/- + ST (NR)</td>
</tr>
</tbody>
</table>

Would be available 10-12 weeks before commencement of the programme on nd condition

lodging arrangement for 4 nights, check-in day 1 (FN) check-out day 5 (FN) or

option.

in any case to be settled directly by the participates.

above topics for 20-25 participants in each batch on

condition.

is available at present @ 12.36%.

National Productivity Council, Jaipur or through ECS.

Code: 1OB-A0000158, MICR Code: 390402002, PAN No.: AAATN 0402F,

Bank Name: Indian Overseas Bank, M.I. Road, Jaipur

s serve your better.

If you please contact

Ingh, Director - NPO

OBTIVITY COUNCIL

Bapu Nagar, JAIPUR 302004

Fax: 0141-2703573, 4004390, Mobile: 9414387196

snch@npoci.gov.in web : www.npoci.gov.in
Training Programme on "PROJECT BASED MANAGEMENT, FOCUS : PPP"
June 25-29, 2013 at Manali

INTRODUCTION:
Project Management, is application of knowledge, skills, tools and techniques to projects activities to meet the project requirements. It has to deal with a complex variety of activities and is multi-disciplinary in character. In broad terms the Project Management plans and directs the process of development of a project to enable it to attain the intended objectives in every possible way and with the best possible results. Cost over runs and delays of most of the projects, whether in government or commercial sectors, has necessitated having a good insight into the various aspects of the project management. Projects by nature are non-repetitive and innovative efforts with specific end results defined. For successful and effective implementation, the tools and techniques of Project Management play a very vital role.

OBJECTIVE:
* To discuss importance and various aspects of project management and discussion on the different stages of project planning, implementation and monitoring for various projects and learn from their experience.
* To acquaint participants with tools & techniques of project management, so as to control the project within schedule and resources, and to discuss various problems, issues in implementation.

CONTENTS:
* Objectives & Fundamentals of Project Management
* Project Planning Tools & Techniques (PERT/CPM)
* Formulation and Appraisal of Projects
* Project Resource Levelling, Monitoring & Control
* Project Time & Quality Management
* Project HR & Communication Management
* Project Cost Management
* Project Management : PPP, Public Private Partnership, Status and lesson so far

PARTICIPANT'S PROFILE:
Senior and middle level executives/ managers/officers of various functions engaged in planning, execution and monitoring of projects, programmes, schemes in central and state government department, PSUs, private sector, corporations, banks, co-operative sector, boards, autonomous organisations etc. It would also be useful for those engaged in special programmes and tasks.
METHODOLOGY:
Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, success stories, individual and group presentation and group discussion. The participants will be required to present a paper on good project management practices is being followed in respective organization. The participants are advised to prepare Powerpoint slides to present their paper. Each participant will be given 5-10 minutes to present the paper followed by question and answer session.

FACULTY:
Senior consultants from National Productivity Council and experts from the field would conduct the training programme.

VENUE & DATES:
Hotel Sarovar Portico, Club Road, Manali
June 25 - 29, 2013
Program starts on 25/06/2013 at 1700 hrs., Program closes on 29/06/2013 at 1030 hrs.
Check-in for residential participants: 25/06/2013 (FN).
Check-out for residential participants: 29/06/2013 (FN)
The accommodation will be booked for a group of 20 participants for 4 nights on first come first served basis subject to realisation of participation fee before start of the programme. Overstay if any has to be settle directly by participant.

PARTICIAPATION FEE:
 ₹ 39500/- + 12.36% Service Tax (₹ Thirty Nine Thousand Five Hundred Only + 12.36% Service Tax) per participant for residential participants, inclusive of boarding & lodging charges for 4 nights during the programme and programme material.
 ₹ 20000/- + 12.36% Service Tax (₹ Twenty Thousand Only + 12.36% Service Tax) per participants for non-residential participants, inclusive of working lunch and course material.
The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For residential participants accompanying spouse the charges would be approx. ₹ 4000/- for the whole duration payable to hotel.

