Dear Sir / Madam,

Jaipur Productivity Centre, Jaipur is pleased to announce its 40th Residential Training on “Managerial Effectiveness, Focus: Emotional Intelligence” from October 21-25, 2013 at Hotel Redfox, Jaipur.

The aim of this programme is to provide insight to the very important aspects of emotional intelligence, their effect on managerial performance, along with coping strategies to perform better in a fast changing work environment. The brochure giving programme details and methodology is enclosed for your kind perusal. The programme fee of Rs.34500/- plus service tax @ 12.36% (Rs. Thirty four thousand five hundred plus service tax @ 12.36% only) is inclusive boarding and lodging arrangement for the participant, cost of the reading material etc. The details for ECS can be provided, if required.

The programme would be useful for all levels of employees from various functions and the trade union officials from private, public, co-operative sector organisations/institutions, banks, financial institutions, research organisations, central and state government departments.

We are sure that you would take advantage of this and nominate a few officials from your organisation. The nomination form is also enclosed with the brochure. The last date of the nomination along with the participation fee is October 07, 2013.

Information about our programmes can also be downloaded from our website www.jpcjaipur.org. Kindly feel free to write to us in case any further clarification is required.

Thanking you and hoping for an early reply,

Yours sincerely,

(C.M. Khurana)
Director

Encl: Programme Brochure

Productivity for Growth and Prosperity
JAIPUR PRODUCTIVITY CENTRE
JAIPUR

We offer the following services:

Consultancy – Improving Productivity for competitiveness through consultancy work. These include:

- Organisational Process Re-engineering
- System & Procedure Analysis
- Manpower Assessment & Planning
- Manpower Restructuring
- Productivity Norms
- Designing Incentive Schemes
- Total Quality Management
- Implementing Productivity Techniques like Quality Circles, Kaizen, 5S
- Lean/World Class Manufacturing

Training – Training to Senior/Middle/Junior level executives, Supervisor, Workers & Trade Union Leaders according to the needs of the organisation in above all subject and also in:

- Improving Office Productivity
- Human Resource Development including customized training programmes
- Systematic Problem Solving
- Organisational Effectiveness
- Effective Office Secretary

Please indicate your areas of interest so that relevant details can be provided.

Director
Jaipur Productivity Centre
41, Income Tax Colony -2,
Jagatpura Road, P.O. Malviya Nagar
JAIPUR 302017

Forthcoming Residential Training Programmes*

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<th>Programmes</th>
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<tr>
<td>Effective Office Administration &amp; Management, Focus: Knowledge Management</td>
<td>August 19-23, 2013 at Jaipur</td>
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<tr>
<td>Finance for Non-Financial Officials / Managers</td>
<td>September 02-06, 2013 at Mussoorie</td>
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<tr>
<td>Stress &amp; Time Management, Focus: Managerial Effectiveness</td>
<td>September 23-27, 2013 at Ooty</td>
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<tr>
<td>Managerial Effectiveness, Focus: Emotional Intelligence</td>
<td>October 21-25, 2013 at Jaipur</td>
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<tr>
<td>Finance for Non-Financial Officials / Managers</td>
<td>November 25-29, 2013 at Panaji (Goa)</td>
</tr>
<tr>
<td>Transformational Leadership &amp; Change Management</td>
<td>December 18-22, 2013 at Udaipur</td>
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* Participation Fee is Rs.34500/- plus service tax @ 12.36% per participant.

Last date for registration is 14 days before the commencement of each programme.

4th Residential Training

on MANAGERIAL EFFECTIVENESS
(Focus: Emotional Intelligence)

At Hotel Redfox, Jaipur

ABOUT JAIPUR PRODUCTIVITY CENTRE
JAIPUR

Jaipur Productivity Centre (JPC) is an autonomous organization established to promote productivity culture in India. JPC provides consultancy, training and undertakes research in the areas of productivity.

JPC Jaipur is engaged in providing training to employees at all levels in the areas of Productivity, Quality, Organisational Effectiveness and Human Resource Development. Consultancy assignments in above-mentioned areas are taken up based on the needs identified by the organisation.

JAIPUR PRODUCTIVITY CENTRE
JAIPUR, 302017
INTRODUCTION

Success of any organisation depends directly on the effectiveness of its people. Managerial effectiveness is dependent not only on the training and expertise, but also on how one handles oneself and others. There is a need to focus on personal qualities such as initiative, empathy, adaptability and persuasiveness.

The current economic scenario and increasing competitiveness at workplace have been exerting performance-related pressures on all employees. It becomes necessary for them to manage and strengthen their emotional framework. Competencies such as managing one's emotions, handling new situations well, teamwork, and leadership, count even more than ever.

Emotional Intelligence (EI) refers to the ability to perceive, control, evaluate and use emotions appropriately. Our emotional intelligence determines our potential for learning the practical skills that are based on its five elements: Self-Awareness, Motivation, Self-Regulation, Empathy and Adeptness in Relationships.

An emotional competence is a learned capability based on emotional intelligence that along with cognitive competence results in outstanding performance at work.

OBJECTIVE:
- To develop understanding about emotional intelligence
- To create awareness about the relevance of emotional intelligence in performance enhancement
- 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
- Emotional Intelligence- Concept and Framework
- Emotional Quotient
- EI and Team Work
- Inter personal relations
- EI and Conflicts Management
- Leadership and EI
- Stress Management
- Time Management
- Knowledge Management

TARGET GROUP:
The programme would be useful for all levels of officials from various functions of government departments, private sector, public sector, co-operative sector, corporations, banks, financial institutions, service, research and autonomous organisations etc.

FACULTY:
Senior JPC consultants and experts from the field would conduct the training programme.

VENUE & DURATION
Hotel Redfox, Jaipur
October 21-25, 2013
Check-in 21.10.2013 (FN)
Check-out 25.10.2013 (AN)

METHODOLOGY
Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, case studies, tests for self-evaluation, management games and group discussions.

PARTICIPATION FEE
Rs.34500/- plus service tax @ 12.36% (Rs. Thirty four thousand five hundred plus service tax @ 12.36% only) per participant is inclusive of boarding & lodging arrangement during the programme and the programme material. The demand drafts/cheques should be drawn in favour of Jaipur Productivity Centre, Jaipur. Details for ECS can be provided, if required.
For the accompanying spouse the charges would be approximately Rs.3000/- for the whole duration payable to the hotel.

Permanent Account No. AABTJ3316K
Service Tax Regn. No. AABTJ3316K6D002

LAST DATE FOR REGISTRATION:
The last date for receipt of nomination along with the fee is October 7, 2013.

ENQUIRIES:
Programme Director (EI)
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P.O. Malviya Nagar
JAIPUR - 302017
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Productivity for Growth and Prosperity