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Azadi Ka
Amrit Mahotsav



National Productivity Council

(Under Ministry of Commerce & Industry, Government of India)

Training Programme on Advance Course on Modern Office & Productivity Management



12th to 16th

February 2024

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 a 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. 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

Advance Course on Modern Office and Productivity Management is sine-qua-non for the success of any organization in today's competitive world. Some of the important skills required for EOM can be identified as leadership qualities, communication skills, human resource management, Productivity Improvement Tools etc. In the globalised era, it has become imperative for all employees to upgrade their knowledge and skills on a regular basis to attain higher organizational as well as personal goals. A major managerial challenge is to build a productive team and also to effectively manage available human resources so that individuals function efficiently.

Good Productivity Improvement Tools is essential for an organization to succeed. Many Organizations have failed due to poor Productivity Tools. National Productivity Council (NPC) Training programme on ' Advance Course on Modern Office and Productivity Management ' shall emphasize on EOM and the requirement for managing Office Productivity.

Keeping in view of the requirements of modern organizations, NPC Training programme has been designed to equip the participants in effectively handling Office Management and Productivity Improvement Tools so that managerial efficiency as well as organizational productivity is constantly improved.

3. LEARNING OBJECTIVES

This training program prepares participants to:

- To provide an understanding on the concept of Effective Office Management Tools.
- To understand various aspects of Productivity Improvement Tools.
- To assist participants in cultivating skills for effective teamwork and conflict resolution.
- To provide the participants with an opportunity to share their experiences & also to understand different managerial styles.

4. BROAD PROGRAMME COVERAGE

The following topics shall be covered during the training program:

- Introduction to Modern Office Management
- Importance of Productivity in the Workplace
- Communication and Collaboration
- Delegation and Teamwork
- Personal Productivity Strategies
- Tools & techniques for Productivity & Effective Office Management.
- Case studies and panel discussions.

5. METHODOLOGY

The 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 across all levels, working in Ministries, Central & State Government Departments, Central and State PSUs, Banks & financial institutions, Boards, Administrative Bodies, Co-operative Sector, Universities, Academic Institutions, etc.

7. FACULTY

The faculty for the training programme will comprise senior NPC Experts & other renowned & experienced Trainers from the respective field.

8. PROGRAMME FEE & VENUE

Programme Code	IE/GN/T12/480/23-24	
Program Venue	Goa	
Programme Fee	Residential Participants ₹ 58500 /- + 18% GST	Non-Residential Participants ₹ 36000 /- + 18% GST
For Residential Participants	Check-in at hotel – 12 th Feb 2024 (12:00 PM) Check-out from Hotel – 16 th Feb 2024 (09:00 AM)	

9. PAYMENT DETAILS

Programme fee inclusive of GST to be paid in advance & proof of payment to be attached along with application form.
<ul style="list-style-type: none">• ECS Payment Details: State Bank of India, GIDC Electronic Estate Gandhinagar Branch; A/c No. 39739716062, IFSC Code. SBIN0007949• DD/Cheque should be drawn in the name of NATIONAL PRODUCTIVITY COUNCIL payable at GANDHINAGAR, GUJARAT• NPC'S PAN No: AAATN0402F, NPC'S GSTIN: 24AAATN0402F1Z

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,

10. HOW TO APPLY

➤ Nominations may be sent to the following address/Email:

Program Coordinator (RD - Gandhinagar):

Vikas Meena, Deputy Director,

Mob: 8866943946, Email: vikas.meena@npcindia.gov.in

Address:

National Productivity Council

Regional Directorate, Gandhinagar

E-5, GIDC Electronic Estate,

Sec 26, Gandhinagar, Gujarat-382028

Last Date for Receiving nominations: **29 January 2024.**

11. GENERAL INSTRUCTIONS

- ❖ Due to the limited number of seats, it is recommended to send the nominations as per the attached format at the earliest, for ensuring availability. Acceptance of the nominations is subject to the seat availability & receipt of the 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.
- ❖ Each participant should carry their ID cards & necessary letters / orders issued by their department for attending the training program.
- ❖ The Residential participation fee covers the professional fee towards training, Stay, Breakfast, lunch & Dinner, refreshments during the training program.
- ❖ The Non-Residential participation fee covers the professional fee towards training, lunch & refreshments during the training program. The fee once deposited is non-refundable, however, substitutions are allowed.
- ❖ NPC shall not bear any charges towards participants' to & fro travel from their residence / place of stay & the training program venue. All participants shall make their own arrangement to reach the venue on time as per the programme schedule.
- ❖ Participants are requested to assure their health & 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 & 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 members, laundry, telephone, mini bar, room service, overstay etc. with the hotel before checkout.
- ❖ The participants shall be awarded a 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
5-6 Institutional Area, Lodhi Road, New Delhi – 110003
Send to: vikas.meena@npcindia.gov.in

APPLICATION FORM FOR NOMINATIONS

Please apply in the prescribed application format along official nomination letter or office order.

Title of Program: _____

Programme Date: _____

Details of Nominated Participants:

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

Details of Nominating Authority:

Name: _____ Designation: _____

Organization: _____

Address: _____

Contact Number: _____ Email: _____

Signature

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
- 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



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ONE EARTH • ONE FAMILY • ONE FUTURE



Training Coordinator:

Vikas Meena, Deputy Director,
Regional Directorate, Gandhinagar
E-5, GIDC Electronic Estate, Sec 26 GIDC,
Gandhinagar, Gujarat – 382 028

Mob: 8866943946, Email: vikas.meena@npcindia.gov.in

NPC - Head-Quarter:

National Productivity Council
5-6 Institutional Area
Lodhi Road
New Delhi – 110003