

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

Dated, Chandigarh the 08th January, 2024

To

All the Administrative Secretaries of Haryana State.

Subject:- NPC Residential Training Program on "Developing Managerial Leadership and Administrative Skill" from February 19-23, 2024 at Udaipur-request for Nominations.

Sir/Madam,

I am directed to refer to the subject noted above and to forward herewith an e-mail dated 04.01.2024 received from Sh. Mukesh Singh, Regional Director, National Productivity Council (Under the Ministry of Commerce of Industry, Govt. of India) Regional Directorate - Jaipur, SB-96, JLN Marg, Bapu Nagar, Jaipur-302017, Rajasthan. This e-mail has been uploaded on the website of Chief Secretary Haryana i.e. (<http://csharyana.gov.in>).

The necessary action may be taken in view of Govt. Instructions No. 22/38/2010-4Trg, dated 21.12.2022.

Yours faithfully,

Bis Ram
09/01/24
Superintendent, Training

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

Dated Chandigarh, the 08th January, 2024

2. A copy of the above is forwarded to Sh. Mukesh Singh, Regional Director (Under the Ministry of Commerce of Industry, Govt. of India) Regional Directorate-Jaipur, SB-96, JLN Marg, Bapu Nagar, Jaipur-302017, Rajasthan, w.r.t. his e-mail letter dated 04.01.2024 for information.

Bis Ram
09/01/24
Superintendent, Training

Fwd: Residential Training Programme on "Developing Managerial, Leadership and Administrative Skill" from February 19-23, 2024 at Udaipur- Request for Nominations.

1 message

Prabhjot Singh <ssps@hry.nic.in>
To: branchtrg <branchtrg@gmail.com>

4 January 2024 at 10:59

From: "Santosh Kumar" <santosh.kumar@npcindia.gov.in>
To: "Prabhjot Singh" <ssps@hry.nic.in>
Sent: Thursday, January 4, 2024 3:37:31 AM
Subject: Residential Training Programme on "Developing Managerial, Leadership and Administrative Skill" from February 19-23, 2024 at Udaipur- Request for Nominations.

P.O. No.: TP/23-24/8

Dt.: 04/01/2024

Sub: Residential Training Programme on "Developing Managerial, Leadership and Administrative Skill" from February 19-23, 2024 at Udaipur- Request for Nominations.

Dear Sir/Madam,

National Productivity Council is an autonomous organization under the Ministry of Commerce and Industry, Govt. of India. NPC plays a catalytic role in productivity promotion by undertaking consultancy, training and research assignments in frontier areas of management and technology oriented disciplines. National Productivity Council is organizing residential training program on "Developing Managerial, Leadership and Administrative Skill" from February 19-23 2024 at Udaipur.

INTRODUCTION

Managerial, Leadership & Administrative skills are necessary for a Manager/ Leader to perform their job successfully. Skills like the ability to work with, motivate, encourage, empathize, and communicate with their employees along with technical soundness hold the key to organizational success and its evolution. These skills are important for all levels of management. They position you to act as an effective leader and problem-solver in various situations. Honing these skills and watching how they impact our job performance and opportunities can have an exponential increase in individual and organization productivity. Administrative efficiency and effectiveness is the key to positive administrative changes. This training is designed to help you develop skills needed to maximise your effectiveness, both at work, and at home. This training is based on the idea that, in addition to one's specialist knowledge and technical skills, a set of additional key skills that give better understanding of how to manage our team and organization at large and deal with the problems that occur in everyday life are also needed. This Training will show you how to set and achieve realistic goals, communicate with others, how to prioritise and manage time effectively, manage conflict and difficult people with ease, develop your self-confidence and inspire others around you.

PROGRAMME OBJECTIVES:

The program exposes the participants on how to develop:

- The ability to accurately explain your ideas to others, so they understand you, agree with you and act in accordance with your ideas.

...ve the goal, in the most efficient manner possible.

- The ability to guide and harmonise the various personalities in a team, so that they are more able to synchronize their actions and complement each other.
- The ability to think outside the box and have the confidence to challenge the status quo.
- The ability to inspire positive emotions in the other members of the team, especially during difficult times.

PROGRAMME COVERAGE:

- Leadership Skills & Styles.
- State various types of technical and conceptual knowledge required to become effective managers.
- Describe ways of time management necessary for managers.
- Developing Team Building Skills
- Developing Motivational Skills
- State ways to manage conflicts / disagreements at workplace.
- Describe methods used to motivate employees, delegate work, manage negativity and create enthusiasm among the employees

TARGET GROUP

The programme is designed for officials working across different functional areas of management including administration, finance, personnel & training/HRD, etc. from State and Central Governments Departments/Ministries, Public Sector Units, Financial Institutions and/or Academic and/or Research Institutions.

PARTICIPANT FEE

The programme fees on residential basis is Rs. 55,500 plus GST @ 18% amounting to Rs. 65,490/- (Rupees Sixty-Five Thousand Four Hundred Ninety Only) Per Participant including lodging and boarding arrangements for 4 nights and course material kit. The Non-residential participation fees will be Rs. 39,500/- plus GST @ 18% amounting to Rs. 46,610/- (Rupees Forty Six Thousand Six Hundred Ten Only) inclusive of working lunch and course material kit. The programme can be opted as residential/non residential.

FACULTY AND METHODOLOGY

Methodology of the programme would be participative in the nature. The sessions would be based on conceptual deliberations, experiential learning through case studies, success stories, management games and group discussion with interactive discussions with participants to share their knowledge and experience during the training program.

NPC would impart the required training through experienced expert trainer(s) from NPC along with expert guest speakers from academia and/or industry, having rich practical experience, for the entire duration of the training.

