

No.42/11/2022-5Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 24th Febreuary, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject: - National Productivity Council (NPC): Upcoming Training Programmes Brochure for Mar'23.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 08.02.2023 received from Programme Coordinator (HRM Group) National Productivity Council, (Under Ministry of Commerce & Industry, Govt. of India), Lodhi Road, New Delhi has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action accordingly.

Yours faithfully,

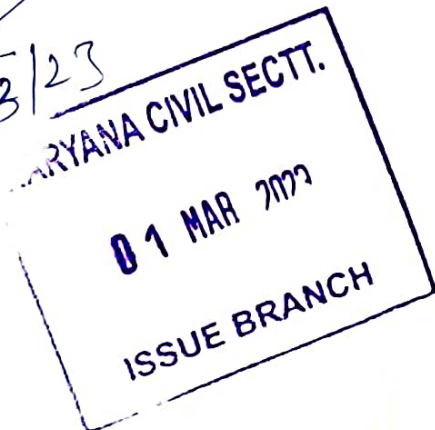

Superintendent, Training
for Chief Secretary to Govt., Haryana.

Endst. No. 42/11/2022-5Trg.

Dated Chandigarh, the 24th February, 2023

A copy is forwarded to Programme Coordinator (HRM Group) National Productivity Council, (Under Ministry of Commerce & Industry, Govt. of India), Lodhi Road, New Delhi-110003 w.r.t his Email letter dated 08.02.2023 for information.


Superintendent, Training
for Chief Secretary to Govt., Haryana.





Training Branch <branchtrg@gmail.com>

Fwd: National Productivity Council (NPC): Upcoming training programmes Brochure for Mar'23
1 message

Training Cell <trainingcellhcschd@gmail.com>
To: branchtrg@gmail.com

8 February 2023 at 16:20

----- Forwarded message -----

From: Krishan Kumar <jsse@hry.nic.in>
Date: Tue, 7 Feb 2023 at 17:06
Subject: Fwd: National Productivity Council (NPC): Upcoming training programmes Brochure for Mar'23
To: trainingcellhcschd <trainingcellhcschd@gmail.com>

Please find attachment enclosed herewith for your kind information and necessary action.

Under Secretary to Govt. Haryana
Secretariat Establishment
Haryana Civil Secretariat, Sector-1,
Chandigarh- 160001

Handwritten signature

From: "HRM HQ" <hrm.hq@npcindia.gov.in>
Sent: Tuesday, February 7, 2023 2:58:26 PM
Subject: National Productivity Council (NPC): Upcoming training programmes Brochure for Mar'23

Handwritten signature

Respected Sir/Madam,

Training Branch
Diary No. 18146
Dated 9-2-2023.

Season's greetings from National Productivity Council (NPC)!

NPC is mandated to promote productivity culture in diverse walks of life and in its pursuit, it offers training programs on various functional areas round the year to the employees of governmental and non-governmental organisations. Please visit our website <https://www.npcindia.gov.in> for further details.

We are pleased to share with you our upcoming training programmes for the Mar'23, being conducted through residential mode for your kind perusal and nominating your officials in the programmes. The Programme brochures are attached for your reference.

Sl. No.	Title of the program	Date	Participants Profile	Place	Programme Fee (Rs.) excluding GST (@18%)	
					Residential	Non-residential
1.	Transformational Leadership & Effective Team Building	March 13-17, 2023	Senior & Middle Management	Gangtok	55,000	30,500
2.	Innovation & Change Management for Organizational Growth	March 13-17, 2023	Senior & Middle Management	Port Blair	55,000	30,500

Thanks & Best Regards,

Programme Coordinator (HRM Group)
National Productivity Council,
(Under Ministry of Commerce & Industry, Govt. of India),
Lodi Road, New Delhi – 110003
Tele: 011-24607376 / 352

