

No.42/03/2023-3Trg.
HARYANA GOVERNMENT
CHIEF SECRETARY OFFICE
TRAINING DEPARTMENT

Dated, Chandigarh the 02th June, 2023.

To

All the Administrative Secretaries of Haryana State.

Subject:- National Productivity Council (NPC): Upcoming training programmes Brochures.

Sir/Madam,

I am directed to refer to the subject noted above and to inform that a copy of Email letter dated 26.05.2023 received from Programme Coordinator (HRM Group) National Productivity Council, (Under Ministry of Commerce & Industry, Govt. of India) Lodi road, New Delhi has been uploaded on the CS Haryana Website (<http://csharyana.gov.in>).

It is, therefore, requested to take further necessary action keeping in view of letter No. 22/38/2010-4Trg dated 21.12.2022.

Yours faithfully,


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

Endst. No. 42/03/2023-3Trg.

Dated Chandigarh, the 02th June, 2023

A copy is forwarded to **Programme Coordinator (HRM Group) National Productivity Council, Lodi Road, New Delhi w.r.t his Email letter dated 26.05.2023** for information.


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



Training Branch <branchtrg@gmail.com>

wd: National Productivity Council (NPC): Upcoming training programmes Brochures - regd
message

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

26 May 2023 at 09:53

Training Branch
Diary No. 63426
Date: 29/05/2023

3 Tg.

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

From: **Sumer Singh** <jsse@hrm.nic.in>
Date: Thu, 25 May 2023 at 17:35
Subject: Fwd: National Productivity Council (NPC): Upcoming training programmes Brochures - regd
To: trainingcellhcschd <trainingcellhcschd@gmail.com>

Please find attachment enclosed herewith for further necessary action, please.

Y/o
JSSE

From: "HRM HQ" <hrm.hq@npcindia.gov.in>
Sent: Thursday, May 25, 2023 4:17:12 PM
Subject: National Productivity Council (NPC): Upcoming training programmes Brochures - regd

Respected Sir/Madam,

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

NPC is mandated to promote productivity culture in the economy and diverse walks of life. In its pursuit, it conducts training programs for capacity development 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 period July- December'23, being conducted on residential mode for nominating your officials in the programmes. The Programme brochures are attached for your ready reference.

Sl. No.	Title of the program	Date	Participants Profile	Place	Programme Fee (Rs.)	
					Residential	Non-residenti
1	Negotiation & Conflict Resolution Strategies NPC/HQ/HRM/T4/23-24	17-21 July 2023	Senior & Middle Management	Varanasi	55,000 + GST	30,500 + GST