REGISTRATION & ENQUIRIES:
Nominations may be sent stating participants name, designation, organisation, contact address, telephone, fax, email, whether residential of non-residential along with DD / Cheque / ECS intimation towards participation fee should reach NPC, Jaipur latest by June 15, 2013 to
The Programme Director (PM)
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar, JAIPUR
Telefax: 0141-2703573, 4004930,
Phones: 2703573, 2702935, M 9414387196
email: npcjaipur@rediffmail.com
mukesh.singh@npcindia.gov.in
Web: wwwnpcindia.gov.in
Training Programme on
"MANAGERIAL EFFECTIVENESS, FOCUS: TEAM BUILDING & LEADERSHIP"
July 9-13, 2013 at Jaisalmer

INTRODUCTION:
Today, when organisations have equal access to all resources, most of them are relying on their people, especially those at the managerial level to meet the aspirations of the customer and citizens, as the only source of competitive advantage. More then ever, the effectiveness and productivity of an organisation today depends upon the skills and effectiveness of its managers.

One such HR skills i.e. Team Building & Leadership is the keys for performance enhancement of the organisation. It has become imperative for all managers to upgrade their knowledge & skills and be effective in order to attain organisational as well as individual performance.

OBJECTIVE:
* To understand the concept of managerial effectiveness, importance of team work and value of leadership for developing effective relationship and work culture.
* To enable the participant to develop specific Team Building & Leadership skills in order to enhance their contribution to the organisational growth.

CONTENTS:
* Organisational & Managerial Effectiveness
* Understanding, Building and Developing Teams
* Team Building Strategies
* Managerial styles adaptability to increase managerial effectiveness
* Team Leadership
* Strategies for Managing Conflict
* Managerial Leadership for Managerial Effectiveness

PARTICIPANT’S PROFILE:
Senior/ middle level of executives/ managers/ officers from various functions of government departments, Public sector, Private Sector, Co-operative sectors, Corporations, Boards, Banks, Financial Institutions, Service & Autonomous organisations etc. The programme is also useful for Junior level executive/officers, section officer/ head, supervisor who are discharging or likely to discharge the managerial role in future.
METHODOLOGY:
Methodology of the programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories, individual and group presentation and group discussion.

FACULTY:
Senior consultants from National Productivity Council and experts from the field would conduct the training programme.

VENUE & DATES:
Jaisalmer
July 9-13, 2013
Programme starts on 09/07/2013 at 1700 hrs.
Programme closes on 13/07/2013 at 1030 hrs.
Check-in for residential participants: 09/07/2013 (FN)
Check-out for residential participants: 13/07/2013 (FN)
The accommodation will be booked for a group of 20 participants for 4 nights on first come first served basis subject to realisation of participation fee before start of the programme. Overstay if any has to be settle directly by participant.

PARTICIPATION FEE:
₹ 39500/- + 12.36% Service Tax (₹ Thirty Nine Thousand Five Hundred Only + 12.36% Service Tax) per participant for residential participants, inclusive of boarding & lodging charges for 4 nights during the programme and programme material.

₹ 20000/- + 12.36% Service Tax (₹ Twenty Thousand Only + 12.36% Service Tax) per participants for non-residential participants, inclusive of working lunch and course material. The demand drafts should be drawn in favour of National Productivity Council, Jaipur.
For residential participants accompanying spouse the charges would be approx. ₹ 4800/- for the whole duration payable to hotel.

REGISTRATION & ENQUIRIES:
Nominations may be sent stating participants name, designation, organisation, contact address, telephone, fax, email, whether residential of non-residential along with DD / Cheque / ECS intimation towards participation fee should reach NPC, Jaipur latest by June 25, 2013 to
The Programme Director (ME)
National Productivity Council,
SB-96, JLN Marg, Bapu Nagar, JAIPUR
Telefax: 0141-2703573, 4004930,
Phones: 2703573, 2702935, M 9414387196
e-mail: npcjaipur@rediffmail.com
mukesh.singh@npcindia.gov.in
Web: www.npcindia.gov.in
NPC