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Amrit Mahotsav



भारत 2023 INDIA

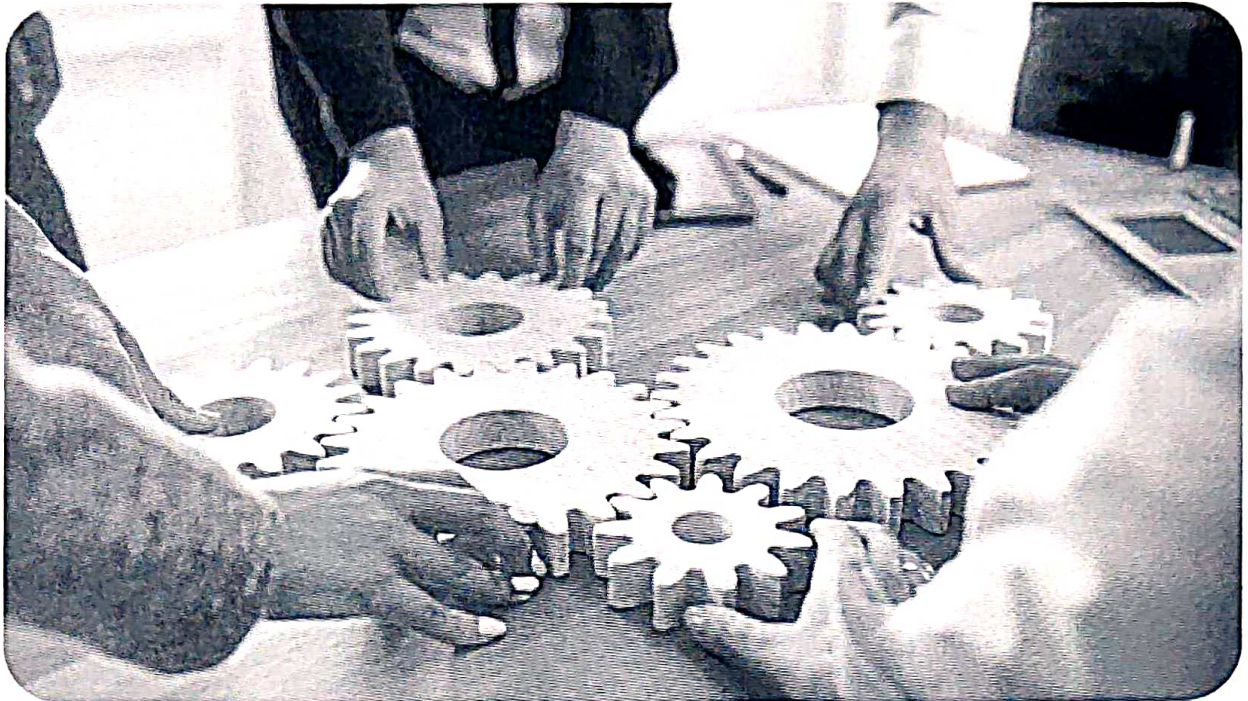
वसुधैव कुटुम्बकम्

ONE EARTH • ONE FAMILY • ONE FUTURE

2 attachments

 March13-17, 2023- Transformational Leadership & Team Building.pdf
352K

 March 13-17, 2023- Innovation and Change Management.pdf
396K



**TRAINING PROGRAMME
ON**

TRANSFORMATIONAL LEADERSHIP & TEAM BUILDING

13-17 MARCH 2023
GANGTOK

HRM GROUP

NATIONAL PRODUCTIVITY COUNCIL
UTPADAKTA BHAVAN, 5-6 INSTITUTIONAL AREA, LODHI ROAD
NEW DELHI - 110003

1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

The symbiotic relationship between leadership and teamwork can hardly be overemphasized. In an increasingly knowledge - intensive world , the most competent leader could be staring at the face of failure if the team that is led fail is to measure up to the leader's objectives and get derailed .Indeed, teams can be rudderless without effective and wise leadership. There has been significant debate as to the styles and characteristics of leadership that engender optimal team performance. Similarly, the constituents of teams that are remarkably effective have been studied and emulated. Obviously, leadership and teamwork cannot exist without each other. They have to be balanced, coordinated, and synergized for optimal organizational performance towards successful outcomes.

3. LEARNING OBJECTIVES

This programme has been designed to explore and propose the best practices that would enable an optimal balancing of leadership and teamwork towards successful outcomes in a competitive environment. Further, the programme will help participants identify their own leadership styles and develop a paradigm for them to achieve performance requirements.

4. BROAD PROGRAMME COVERAGE

- Develop & Design Leadership Style for individual effectiveness.
- Drive Team Performance using Situational Leadership Model.
- Define teamwork and explain how to overcome various challenges to group success.
- Describe several different leadership styles and their likely influence on followers.

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

7. FACULTY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Venue	Gangtok	
Programme Fee	Residential Participants: INR 55,000/- (Rs. Fifty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 30,500/- (Rs. Thirty Thousand Five Hundred only) Plus GST @ 18%

Incentive for bulk nominations - For nominations along with receipt of **Online Payment or Demand Draft**, at least 20 days before the program date, NPC shall offer:

- 10% discount on programme fee for sponsoring 3-5 participants and
- 15% discount of programme fee for sponsoring more than 5 participants

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 13th March, 2023

Check out at Hotel/Resort: Before 12 Noon on 17th March, 2023

10. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

As per GOI notification No. 9/2017-Integrated Tax (Rate) dated 28.06.17, Sr. No. 75, Heading 9992 (at page no. 19 of the notification) No GST is applicable where Services provided to the Central Government, State Government, UT Administration under any training programme for which total expenditure is borne by the Central Government, State Government, UT Administration.