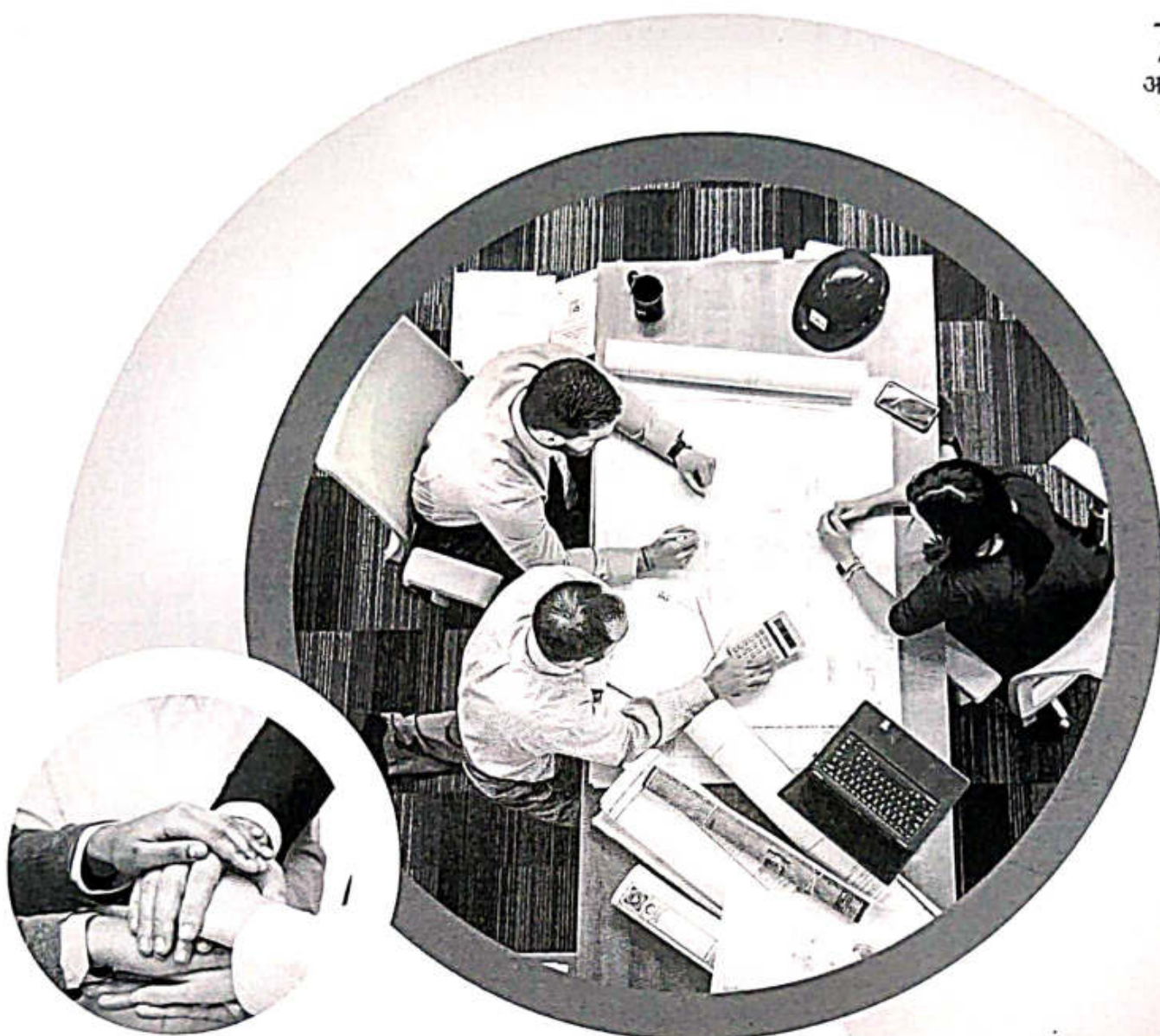
2	RTI & Office Management NPC/HQ/HRM/T5/23-24	21-25 August 2023	Senior & Middle Management	Goa	65,000 + GST	35,500 + GST
3	Stress Management & Work Life Balance NPC/HQ/HRM/T6/23-24	11-15 September 2023	Senior & Middle Management	Gangtok	65,000 + GST	35,500 + GST
4	Transformational Leadership & Team Building NPC/HQ/HRM/T7/23-24	09-13 October 2023	Senior & Middle Management	Goa	65,000 + GST	35,500 + GST
5	Negotiation & Conflict Resolution Strategies NPC/HQ/HRM/T8/23-24	11-15 December 2023	Senior & Middle Management	Port Blair	65,000 + GST	35,500 + GST
6	RTI & Office Management NPC/HQ/HRM/T9/23-24	18-22 December 2023	Senior & Middle Management	Munnar	55,000 + GST	30,500 + GST

Thanks & Best Regards,

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

6 attachments

-  4. Negotiation and Conflict Resolution Strategies_17-21 July 2023.pdf
478K
-  5. RTI & Office Mangement_21-25 August 2023.pdf
521K
-  6.Stress Mgt & Work Life Balance_11-15 Sept. 2023.pdf
461K
-  7. Transformational Leadership & Team Building_9-13 Oct. 2023.pdf
418K
-  8. Negotiation and Conflict Resolution Strategies_11-15 Dec 2023.pdf
469K
-  9. RTI & Office Mangement_18-22 Dec 2023.pdf
518K



TRAINING PROGRAMME
ON

NEGOTIATION & CONFLICT RESOLUTION STRATEGIES

17-21 JULY 2023
VARANASI

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

Negotiation and Conflict Resolution are crucial skills both inside and outside of workplace. No other business skill may be as important to success as negotiation. We negotiate everything: agreements with partners and vendors, in-scope/out-of-scope parameters around important projects, and our own compensation and job responsibilities, to name just a few.

Understanding your counterpart's interests and shaping the decision so that the other side agrees to a proposal for its own reasons are the keys to jointly creating and claiming sustainable value from a negotiation. Most executives know the basics of negotiation; some are spectacularly adept. Yet even experienced negotiators routinely leave money on the table, end up in deadlock, damage relationships, or allow conflicts to spiral.

