

NPC, Jaipur launches Residential Training Program at Udaipur during 19-23 February 2024 on "Developing Managerial and Administrative Skills"

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To:ds-dop@rajasthan.gov.in <ds-dop@rajasthan.gov.in>;

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**Secretary to Governmen
Department of Personnel (A-1)
Main Building,
Secretariat
Jaipur
302005**

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. NPC provides Consultancy, Training and undertakes Research in the areas of productivity besides implementing various Productivity Promotion Programmes. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades. NPC is organizing a Residential Training Program during **19th – 23rd February, 2024 at Udaipur**, Rajasthan on the topic **“Developing Managerial and Administrative Skills”**. We are sure that you would take advantage of the programme and nominate a few officials from your organization. **For further information or clarification kindly contact the undersigned.**

Appended is the detailed program brochure.

NATIONAL PRODUCTIVITY COUNCIL, JAIPUR

5 Day Residential Training Programme on
“Developing Managerial and Administrative Skills”
At Udaipur during 19-23 February 2024

NATIONAL PRODUCTIVITY COUNCIL is a national level autonomous body under the aegis of **DPIIT, Ministry of Commerce and Industry, GOI**. NPC provides **Consultancy, Training** and undertakes **Research** in the areas of productivity besides implementing the Productivity Promotion Programmes of the Tokyo based **Asian Productivity Organisation (APO)**, an inter-governmental body of which the Indian Government is a founding member. NPC Jaipur is engaged in providing training to employees at all the levels in the areas of Productivity, Quality and Human Resources for more than three decades.

Managerial & 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.
- The ability to analyse the facts and formulate innovative and detailed plans of action that will achieve 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 maintain a positive mental state of optimism and realism, especially during the tough times. 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:

- List the types of differences that can occur among the employees at workplace and ways to deal with those.
- State various types of technical and conceptual knowledge required to become effective managers.
- Describe ways of time management necessary for managers.
- State ways to manage conflicts / disagreements at workplace.
- Describe methods used to motivate employees, delegate work, manage negativity and create enthusiasm among the employees.

Participant Profile: The program has been designed to provide comprehensive input to all levels of staff/ officers dealing with establishment and Reservation rules in various organisations.

Methodology: The programme would be participative in nature. The sessions would be based on conceptual deliberations, case studies, success stories and group discussion.

Participation Fee: The programme fees on a residential basis is Rs. 55,500 /- + 18% plus GST Per Participant. The non-residential participation fees will be Rs. 30,500/- + 18% plus GST Per Participant. The residential participation fee includes the cost of accommodation, food stationery, course material and faculty charges. The programme is residential & non-residential can be opted for as per choice.

Faculty: NPC faculty and experts from the field would conduct the programme

Schedule:

Programme Dates	February 19-23, 2024
Arrival day (Check in time from afternoon onwards at Hotel/Resort)	February 19, 2024, AN

Departure day (Check out time from forenoon onwards at Hotel/Resort)	February 23, 2024, FN
Programme Starts at	February 19, 2024, at 4 PM
Programme Closes at	February 23, 2024, at 11 AM
Venue Details	Hotel Pride, Udaipur

****Early Check-In and Late Check-out is subject to availability of room at hotel and charges thus incurred will have to be settled by the participant directly to the hotel**

REGISTRATION: Nominations along with participants details, name, designation, organization, contact address, email, phone, mobile no. whether residential or nonresidential along with DD/Cheque/ECS details towards participation fee should reach NPC Jaipur latest by **12 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.

- Overstay if any has to be settled by participants directly.

FOR FURTHER DETAILS PLEASE CONTACT:

Ms. Aditi Mishra

Dy. Director

**National Productivity Council SB-96, JLN Marg, Bapu
Nagar, Jaipur – 302015, Rajasthan**

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