11. HOW TO APPLY

- Please apply in prescribed application format enclosed with this brochure. Nominations may be sent to the following address:

The Training Coordinator National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: npctraining@npcindia.gov.in ; Tel: 011-24607319	Program Coordinator Asmita Raj (97173 55833) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376, 011-24607352
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 6th March 2023

The nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T9/22-23**

12. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
- The Non-residential programme fee covers the professional fee towards training, lunch and refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
- NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay and the training program venue. All participants shall make their own arrangement towards to-and-fro travel from the venue on time as per the programme schedule.
- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
- Settlement of additional bills: The hotel will be instructed to open separate folio for each participant. Participants may directly settle their additional dues regarding family member, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.

- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.

FORTHCOMING TRAINING PROGRAMMES

Programme	Venue	Dates	Last Date	Participation Fee Per Person
Innovation & Change Management for Organizational Growth	Porth Blair	13 th – 17 th March, 2023	6 th March, 2023	55,000/- +GST Residential 30,500/- +GST Non-Residential
For further details of programme, please visit - https://www.npcindia.gov.in/NPC/User/TrainingHeadQuater				



NATIONAL PRODUCTIVITY COUNCIL
APPLICATION FORM FOR NOMINATIONS

Title of Programme: Transformational Leadership and Team Building at Gangtok
Programme Duration: 13th to 17th March, 2023

I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

II. Details of Nominating Authority:

Name: Designation:
Organization: GST No:
Address
Contact Number: Email ID:
Signature

III. Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):_____

Payment Particulars

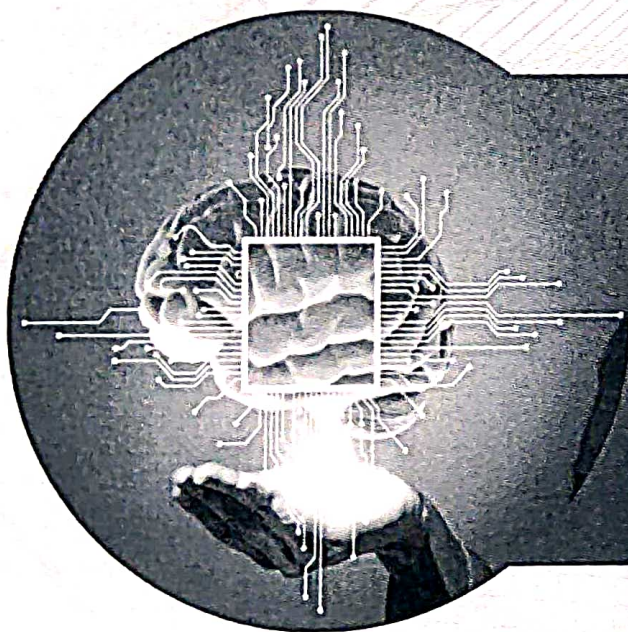
- ECS Payment Details: Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number and Programme Code
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8



NATIONAL PRODUCTIVITY COUNCIL

Innovation & Change Management For organizational Growth

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अमृत महोत्सव



**13-17 March, 2023
(Port Blair)**

HRM GROUP

National Productivity Council
Utpadakta Bhavan, 5-6 Institutional Area, Lodhi Road
New Delhi - 110003

1. ABOUT NPC

National Productivity Council (NPC) is an autonomous organization under the Department of Promotion of Industry and Internal Trade, Ministry of Commerce & Industry, Government of India. The present expertise available in NPC has a resource base of professionals from fields such as Economics, Industrial Engineering, Human Resource Management, Energy, Environment, IT, Project Monitoring and Evaluation, Research Studies and Baseline Surveys. In addition, services of external professionals and subject matter specialists are also sought on need basis, depending upon the nature and scope of work. NPC extends services from its headquarter at New Delhi and 12 regional offices across the country manned by more than 100 full time professionals. NPC has professionals from diverse fields to provide Consultancy, Capacity Building and Project Monitoring Unit (PMU) services to various organisations including Central Government Ministries and State Governments.