Quite often, there is an element of conflict between the parties involved in a negotiation, which extends beyond the matters ostensibly being negotiated. Such conflict might have its origins in disputed facts, differing values or incompatible policies. Personal conflicts, interpersonal conflicts and structural conflicts all point to the need for more effective tools for lasting problem-solving.

3. LEARNING OBJECTIVES

The five-day training course's goal is to equip participants with the strategies, tactics, and methods for organising, carrying out, and assessing business negotiations. The importance of conflict and its capacity to produce both success and failure will be understood by the participants. They will be more equipped to handle the balance between competition and cooperation in the realm of business. The participants will be able to establish a comprehensive strategy for negotiations and conflict resolutions. The participants will learn how to conduct win-win negotiations because they will have a better understanding of the concepts and improved skills for handling a variety of scenarios.

4. BROAD PROGRAMME COVERAGE

- Nature of conflict and styles of conflict resolution
- Distinguish the key planning elements required for successful negotiations.
- Describe the importance of communication in negotiations.
- Conflict Resolution & Negotiation Steps
- Strategies for Resolving Conflict

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	Varanasi	
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%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 17th July, 2023

Check out at Hotel/Resort: Before 12 Noon on 21th July, 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:

Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 10th July, 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/T4/23-24**

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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
RTI & office management NPC/HQ/HRM/T5/23-24	Goa	21-25 August 2023	14/08/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T6/23-24	Gangtok	11-15 September 2023	04/09/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
Transformational Leadership & Team Building NPC/HQ/HRM/T7/23-24	Goa	09-13 October 2023	3/10/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
Negotiation & Conflict Resolution Strategies NPC/HQ/HRM/T8/23-24	Port Blair	11-15 December 2023	04/12/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T9/23-24	Munnar	18-22 December 2023	11/12/2023	55,000 + GST for Residential 30,500 + GST for Residential
Innovation & Change Management for Organizational Growth NPC/HQ/HRM/T10/23-24	Port Blair	8-12 January 2024	01/01/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T12/23-24	Munnar	18-22 March 2024	11/03/2024	55,000 + GST for Residential 30,500 + GST for 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: Negotiation and Conflict Resolution Strategies at Varanasi

Programme Duration: 17th-21th July, 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:

Organization:

Address

Contact Number:

Signature

Designation:

GST No:

Email ID:

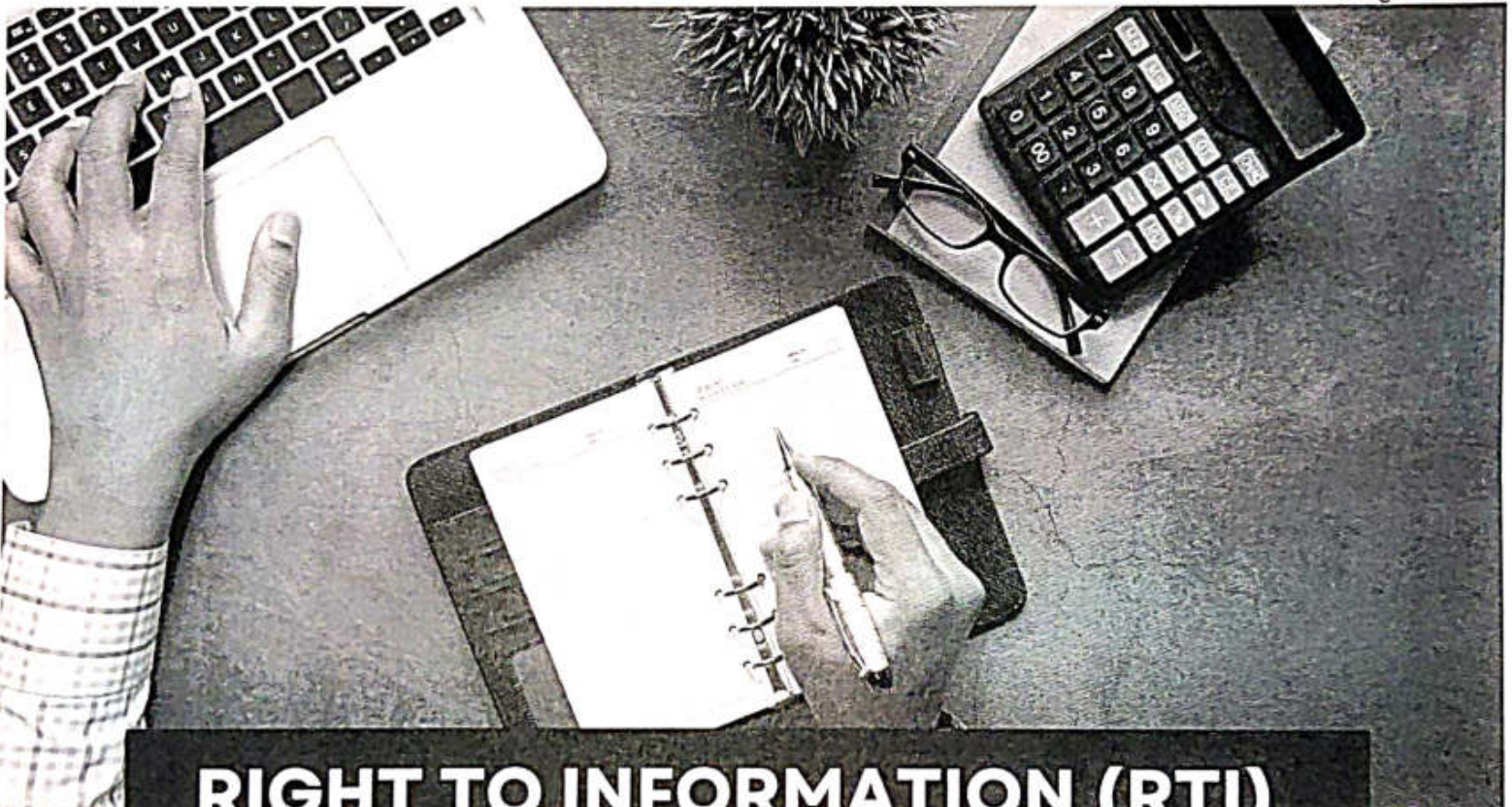
III. Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):_____