VENUE & DATES

Programme Dates & Venues	February 19-23, 2024 at Hotel Pride, Udaipur
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Arrival day (Check in time from afternoon onwards at Hotel/Resort)	February 19, 2024 Afternoon
Departure day (Check out time from forenoon onwards at Hotel/Resort)	February 23, 2024 Forenoon

REGISTRATION

Nominations along with participants details, name, designation, organization, contact address, email, phone, mobile no. whether residential or non-residential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur latest by 7th February, 2024 respectively to Programme Director National Productivity Council Regional Directorate –Jaipur SB-96, JLN Marg, Bapu Nagar, Jaipur-302015, Rajasthan.

PAYMENT DETAILS

- Bank Name: State Bank of India,
- Branch: Bhawani Sing Road, Bapu Nagar, Jaipur 302004
- Bank Account No: 40084592614, Branch Code: 031477
- IFCS/RTGS/NEFT Code: SBIN0031477,
- MICR Code: 302002118
- PAN No: AAATN0402F
- TAN No: JPRN00099B
- GST No: 08AAATN0402F1Z6
- In the case of ECS Payment, the payment details should be intimated accordingly.

GENERAL INSTRUCTIONS

GST as per GOI Rules (presently@18%) GST No. of the organization must be provided. Due to the limited number of seats, it is recommended to inform the following at the earliest, for ensuring availability in time.

GENERAL INSTRUCTIONS

- GST as per GOI Rules (presently @ 18%) & may be revised as per GoI guidelines.
- Due to limited number of seats, it is recommended to inform at the earliest, for ensuring availability in time.

Please note that NPC would not be in a position to provide accommodation before and after the above dates Overstay if any has to be settled by participants directly.

We are sure that your organization would take advantage of this opportunity by sponsoring delegates to the programme. Nomination indicating the name(s) of the participants, designation, contact address, e-mail id, phone/mobile number and FAX number etc. along with a crossed cheque/demand draft of participation fees on residential basis is Rs. 55,500 plus GST @ 18% amounting to Rs. 65,490/- (Rupees Sixty-Five Thousand Four Hundred Ninety Only) Per Participant. The Non-residential participation fees will be Rs. 39,500/- plus GST @ 18% amounting to Rs. 46,610/- (Rupees Forty Six Thousand Six Hundred Ten Only) per participants favouring "National Productivity Council" and payable at Jaipur may be forwarded to the NPC.

The last date for nominations is 9th February, 2024.

no. 17 of the notification no GST is applicable where services provided to the Central Government, State Government, Union Territory Administration under any training programme for which total expenditure is borne by the Central Government, State Government, Union territory administration.

Thanking you and looking forward to receive nominations.

Yours faithfully

Thanks & Best Regards,

Mukesh Singh

Regional Director

National Productivity Council

(Under Ministry of Commerce and Industry, Govt. of India)

Regional Directorate -Jaipur

SB-96, JLN Marg, Bapu Nagar,

Jaipur - 302017, Rajasthan

Ph. 0141-2702935, 2703573 Mobile No: 09414387196

E-Mail: mukesh.singh@npcindia.gov.in, jaipur@npcindia.gov.in

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

CALENDAR OF TRAINING PROGRAMMES January 2024 - June 2024

No.	Title of Programme	Duration & Dates	Venue	Fee (R)	pdf
1	Developing Managerial, Leadership & Administrative Skills	February 19-23, 2024	Udaipur	Rs.55500/-+GST (R) Rs.39500/-+GST (NR)	
2	Finance for Non Finance and Functional Officials	March 4-8, 2024	Jaipur	Rs.55500/-+GST (R) Rs.39500/-+GST (NR)	
3	Administrative Effectiveness, Focus: Right to Information RTI & POSH Act	March 11-15, 2024	Udaipur	Rs.55500/-+GST (R) Rs.39500/-+GST (NR)	
4	Advance Course on Secretarial Effectiveness, Capacity Building Programme	April 22-26, 2024	Mount Abu	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)	
5	Leading with Emotional Intelligence for Stress Management	May 13-17, 2024	Mount Abu	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)	
6	Effective Office Administration & Management, Focus: HR & Digital India	June 17-21, 2024	Mussoorie	Rs.59500/-+GST (R) Rs.39500/-+GST (NR)	

* The detailed brochure is available on www.npcindia.gov.in or would be available 10-12 weeks before commencement of the programme on request through mail. (Save Paper, Save Tree)

* The training programmes are residential (R) includes boarding and lodging arrangement for 4 nights, check-in day 1 (AN) check-out day 5 (FN) or non-residential (NR) includes working lunch, can be opted as per option.

* In General Programme starts at 1600 hrs. on day 1 and conclude at 11.00 hrs. on day 5.

- * Fee is excluding of GST and will be added as per applicable on fee at present @ 18%.
- * Fee is to be paid by **DD/ Cheque** in the name of "National Productivity Council" Jaipur or through ECS
- * **Bank Name:** Bank Name: State Bank of India, Bhawani Singh Road, Bapu Nagar, Jaipur 302004
- * **Bank Account No:** 40084592614, **Branch Code:** 031477, **IFCS/RTGS/NEFT Code:** SBIN0031477,
- * **PAN No:** AAATN0402F, **TAN NO:** JPRN00099B **GST No:** 08AAATN0402F1Z6
- * Please let us know your tentative requirements; this would help us serve your better.

For details please contact

Programme Director

NATIONAL PRODUCTIVITY COUNCIL

SB-96, J.L.N.Marg, Bapu Nagar, JAIPUR 302004

Phone: 0141-2702935, 0141-2703573, Fax: 0141-2703573

e-mail: jaipur@npcindia.gov.in, Web: www.npcindia.gov.in

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