2. PROGRAMME THEME

With the rise of globalized and connected economy, the competition has increased manifold causing efforts by the business and government organizations to increase the performance continually for meeting the requirements of citizens which translates to continually evolving the organization to achieve new level of performance and adapt to constantly changing environment of Technology and Cultures.

This programme has been designed to help the employees recognize the need for organizational growth so that the organizations keep on evolving to be competitive by adapting innovative procedure & practices and driving small change management practices. This programme will help participants identify proper innovation and change management strategies to be able to contribute in facilitating building the organization of future.

3. LEARNING OBJECTIVES

- Provide a knowledge base for understanding different types of organizational innovation and change management systems.
- Understand the organizational and extra-organizational forces that influence innovation and change management success.
- Develop an appreciation of the processes and challenges of innovation and change management as they apply to innovation effectiveness.
- Learn to assess the impacts of change, to develop effective change teams and to recognise and address resistance to change and innovation.
- Learn to identify and work with the stakeholders in a change initiative, and how to plan, execute and measure the effective communications required to build and maintain their engagement.

4. BROAD PROGRAMME COVERAGE

- Understanding the concept of Organization Development.
- Understanding the innovation concept and strategies.
- Understanding the change management concept, process and strategies.
- Develop change management plans (CMP).
- Driving change in the organisation.

5. METHODOLOGY

Methodology of the training program would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group exercises/discussions.

6. PARTICIPANTS' PROFILE

All employees in Middle & Senior Management, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks and financial institutions, Boards, Administrative Bodies, Co-operative Sector, MNCs and Private Sector, Universities, Academic Institutions etc.

7. FACULTY

The Faculty for the training programme will comprise of senior NPC Experts and other renowned and experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Venue	Port Blair	
Programme Fee	Residential Participants: INR 55,000/- (Rs. Fifty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 30,500/- (Rs. Thirty Thousand Five Hundred only) Plus GST @ 18%

Incentive for bulk nominations - For nominations along with receipt of **Online Payment or Demand**

Draft, at least 20 days before the program date, NPC shall offer:

- 10% discount on programme fee for sponsoring 3-5 participants and
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9. CHECK-IN/CHECK-OUT INFORMATION

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Check out at Hotel/Resort: Before 12 Noon on 17th March, 2023

10. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance and proof of payment to be attached along with application form

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- Demand Draft should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 07AAATN0402F1Z8

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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 06th March, 2023

The nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. For any correspondence related to this programme please mention the reference no.: **NPC/HQ/HRM/T10/22-23**

12. GENERAL INSTRUCTIONS

- Due to limited number of seats, the nominating authority of the participant's organisation may kindly ensure that the nomination(s) are sent within the prescribed deadline in the enclosed nomination form. Acceptance of the nominations is subject to the seat availability and receipt of programme fee latest by the last date for nominations.
- The Residential programme fee covers the professional fees towards training, board & lodge of the Participant(s). The fee once deposited is non-refundable, however, substitutions are allowed.
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- Each participant should carry their ID cards and necessary letters / orders issued by their department for attending the training program.
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- Participants are requested to assure their health and safety during the training period and NPC will not be liable for medical expenses incurred by the participants during the program.
- NPC will not provide boarding and lodging before and after the dates of programme. Participants planning to stay longer than the scheduled duration should arrange the same at their own cost.
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- The participants shall be awarded Certificate of Participation on successful completion of programme.
- Any other terms and conditions apply as may be notified by NPC at any point of time.
- Referring to GST guidelines, you are requested to confirm the applicability of GST payment for your department.
- Participants are required to follow the necessary COVID protocols during training.



NATIONAL PRODUCTIVITY COUNCIL

APPLICATION FORM FOR NOMINATIONS

Title of Programme: Innovation & Change Management for Organisational Growth at Port Blair

Programme Duration: 13th – 17th March, 2023

I. Details of Nominated Participants:

S. No	Name of Delegate	Designation	Mobile No.	Email ID	Official Address for correspondence
1					
2					
3					
4					
5					

II. Details of Nominating Authority:

Name:

Designation:

Organization:

GST No:

Address

Contact Number:

Email ID:

Signature

III. Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD): _____

Payment Particulars

- **ECS Payment Details:** Indian Overseas Bank, 70, Golf Link, New Delhi Branch; A/c No. 026501000009207, IFSC Code. IOBA0000265
- In case of ECS Payment, the payment details should be intimated accordingly along with UTR number and Programme Code
- DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at NEW DELHI
- Programme Fees per Participant plus GST to be paid in advance
- PAN No: AAATN0402F, GSTIN: 07AAATN0402F1Z8