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

TRAINING PROGRAMME ON

75
आज़ादी का
अमृत महोत्सव



RIGHT TO INFORMATION (RTI) & OFFICE MANAGEMENT

21-25 August 2023
GOA

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

Effective Office Management has become the prime concern of each and every employee who not only does the work but also get the work done by their subordinates. The office of the future with its three forces computer, communication and human resources has triggered the emergence of new concepts and patterns of management thoughts. The work pattern as well as pattern of the working group has changed abruptly.

To cope up with this changing scenario, NPC has tailored this programme for the benefit of Indian Organization with a view to utilize the available concepts and technology.

Knowledge of RTI and its application in the work field will culminate confidence in the mind of the employees. It will help the employee to know which information he is liable to share and which information he is liable to get from the appropriate authority. It is similar to knowledge empowerment where transparency of information is the buzz word.

3. LEARNING OBJECTIVES

The aim of the training course is to equip the participants with knowledge and skills to handle the job of CPIOs / Appellate Authorities and help the Ministries/Departments/Organizations in implementing the provisions of the Right to Information Act, 2005. Also, exposure to the requirements related to record management shall be given so as to strengthen and make the office management more efficient and transparent.

4. BROAD PROGRAMME COVERAGE

- Concept of Office Management
- Office Automation and Communication Tools in the Office Management
- To create awareness about importance of Right to Information Act
- To deliberate on the role of RTI on Effective Office Management

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	Goa	
Programme Fee	Residential Participants: INR 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 35,500/- (Rs. Thirty Five Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 21st August, 2023

Check out at Hotel/Resort: Before 12 Noon on 25th August, 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

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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 14th August' 23

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/T5/23-24**

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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
Stress Management & Work Life Balance NPC/HQ/HRM/T6/23-24	Gangtok	11-15 September 2023	04/09/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
Transformational Leadership & Team Building NPC/HQ/HRM/T7/23-24	Goa	09-13 October 2023	3/10/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
Negotiation & Conflict Resolution Strategies NPC/HQ/HRM/T8/23-24	Port Blair	11-15 December 2023	04/12/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T9/23-24	Munnar	18-22 December 2023	11/12/2023	55,000 + GST for Residential 30,500 + GST for Residential
Innovation & Change Management for Organizational Growth NPC/HQ/HRM/T10/23-24	Port Blair	8-12 January 2024	01/01/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ 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: RTI & Office Management Team Building at Goa

Programme Duration: 21st to 25th August, 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:

Organization:

Address

Contact Number:

Signature

Designation:

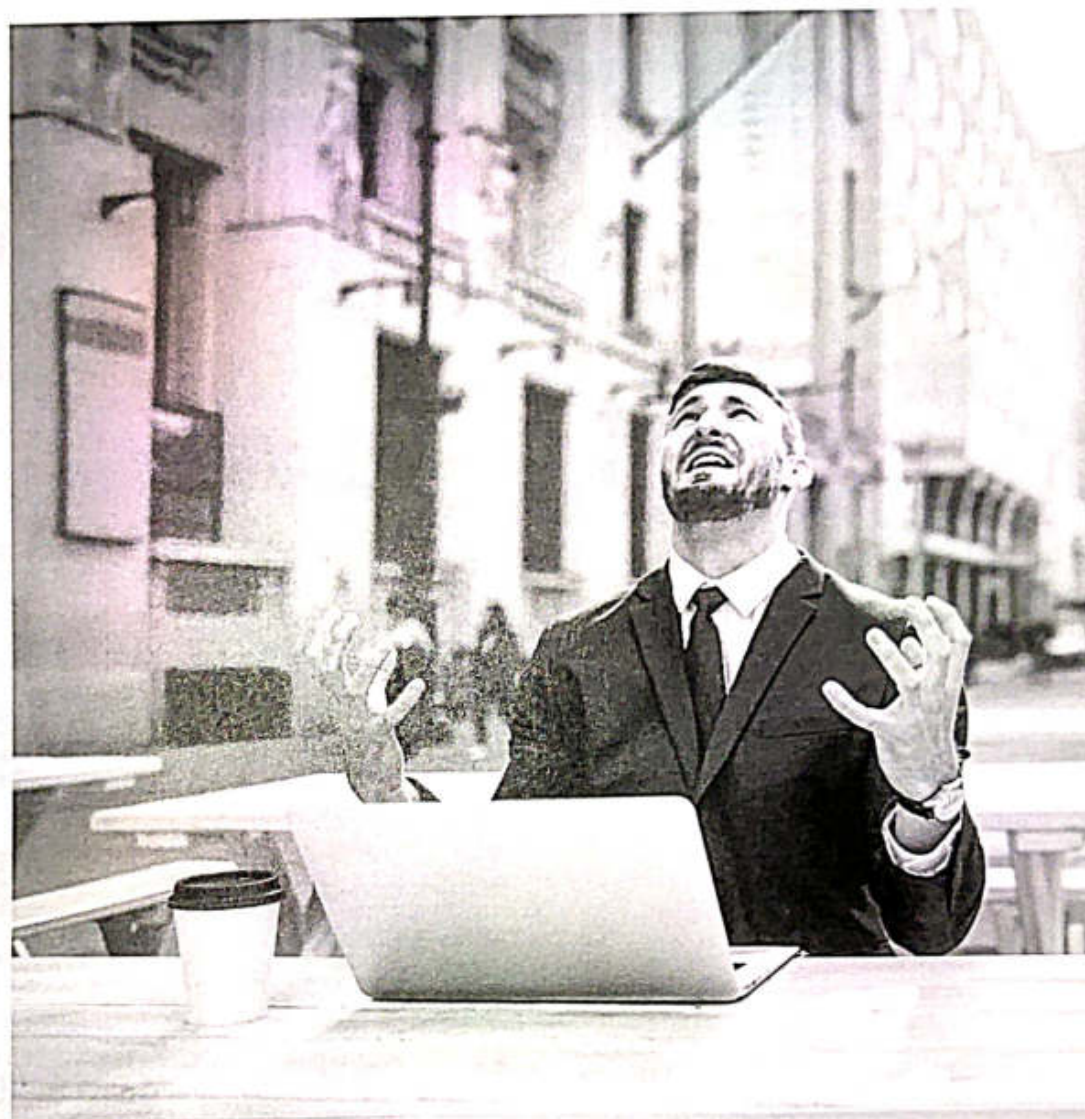
GST No:

Email ID:

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



Training Programme
on
**STRESS MANAGEMENT
&
WORK-LIFE BALANCE**

11-15 September 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

A 'work life' balance refers to employees' ability to uphold a healthy balance between their work roles, their personal responsibilities and family life. Achieving a work-life balance is the new ideal for employees, because an imbalanced life results in stress and fatigue, loss of control and even strained relationships. Modern workplaces have become more stressful because of diverse role expectations, cut throat competition, globalization and technological disruptions. Such changes have created several complications on both the domestic and professional fronts of the employees. Stress affects productivity; therefore, monitoring and managing work related stress is extremely important. The individual must explore his values, aspirations, and goals to realise what he expects from work and life and then develop the suitable ways of balancing work and life. Effective stress management, on the other hand, helps break the hold stress has on life, so the subject would be happier, healthier and more productive. The ultimate goal is a balanced life, with time for work, relationships, relaxation, and growth—the resilience to sustain pressure and meet challenges head on.