Consultancy - Improving Productivity for competitiveness through consultancy work. These includes:
+ Process Management
+ Total Quality Management (TQM) & Six Sigma.
+ World Class / Lean Manufacturing.
+ Implementing Productivity Techniques like Quality Circles, Kaizen, 5-S.
+ Productivity Improvement Study and Productivity Norms.
+ System and Procedure Analysis and Manpower Assessment & Planning.
+ Organisational / Business Process Re-engineering.
+ Designing Productivity Linked Incentive Schemes.
+ Training Needs Assessment.
+ Designing Performance Appraisal System.
+ Competency Mapping, HR Audit.
+ Customer Satisfaction Measurement.
+ Energy Management.
+ Environment Management.

Training - Training to Senior / Middle / Junior Level Executives/Officers, Office Staff, Supervisors, Workers and Trade Union Leader from Private Sector, Public Sector, Government Departments, Co-operative, Corporation Banks etc. according to the needs of the organisation.
+ Human Resource Development including customised training programmes like Workers Development Programme and Supervisory Development Programmes, Executive Development Programme.
+ Organisational Effectiveness.
+ Managerial Effectiveness.
+ Managerial Leadership & Team Building.
+ TQM & TPM, 'Lean Management, Six Sigma, Quality Circles, Kaizen, 5S.
+ QMS, ISO 9001, EMS, ISO 14001, OHSAS 18001.
+ World Class Maintenance Management.
+ Effective Office Administration & Management.
+ Right to Information Act.
+ Knowledge Management.
+ Systematic Problem Solving & Decision Making.
+ Certifying Course on "Condition Monitoring & Predictive Maintenance".
+ Integrated Materials Management: Supply Chain Management.
NOMINATION FORM
TRAINING PROGRAMME

Name of the Programme

Date

SPONSORING ORGANISATION:

ADDRESS:

Fax:

Phone:

E-mail:

PARTICIPANTS DETAILS (Name & Designation) | ADDRESS (Place of Working)
---|---
1. 
2. 
3. 
4. 

PAN No.: AAATN 0402F
Service Tax Registration No.: AAATN 0402FST012
TAN No.: 0099B, A/c No. CA 015802000001257
IFCS Code No.: IOB-A000158
Indian Overseas Bank, M.I. Road, Jaipur
9 Digit Bank Code: 302020002

Demand Draft to be drawn in favour of "National Productivity Council, Jaipur"

D.D. No. | Date: |
---|---|
Amount: | Bank: |

PLEASE MAIL TO:
Director
National Productivity Council
SB-96, JLN Marg, Bapu Nagar, JAIPUR-302004
Telefax: 0141-2703573, 4004930
Phones: 2703573, 2702935

npcjaipur@rediffmail.com
mukesh.singh@npcindia.gov.in

Web: www.npcindia.gov.in
ABOUT NATIONAL PRODUCTIVITY COUNCIL

National Productivity Council (NPC), is a national level organisation under Department of Industrial Policy & Promotion, Ministry of Commerce & Industries, Govt. of India, to promote productivity culture in India. Established as a registered society in 1958 by the Government of India, it is an autonomous, tripartite, non-profit organisation with equal representation from the government, employers and workers' organisation, apart from technical and professional institution on its governing council. NPC provides consultancy, training and undertakes research in the areas of productivity, besides implementing the productivity promotion programmes of the Tokyo based Asian Productivity Organisation (APO), an inter-governmental body of which the Government of India is a founder member.

NPC Jaipur is engaged in providing training to employees at all levels in the areas of Productivity, Quality and Humanity for more then three decades in the state of Rajasthan and all over the country. Consultancy assignments in above mentioned areas are taken up based on the requirements identified.

ACTIVITIES:

+ Consultancy
+ Training
+ Research
+ Awareness Generation: Productivity Promotion
+ International Services

For Detail Please Contact:
Mukesh Singh, Director-I/c
NATIONAL PRODUCTIVITY COUNCIL
SB-96, JLN Marg, Bapu Nagar,
JAIPUR-302 004
Telefax: 0141-2703573, 4004930,
Phones: 2703573, 2702935,
M 9414387196
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