3. LEARNING OBJECTIVES

This program has been designed to facilitate creating balance between work and life. Participants will learn how to identify and understand emotional response to stress, how to better communicate under stress, make better decisions and reduce burn-out in even the most challenging situations. It will help understand the ways to reduce stress, increase efficiency and balance in work and life.

4. BROAD PROGRAMME COVERAGE

- Understand the benefits of a work-life balance
- Recognise the signs of an unbalanced life
- Understand stress and recognise the symptoms.
- Measures and strategies to deal with stress effectively.

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 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 35,500/- (Rs. Thirty Five Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 11th September, 2023

Check out at Hotel/Resort: Before 12 Noon on 15th September, 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
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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:

Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 04th September, 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/T6/23-24**

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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
Transformational Leadership & Team Building NPC/HQ/HRM/T7/23-24	Goa	09-13 October 2023	3/10/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
Negotiation & Conflict Resolution Strategies NPC/HQ/HRM/T8/23-24	Port Blair	11-15 December 2023	04/12/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T9/23-24	Munnar	18-22 December 2023	11/12/2023	55,000 + GST for Residential 30,500 + GST for Residential
Innovation & Change Management for Organizational Growth NPC/HQ/HRM/T10/23-24	Port Blair	8-12 January 2024	01/01/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T12/23-24	Munnar	18-22 March 2024	11/03/2024	55,000 + GST for Residential 30,500 + GST for 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: Stress Management and Work Life Balance at Gangtok

Programme Duration: 11th to 15th September, 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:

Organization:

Address

Contact Number:

Signature

Designation:

GST No:

Email ID:

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



**TRAINING PROGRAMME
ON**

**TRANSFORMATIONAL LEADERSHIP
&
TEAM BUILDING**

09-13 OCTOBER 2023
GOA

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 fails 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	Goa	
Programme Fee	Residential Participants: INR 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	Non-Residential Participants: INR 35,500/- (Rs. Thirty Five Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 09th October, 2023

Check out at Hotel/Resort: Before 12 Noon on 13th October, 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:

Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 03rd October 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/T7/23-24**

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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
Negotiation & Conflict Resolution Strategies NPC/HQ/HRM/T8/23-24	Port Blair	11-15 December 2023	04/12/2023	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T9/23-24	Munnar	18-22 December 2023	11/12/2023	55,000 + GST for Residential 30,500 + GST for Residential
Innovation & Change Management for Organizational Growth NPC/HQ/HRM/T10/23-24	Port Blair	8-12 January 2024	01/01/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T12/23-24	Munnar	18-22 March 2024	11/03/2024	55,000 + GST for Residential 30,500 + GST for 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 Goa
Programme Duration: 09th to 13th October, 2023

I. Details of Nominated Participants:

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

II. Details of Nominating Authority:

Name:

Organization:

Address

Contact Number:

Signature

Designation:

GST No:

Email ID:

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

NEGOTIATION & CONFLICT RESOLUTION STRATEGIES

75
आज़ादी का
अमृत महोत्सव



11-15 DECEMBER 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

Negotiation and Conflict Resolution are crucial skills both inside and outside of workplace. No other business **skill** may be as important to success as negotiation. We negotiate everything: agreements with partners and vendors, in-scope/out-of-scope parameters around important projects, and our own compensation and job responsibilities, to name just a few.

Understanding your counterpart's interests and shaping the decision so that the other side agrees to a proposal for its own reasons are the keys to jointly creating and claiming sustainable value from a negotiation. Most executives know the basics of negotiation; some are spectacularly adept. Yet even experienced negotiators routinely leave money on the table, end up in deadlock, damage relationships, or allow conflicts to spiral.

Quite often, there is an element of conflict between the parties involved in a negotiation, which extends beyond the matters ostensibly being negotiated. Such conflict might have its origins in disputed facts, differing values or incompatible policies. Personal conflicts, interpersonal conflicts and structural conflicts all point to the need for more effective tools for lasting problem-solving.

3. LEARNING OBJECTIVES

The five-day training course's goal is to equip participants with the strategies, tactics, and methods for organising, carrying out, and assessing business negotiations. The importance of conflict and its capacity to produce both success and failure will be understood by the participants. They will be more equipped to handle the balance between competition and cooperation in the realm of business. The participants will be able to establish a comprehensive strategy for negotiations and conflict resolutions. The participants will learn how to conduct win-win negotiations because they will have a better understanding of the concepts and improved skills for handling a variety of scenarios.

4. BROAD PROGRAMME COVERAGE

- Nature of conflict and styles of conflict resolution
- Distinguish the key planning elements required for successful negotiations.
- Describe the importance of communication in negotiations.
- Conflict Resolution & Negotiation Steps
- Strategies for Resolving Conflict

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 65,000/- (Rs. Sixty Five Thousand only) Plus GST @ 18%	Non-Residential Participants INR 35,500/- (Rs. Thirty Thousand Five Hundred only) Plus GST @ 18%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 11th December, 2023

Check out at Hotel/Resort: Before 12 Noon on 15th December, 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

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Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
--	--

LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 04th December, 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/T8/22-23**

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

12. GENERAL INSTRUCTIONS

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- 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
RTI & Office Management NPC/HQ/HRM/T9/23-24	Munnar	18-22 December 2023	11/12/2023	55,000 + GST for Residential 30,500 + GST for Residential
Innovation & Change Management for Organizational Growth NPC/HQ/HRM/T10/23-24	Port Blair	8-12 January 2024	01/01/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T12/23-24	Munnar	18-22 March 2024	11/03/2024	55,000 + GST for Residential 30,500 + GST for 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: Negotiation and Conflict Resolution Strategies at Port Blair

Programme Duration: 11th – 15th December, 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

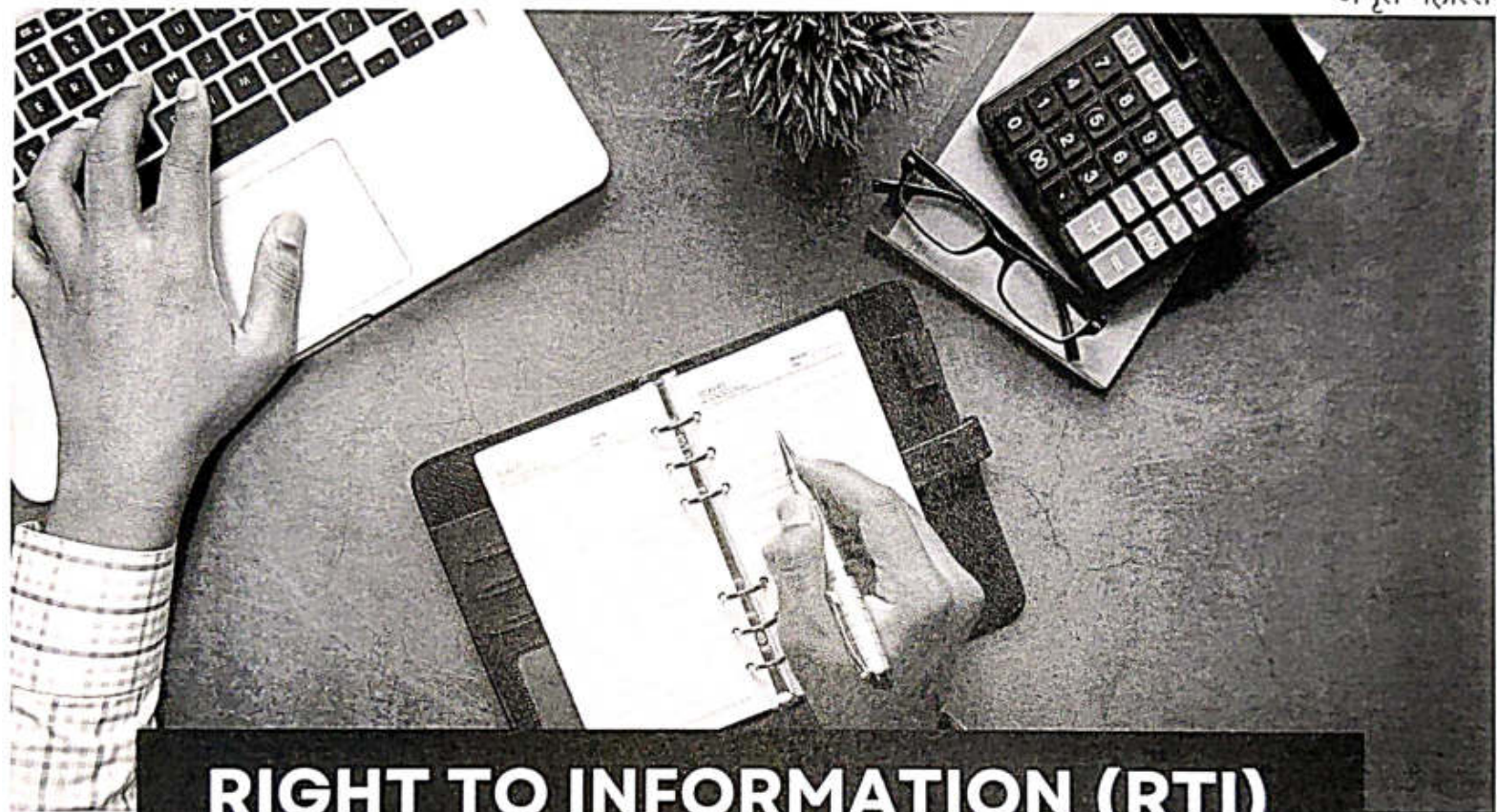
III. Details of Proof of payment of Programme fee (RTGS / NEFT Details; Cheque, DD):_____

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

TRAINING PROGRAMME ON

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RIGHT TO INFORMATION (RTI) & OFFICE MANAGEMENT

18-22 December, 2023
Munnar

HRM GROUP
NATIONAL PRODUCTIVITY COUNCIL
UTPADA KTA 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

Effective Office Management has become the prime concern of each and every employee who not only does the work but also get the work done by their subordinates. The office of the future with its three forces computer, communication and human resources has triggered the emergence of new concepts and patterns of management thoughts. The work pattern as well as pattern of the working group has changed abruptly.

To cope up with this changing scenario, NPC has tailored this programme for the benefit of Indian Organization with a view to utilize the available concepts and technology.

Knowledge of RTI and its application in the work field will culminate confidence in the mind of the employees. It will help the employee to know which information he is liable to share and which information he is liable to get from the appropriate authority. It is similar to knowledge empowerment where transparency of information is the buzz word.

3. LEARNING OBJECTIVES

The aim of the training course is to equip the participants with knowledge and skills to handle the job of CPIOs / Appellate Authorities and help the Ministries/Departments/Organizations in implementing the provisions of the Right to Information Act, 2005. Also, exposure to the requirements related to record management shall be given so as to strengthen and make the office management more efficient and transparent.

4. BROAD PROGRAMME COVERAGE

- Concept of Office Management
- Office Automation and Communication Tools in the Office Management
- To create awareness about importance of Right to Information Act
- To deliberate on the role of RTI on Effective Office Management

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	Munnar	
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%

9. CHECK-IN/CHECK-OUT INFORMATION

Check in at Hotel/Resort: 12 Noon Onwards on 18th December, 2023

Check out at Hotel/Resort: Before 12 Noon on 22th December, 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

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11. HOW TO APPLY

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

Program Coordinator Ms. Asmita Raj Technical Assistant-HRM National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: asmita.raj@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337	Sh. Umashankar Prasad Group Head (HRM) National Productivity Council (NPC) 5-6 Institutional Area, Lodhi Road, New Delhi – 110003 Email Id: us.prasad@npcindia.gov.in Tel: 011-24607376 011-24607364 011-24607352 011-24607337
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LAST DATE FOR RECEIVING CONFIRMED NOMINATIONS: 11th December' 23

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/T9/23-24**

Note: Participants are advised to book their travel (Air/Train/Road) only after receiving confirmation of Programme and acceptance of nomination.

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 NPC/HQ/HRM/T10/23-24	Port Blair	8-12 January 2024	01/01/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
Stress Management & Work Life Balance NPC/HQ/HRM/T11/23-24	Goa	12-16 February 2024	05/02/2024	65,000+ GST for Residential 35,500+ GST Non- Residential
RTI & Office Management NPC/HQ/HRM/T12/23-24	Munnar	18-22 March 2024	11/03/2024	55,000 + GST for Residential 30,500 + GST for 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: RTI & Office Management Team Building at Munnar

Programme Duration: 18th to 22th December, 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